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## BULLETIN AND HANDBOOK OF POLICIES 2009 - 2010

This **Bulletin and Handbook of Policies, 2009-2010** 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.** Students are also charged with knowledge of all School of Law and University communications when delivered through its official e-mail notices, bulletin boards, student mailboxes, websites, internet, and intranet. It is the student's sole responsibility to check these sources on a regular basis. 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 (October 2009) 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 2009-2010) 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.

UNM School of Law (UNM SOL) and the University does not represent, warrant or claim that by attending or graduating from the law school an accepted applicant will pass the bar exam or be accepted to the bar in any state. In addition, UNM SOL does not represent, warrant or claim that by attending or graduating from the law school, or by subsequently being admitted to the bar of any state, that an accepted applicant to the law school will become employed in a legal position or will receive a higher average starting salary than such applicant might otherwise be in a position to receive.



## 2009-2010 ACADEMIC YEAR CALENDAR

### Fall Semester 2009

Date	Day	Event
August 19-21	Wednesday-Friday	First-Year Orientation
August 24	Monday	Law Classes Begin
<b>September 7</b>	<b>Monday</b>	<b>Labor day (No Classes)</b>
<b>October 12</b>	<b>Monday</b>	<b>First-year Practice Exams (1L Classes Canceled)</b>
<b>October 15-16</b>	<b>Thursday-Friday</b>	<b>Fall Break (No Classes)</b>
<b>November 26-27</b>	<b>Thursday-Friday</b>	<b>Thanksgiving Vacation (No Classes)</b>
December 4	Friday	Last Day of Classes
December 7-8	Monday-Tuesday	Reading Period
December 9-19	Wednesday-Saturday	Final Examination Period
December 18	Friday	Commencement

### Spring Semester 2010

Date	Day	
January 13	Wednesday	Law Classes Begin
<b>January 18</b>	<b>Monday</b>	<b>Martin Luther King Day (No Classes)</b>
<b>March 15-19</b>	<b>Monday-Friday</b>	<b>Spring Break (No Classes)</b>
April 28	Wednesday	Last Day of Classes
April 29-30	Thursday-Friday	Reading Period
May 3-14	Monday-Friday	Final Examination Period
May 15	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.

## 2010-2011 ACADEMIC YEAR CALENDAR

### Fall Semester 2010

Date	Day	Event
August 18-20	Wednesday-Friday	First-Year Orientation
August 23	Monday	Classes Begin
<b>September 6</b>	<b>Monday</b>	<b>Labor day (No Classes)</b>
October 11	Monday	First-year Practice Exams (1L Classes Canceled)
<b>October 14-15</b>	<b>Thursday-Friday</b>	<b>Fall Break (No Classes)</b>
<b>November 25-26</b>	<b>Thursday-Friday</b>	<b>Thanksgiving Vacation (No Classes)</b>
December 3	Friday	Last Day of Classes
December 6-7	Monday-Tuesday	Reading Period
December 8-18	Wednesday-Saturday	Final Examination Period
December 18	Saturday	Commencement

### Spring Semester 2011

Date	Day	Event
January 12	Wednesday	Law Classes Begin
<b>January 17</b>	<b>Monday</b>	<b>Martin Luther King Day (No Classes)</b>
<b>March 14-18</b>	<b>Monday-Friday</b>	<b>Spring Break (No Classes)</b>
April 27	Wednesday	Last Day of Classes
April 28-29	Thursday-Friday	Reading Period
May 2-13	Monday-Friday	Final Examination Period
May 14	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 17 hours. See *Semester Course Loads* (page 24) 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 Withdrawal:** 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 student is also required to complete the "Application for Leave of Absence" form (hereinafter, LOA) which requires the signature of the Associate Dean for Academic Affairs, Assistant Deans for Registration, Admissions & Financial Aid, Information Technology, Student Services and the Financial Aid Officer. The written request and form 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 from the Associate Dean of Academic Affairs 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 will be counted into the students' cumulative grade point average. The request for LOA must be in writing. The student is also required to execute the "Application for Leave of Absence form" which requires the signature of the Associate Dean for Academic Affairs, Assistant Deans for Registration,

Admissions & Financial Aid, Information Technology, Student Services and the Financial Aid Officer. The written request and form will be placed in the student's file.

