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Student Handbook, 2012-2013

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Student Handbook
2012 - 2013

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Part 1 J.D. PROGRAM

General Requirements for the Juris Doctor Degree

Requirements for the Juris Doctor (J.D.) degree are:

1. successful completion of at least 88 credit hours, including all required courses;
2. six resident semesters as a full-time student;
3. cumulative grade point average of at least 2.0, according to the grading system utilized by the School of Law;
4. satisfaction of the Advanced Writing Requirement;
5. satisfaction of the Practical Skills training requirement;
6. completion of JURI 4300, The Law and Ethics of Lawyering; JURI 4180, Constitutional Law I; JURI 4090, Property.

Graduation candidates within 15 semester credit hours of completing degree requirements may participate in the School of Law Commencement. No student shall graduate or participate in commencement if a disciplinary action or hearing is pending, or if the Associate Dean for Academic Affairs finds such participation inappropriate.

Degree with Honors

The Law School recognizes scholastic attainment of genuine distinction by awarding the degree of Juris Doctor summa cum laude, magna cum laude, or cum laude based on cumulative grade-point average.

Honors are bestowed on the following basis:

1. top 2% of each graduating class will be awarded the J.D. degree summa cum laude;
2. the next 8.5% of the class will be awarded the degree magna cum laude;
3. the next 37.5% of the class will be awarded the degree cum laude.

Academic Courseload

The normal full-time credit load is 12 to 17 semester credit hours in the fall and spring semesters and 6 to 8 credit hours in the summer term. A semester requires enrollment in at least 12 semester hours, but under unusual circumstances, the Associate Dean for Academic Affairs may grant permission to undertake fewer hours. In the final semester of study,

enrollment in at least 10 semester credits qualifies for full-time resident status. Students may not enroll in more than 17 hours in any fall or spring semester, or more than 8 hours in the summer term.

Required Courses

FIRST YEAR COURSES

Fall Semester	Credit Hours
Civil Procedure: Jurisdiction or Civil Procedure: Anatomy of a Law Suit*	3
Contracts & Sales I	3
Criminal Law	3
Legal Research & Writing	2
Torts I	3
	Total = 14
Spring Semester	Credit Hours
Civil Procedure: Jurisdiction or Civil Procedure: Anatomy of a Law Suit*	3
Contracts & Sales II	3
Elective	3 or 4
Legal Research & Writing	2
Torts II	3
	Total = 14 or 15

* Both Civil Procedure courses will be taken in the first year. The order in which they are taken by a particular 1L section will be determined by the instructor(s) involved.

ONE-SEMESTER COURSES

Civil Procedure: Jurisdiction. 4010. 3 hours.

This course focuses on the scope and nature of courts' constitutional and statutory authority to decide cases. Topics include statutory and constitutional constraints on judicial power to render an enforceable judgment against a defendant, subject-matter jurisdiction in federal court, venue, and the determination of the applicable law in certain federal cases under the Rules of Decision Act, the Rules Enabling Act and the famous *Erie* doctrine. Issues of separation of powers, federalism and forum shopping are also discussed.

Civil Procedure: Anatomy of a Lawsuit. 4020. 3 hours.

This course focuses on the life cycle of a lawsuit in federal court, with principal reference to the Federal Rules of Civil Procedure. Topics include pleading and the rules governing the content (and timing) of pleading-based defenses, joinder, discovery, summary judgment, trial and post-trial motions, and the constitutional right to a jury trial. Also addressed is the preclusive effect of final judgments. The course also deals with rule and constitutional interpretation and analysis of the strategic decisions litigators must make throughout the life of a case.

Criminal Law. 4050. 3 hours.

The historical development of criminal law as well as the analysis of the necessary elements of crimes and the consideration of the principal classes of crimes.

First-Year Elective

In the spring semester, each first year student will take one elective for 3 or 4 credits, selected from a limited menu. Property (4 credits) and Constitutional Law I (3 credits) will be two of the options. The other options will vary from year to year. Enrollment in these elective courses will be limited to first-year students.

YEAR-LONG COURSES

Contracts and Sales I and II. 4030, 4040. 3 hours each.

An introduction to the law of legally enforceable promises including offers and their acceptance, duration and termination of offers, consideration, requisites of contracts under seal, parties affected by contracts, parol evidence rule, statute of frauds, performance of contracts, effect of illegality, and discharge of contracts.