Second and Third-year students: Students with upper-class standing must request and receive a leave-of absence from the Associate Dean of Academic Affairs. The request for LOA must be in writing. The student is also required to execute the "Application for Leave of Absence" form which requires the signature of the Associate Dean for Academic Affairs, Assistant Deans for Registration, Admissions & Financial Aid, Information Technology, Student Services, and the Financial Aid Officer. The written request and form will be placed in the student's file. Students 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 36) 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 on 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 immediately disclose to the Assistant Dean for Admissions, 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 letter will be placed in the student's file. The Assistant Dean of Admissions will alert the Assistant Dean of Registration and Records that the file has been updated.

# 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 and one half 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), after completion of all first-year courses, allows upper-class 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 five academic years. Students enrolled in the Flex Program are not bound by the "work rules" which limit the work hours of full-time law students (see Employment During Law School page 45).

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 9:00 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 any given semester during the student's second or third year of law school. 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.

### Expanded First-Year Flex Program:

An expanded Flexible Time Program is available to a limited number of first-year law students each year. Applicants who wish to be considered for the first-year Flexible Time Program should indicate their interest by checking the applicable box on the UNM law school application form. No more than 10 entering students per year will be offered admission to the Flex Program, and these students will be selected using the same criteria the Admissions Committee uses when admitting students to the full-time program. If the demand for the expanded Flex Time Program produces more qualified applicants than can be accepted into the program, those qualified applicants not admitted in the first-year Flex Program will be asked if they wish to be considered for admission to the full-time program.

Students enrolled in the expanded Flex Program will be required to take 10 credit hours (three to four classes) per semester during the fall and spring semesters of the first year. Fall classes will be Legal Reasoning, Research, and Writing, Contracts, Torts, and Practicum. Spring classes will be Advocacy, Legal Research I, Property, and Introduction to Constitutional Law. **Whenever possible,** the first-year Flex Time classes will be scheduled in a "block" in order to best meet the needs of the

students. Flex students will complete the first-year required courses in their second-year of school by taking Criminal Law and CHLP in the Fall, and Civil Procedure I in the Spring. By completing first-year required courses in the second year of school may preclude the student from taking certain upper-class elective courses (i.e., Civil Procedure I is a prerequisite to taking Civil Procedure II). First-year flex time students will not be eligible to enroll in a summer externship program following their first-year of law school as they will not have completed the first-year curriculum which is a requirement for the externship (page 34).

First-year students wishing to continue on the Flex Program as an upper-classman must request permission from the Associate Dean for Academic Affairs and the Assistant Dean for Registration and Records.

## 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 43 semester hours may be earned at other law schools. (See *“Visiting Student Status, Graduation Honors & Awards, and Transfer Credits”*).

### 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 will receive their class/section assignments during the first-year Orientation program. Students DO NOT ENROLL until after receiving their course assignments. 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.

**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 and other selected upper-class courses. 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 and calculated into the student’s cumulative G.P.A., 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. A student receiving a grade of F in a clinic must repeat the clinic. The grade of F will remain on the student’s academic record and will be figured into the g.p.a. but the hours will not count towards graduation.

## 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

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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 whose 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 <sup>st</sup> )	April 1 <sup>st</sup>
Spring (last day of class April 30 <sup>th</sup> )	August 30 <sup>th</sup>
Summer (last day of class July 28 <sup>th</sup> )	November 28 <sup>th</sup>

**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 by the deadline for graduation certification to main campus (fall graduation January 19, spring graduation June 19), the degree will not be conferred.** Examples include: a grade of "incomplete" entered on the records; not fulfilling the 86 hours; incomplete writing requirement. **The degree will be conferred in the term when all requirements have been finally met.**

Once a student has met all graduation requirements in any given term, the Assistant Dean for Registration will officially notify the University of the student's pending graduation date for that term. Students that meet all graduation requirements must graduate and are not allowed to continue enrollment with the UNM School of Law.

## 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**

### **Student Use of Social Networking**

The University and the Law School recognize that students enjoy freedom of expression and are entitled to make use of social networking systems such as Twitter and Facebook. However, students' online activities are subject to the University Student Code of Conduct and the University Law School Code of Conduct. The Law School Academic Dean will determine if an honor code violation of either code has occurred according to the Law School Honor Code policy and procedures, published at:

**Law School Honor Code:** <http://lawschool.unm.edu/academics/policies/bulletin-handbook-policies.pdf> , and the **University Code of Conduct**, published at:  
<http://pathfinder.unm.edu/policies.htm#studentcode>.

(added 10/20/09)

### **Student Organizations**

The UNM School of Law has 30 chartered student organizations representing the diverse interests of all students and the law school community. Students are encouraged to join one or more student



groups. Students wishing to organize a new student interest group should see the Assistant Dean for Student Services for the University procedures to become a recognized chartered organization. An organization must be chartered to be eligible for any type of Law School or University funding.

All chartered student organizations' officers must be registered law students at the University of New Mexico. If an officer graduates, leaves school, resigns their position or is removed from office before their term of office expires, the organization shall replace that officer with a UNM law student within 10 business days. Failure to do so could result in the organization losing its charter.

## Journals and Competitions

***Natural Resources Journal (NRJ)***: The *Natural Resources Journal* is internationally recognized and devoted to the examination of resource issues that is published three times a year. 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 members 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 student edited general legal journal consisting of articles written by practitioners and professors. It is published three times a year. 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 Student 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 (a total of 3 credits).
- 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: The Curriculum Committee will compile a list of 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. Repeating a competition: 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.
- E. In order for a student to receive reimbursement for competitions, they must be enrolled in the course for credit.
- F. Students are allowed to be enrolled in only one interscholastic competition per semester.
- G. First-years students are prohibited from enrolling in or participating in any moot or mock competitions.

### **Mock Trial Competitions**

Upper Class Students (second and third year students) may participate in Mock Trial Competition for two (2) hours of credit.

**Reimbursement of Expenses:** 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 grant 12-15 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.

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 available at the Financial Aid page of the Law School web site.

- The New Mexico Black Lawyers Association, Johnnie L. Cochran, Jr. Award
- 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 Schware Scholarship – Labor Unions
- Judge Oliver Seth Scholarship - Mediation
- Carlos F. Vigil Scholarship

- Esteban 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 who has completed at least 75 percent of his or her law studies in graded courses. (updated 10/20/09)

**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.
- American Bankruptcy Institute Medal—for excellence in bankruptcy studies
- American Society of Law, Medicine & Ethics Health Law Award
- Award for Excellence in Family Law —recognizes excellence in Family Law
- Clinical Legal Education Association Outstanding Student Award – recognizes a third-year student who excelled in clinical legal education.
- Michael B. Browde Award Constitutional Law
- Honors in Clinical Law—recognizes outstanding performance in the clinical program

## **BULLETIN AND HANDBOOK OF POLICIES 2009 - 2010**

- 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, Hollander, Goldberg & Ives 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
- 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 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 changes are made by the student on their Lobo Web site. 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 Resources at 277-3506. In addition, a student should inform the Assistant Dean of Student Services 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 Assistant Dean for Registration to discuss their academic progress towards meeting graduation requirements. Students may also consult with the Assistant Dean for Registration 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/curriculum/index.php>. 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](http://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 and approval of withdrawal prior to withdrawing from any course. A student must provide a letter to be on file in their student record stating the reason(s) for withdrawal from the law school.**

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 24 and Withdrawal from the University/Law School deadlines page 24).

**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 17 (fall and spring) and 9 for summer.

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 enrolled law students (including all visitors/exchange students), and guests of the law school (Mexican consulate student and any guest of the clinic or other academic area) will be charged a basic annual fee for duplicating costs and computer services. This fee is **\$300.00** for the 2009-2010 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 Network Printing 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 \$100.00 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 (2008), 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 (2008) 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 39 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 39 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. Information about this program is available through the State Bar of New Mexico and the Career and Student Services office.

## **Examination Information**

### **Scheduling**

Final examination schedules are normally finalized after the add deadline for each semester. The Assistant Dean for Registration and Records will send a tentative examination schedule to students and faculty by e-mail. An official examination schedule will then be sent to students.

### **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 and Records.

### **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 mid-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 a course will have 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 and Records. 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. When a student begins an examination, they must complete it. Once a student starts an examination it is considered a "taken" exam.

If a student becomes ill during the examination, they should collect all of their items in the exam room, exit the room quietly, and notify the exam proctor immediately. After a short break and when the student is feeling better, the student will be assigned to a private examination room to complete the exam. Within the time remaining on the clock. If a student is unable to continue the exam, then the portion completed is the answer that will be given to the professor for grading. A note will be made of the illness in the event that the exam becomes an issue of dismissal.

3. Students may elect to write (bluebooks) or type (use of laptop computer) examinations. To qualify to use personal laptop computers, examination 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. If a student fails to attend the training and installation sessions for the software, they will have to write their examination. **The law school does not provide laptop computers for examinations.**
4. 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. Calculators will only be allowed if specified by the professor. The use of earplugs or cotton is permitted.
5. No food of any type will be allowed in examination rooms. Only drinks in sealed containers will be allowed in examination rooms.
6. Students qualifying by medical documentation for special examination accommodations should see the law school Assistant Dean for Registration and Records prior to the examination period to schedule their exams.
7. Any examination not falling within the examination period will be deemed a paper. Such papers should 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 students present themselves for examinations at the scheduled time. The Assistant Dean for Registration and Records may permit a student with sufficient reason to take an examination at a later date.

The following include but not limited to reasons that will be considered in **granting relief**:

1. An absolute examination conflict,
2. Documented medical incapacity,
3. Religious observance,
4. Death or documented serious medical emergency of a close family member,

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5. Automobile accident, assault, robbery, or similar traumatic experience at the time of the exam or period immediately preceding the exam,
6. Childbirth that interferes with exam or period immediately preceding the exam (applies to either parent),
7. Military commitment: written military orders required,
8. Extraordinary family circumstances.

Requests for an exam deferral must be in writing accompanied by satisfactory documentation of the reasons. Students should be prepared to provide complete documentation, which is subject to verification and approval. Documentation must be presented to the Assistant Dean for Registration and Records within three days of the granted request. If your file shows that you have previously deferred one or more examinations for reasons other than exam conflicts, another deferral examination will be granted in only extraordinary circumstances.

The following include but not limited to reasons a request to defer exams will be **denied**:

1. Travel
2. To attend a conference
3. Weddings
4. Moving
5. Personal
6. Social plans
7. Employment reasons

A student who cannot take an examination on the specified date should notify the Assistant Dean for Registration and Records 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 just 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: Examinations, following their administration, shall be released by the faculty member to the Law Library where they shall be compiled and made available for inspection. The faculty member, however, may decline to release their exam and in particular any multiple-choice questions.
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 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 library web site prior to the examination period. This process is administered by the law school library.

## 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 University academic policy, no "I" grade can be outstanding for a student who is graduating from the University.

### **Incomplete Course Work**

1. 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 the semester. Request for extension of time to fulfill requirements of a course is by permission of the professor and are limited to one extension. If the request is granted, the final course grade will go to a "CR", "C-", "D+", "D", "D-", "F".

### **Incomplete Papers**

2. 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 are approved by the faculty member and are limited to one extension. If an extension is granted, the final course grade will go to a "CR", "C-", "D+", "D", "D-", "F".
3. 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"

**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 and Records 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:

1. For classes in which an examination is given, faculty grades will be due 30 calendar days from the day the faculty member receives his/her examinations from the Registrar.
2. If the class is a seminar with a paper, the grades must be submitted within 30 calendar days from the due date for the papers.
3. If the professor requires both a paper and a final examination, the final grades are due 30 calendar days from either the paper due date or from the date the examinations are delivered to the faculty member, whichever is later.
4. All clinic grades will be due one business day before the first day of the following semester of summer term.
5. The grades are due in the Registrar's Office no later than 5:00 p.m.

#### **Late Submission of Grades by Faculty**

(No exceptions will be made except with the approval of the Dean for good cause shown which is normally construed as circumstances unanticipated and beyond the control of the faculty member. The affected students will be notified of any exceptions permitted by the Dean and the reason why the professor has requested the extension if the Dean concludes that such action is appropriate.

Monetary fines for the submission of late grades without an extension will be \$25 per class per day or any portion of a day that grades are late. The Dean, however, may take into consideration the fact that a faculty member has not submitted grades in compliance with this policy and without obtaining an extension or has not paid fines that have been imposed when determining a faculty member's eligibility for summer research grants, reimbursement for professional travel, and any requests for course release or sabbaticals.

**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 and Records 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.

**Externships:** Law Practice, ADR, and Judicial 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 Academic Affairs. A student must complete the first-year required curriculum to be eligible to enroll in an externship. To represent clients in court, a student must have completed 30 hours of course work prior to the externship and be supervised by a New Mexico licensed attorney.

**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. Submit a written proposal for the externship to the Associate Dean for Academic Affairs and are granted an exception to the current policy. The proposal should (a) identify the externship; (b) explain the reasons for the additional externship and demonstrate its educational benefit; (c) describe the expected academic written work product.
2. Produce, as a result of the externship, an academic written work product which will satisfy the Associate Dean for Academic Affairs.

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 Academic 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.

**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. 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 9).

**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 apply 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 Associate Dean for Academic Affairs. (see page 37, 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 School of Law and 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.

If a professor suspects or discovers a student has committed plagiarism (as defined in the Student Honor Code, see Appendix A), and due to the severity of the plagiarism, should refer the matter to the Dean and Associate Dean for Academic Affairs for determination of the matter. The Dean and Associate Dean for Academic Affairs may either determine the outcome of the discovery under the Professional Good Standing policy, or conclude that the matter be referred to the SBA Honor Board.

Other sanctions may be imposed by the Dean as defined in the Professional Good Standing clause (page 26) 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.**

### **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 - 16	1.67 - 1.99
17 - 38	1.84 - 1.99

2. No student whose grade point average falls below 2.00 after he or she has attempted 39 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 or the Dean's designee that he or she has been placed on continued academic probation.
4. Students on probation shall contact the Assistant Dean for Student Services to develop a plan for academic success in cooperation with the Committee on Academic Support. The Chair of the Committee on Academic Support will review and approve each student's plan for academic success. The student must follow the plan for academic success, and any other recommendations of the Committee on Academic Support, or its Chair. In addition, the Chair of the Committee on Academic Support, in consultation with the Assistant Dean for Student Services, must approve the course schedule of each student, in writing, and no changes may be made to that schedule without written approval of the Chair.
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 or the Dean's designee 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. Any student whose grade point average falls below 1.5 in the first semester is strongly discouraged from petitioning for relief from suspension in the Spring semester.
4. A student who is suspended shall contact the Assistant Dean for Student Services to develop a plan for academic success.
5. 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 only 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 requesting that he or she be placed on probation. A student, however, who has previously filed three unsuccessful petitions for relief from suspension may not file any further petitions for relief from suspension.
2. The petition shall be submitted to the Associate Dean of Academic Affairs and the Assistant Dean for Registration and Records within ten (10) days from the date of the notice of suspension. The Associate Dean of Academic Affairs 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 Professional Good Standing policy and the law school honor code. The violation will be referred to the Committee for determination of the matter. The Committee may either determine the outcome of the discovery under the Professional Good Standing policy, or conclude that the matter be referred to the SBA Honor Board.

## **Consideration of Petition**

1. Upon receipt of a petition for relief from suspension, the Assistant Dean for Registration and Records shall forward it to the chair of the Committee who shall convene a meeting of the Committee as soon thereafter as practicable. The chair

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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 they feel 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 Chair 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, including but not limited to: 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;
    - E. The student's grades in all law school courses attempted;
    - F. The student's submission of or compliance with his or her plan(s) for academic success.
    - G. The extent to which the student's grades have improved or declined compared to previous semesters;
    - H. 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 or continue the suspension of 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 and Records, 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, is 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.

**Road Conditions Outside Albuquerque:** Given the geographic location of areas outside the city of Albuquerque that may have hazardous weather conditions occurring that

are not occurring in the city, students should notify the Assistant Dean for Registration and Records that they are unable to safely travel to school for an examination. Such geographic areas include the east side of the Sandia Mountains, north to Santa Fe, south to Belen or Los Lunas, and west towards Grants. In such a case, the student will take the examination the next day or as soon as weather conditions permit the student to safely travel to school. The examination will NOT be placed on a late exam basis.

## **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 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 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 him/her self 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.

## **Building Use After Hours**

The School of Law maintains regular business hours that are posted at the entrance of the library as well as on the library web site ([www.lawlibrary.unm.edu](http://www.lawlibrary.unm.edu)). Normally during the examination period there are expanded hours to afford students adequate time each day to study and to conduct research for term papers.

The doors to the law school will be locked by campus security at closing time. This is to ensure the safety all individuals using the law school facility. When the building is closed, all students must leave the law school. Staying in the building overnight is prohibited. If a student is asked to leave the building by a security officer or by law school personnel, that student shall leave immediately. Failure to comply with this policy will be dealt with by the law school administration.

## **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.

# **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* (<http://pathfinder.unm.edu/>).

**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* (<http://pathfinder.unm.edu/>).

**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* (<http://pathfinder.unm.edu/>).

**Student Grade Grievance Procedure:** The School of Law policy describes the procedure to be followed when a student objects to a grade. See *Student Objection to Grade* (page 34).

**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* (<http://pathfinder.unm.edu/>).

**Exceptions:** Academic dishonesty disputes involving students of the School of Law are handled either by administrative action under the Professional Code of Conduct (page 26), Dishonesty in Academic Matters (page 37), and/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 34).

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* (<http://pathfinder.unm.edu/>).

**Additional University Policies.** These additional University policies may be found in the Appendix of the current *UNM Pathfinder* (<http://pathfinder.unm.edu/>).

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](http://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 or a certification of financial independence form. In making financial aid awards, the Financial Aid Committee will consider parents' financial resources and ability to assist the applicant.

### 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. The exception to this policy is students who have been granted permission to be on the Flexible-Time Legal Education Program.

**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 their understanding of the School's employment policy. Violation of the work 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 coordinates the advisement program and assists 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 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

Booklists are prepared prior to each semester and are available on the UNM Bookstore web page: <http://bookstore.unm.edu/>. 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 moderated 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 Johnson, 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 47)

## **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 and 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**

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. It is a violation to transfer, sell or give your permit to another individual. Check with the Parking and Transportation Services web site for specifics. Additional information is available from Parking Services at 1621 Central Ave. NE (277-1938).

## **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

Place the student honor code here.

**APPENDIX B**



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