Legal Research & Writing I and II. 4070, 4080. 2 hours each.

An intensive one-year course in legal bibliography, research methods, and writing. Instruction is by lecture and clinical methods, with assignments including library exercises, memoranda, and an appellate brief (with oral argument). Assignments are supervised and critiqued. Introduces concept of authorities and analysis of authorities, as well as research and technical writing forms.

Torts I and II. 4120, 4130. 3 hours each.

These courses explore the basic principles underlying the law of civil liability for conduct causing damage to others. Topics include intentionally inflicted

harm to a person's physical or emotional well-being, negligently inflicted harm and liability resulting from use and misuse of products.

ADDITIONAL REQUIRED COURSES

The Law and Ethics of Lawyering. 4300. 3 hours.

Study of the organization of the profession and its standards of professional conduct as set forth in the Code of Professional Responsibility of the ABA and the State Bar of Georgia.

Property. 4090. 4 hours.

The concept of property; acquisition of possessory rights in personal and real property; extent of possessory rights in land; the estate system of present and future interests, co-ownership and marital property; landlord and tenant; easements and servitude; transfer of property; introduction to land transactions; and introduction to public control of land use.

Constitutional Law I. 4180. 3 hours.

This course addresses the meaning and impact of the Constitution of the United States, particularly with regard to federalism, separation of powers, the judicial function and due process of law.

Practical Skills Requirement

The School of Law and the ABA require as a condition for graduation that each law student complete at least one practical skills course. The law faculty has designated the following courses as satisfying the skills course requirement.

- Advanced Trial Practice
- Advanced Writing Seminar: Appellate Practice
- Alternative Dispute Resolution Seminar
- Anatomy of a M & A Deal
- Appellate Advocacy
- Appellate Litigation Clinic I
- Appellate Litigation Clinic II
- Business Negotiations
- Capital Assistance Project
- Civil Externship I
- Civil Externship II
- Constitutional Litigation (Eaton)
- Corporate Counsel Externship
- Criminal Defense Clinic I
- Criminal Defense Clinic II

- D.C. Externship Clinic
- Document Drafting
- Document Drafting: Contracts
- Document Drafting: Litigation
- Environmental Dispute Resolution
- Environmental Law Practicum
- Estate Planning
- Family Violence Clinic
- Interviewing, Counseling, and Negotiating
- Labor Arbitration
- Land Use Clinic (through Spring 2012)
- Law & Practice of Lending (through Fall 2012)
- Legal Drafting for Transactional Practice
- Life Cycle of the Corporation
- Litigation Document Drafting
- Mediation Practicum I
- Mediation Practicum II
- Prosecutorial Clinic II
- Public Interest Practicum
- Special Education Practicum (through Spring 2012)
- Summer Externship
- Trial Practice

Course Clusters

The UGA law school faculty has designed a course cluster system to guide upper-level students toward a curriculum that may more effectively support their areas of special interest.

<http://www.law.uga.edu/course-clusters>

Courses outside the Law School

Up to six hours of credit for graduate-level courses outside the Law School may be applied toward the J.D. degree. Registration for such courses requires permission of the Associate Dean for Academic Affairs. Students must demonstrate the relevance of an outside course to their legal education and/or career plans. This privilege is not granted to first-year students. Student requests must be made to the Associate Dean by email and must include a course description and reasons for desiring the course.

Advanced Writing Requirement

The School of Law requires, as a condition for graduation, that each student complete a substantial, traditional research paper, of at least 30 pages, similar to a law review article. The requirement may be satisfied in any of

three ways:

1. Completion of a research paper in connection with a class or seminar of 20 students or fewer taught by a full-time School of Law faculty member in which the predominant evaluation mechanism is the writing of a paper, on which a grade of not less than a B- is received. The Associate Dean for Academic Affairs, in consultation with the relevant faculty member, may make an exception to the class size limitations. The research paper must be at least 30 pages in length. Papers should have one-inch margins and be typed in 12 pt. Times New Roman font. If a student is interested in using a class paper for satisfaction of the writing requirement, he or she should meet with the faculty member to discuss this option and gain approval.
2. Completion of a 30-page research paper produced in the Supervised Research course with a School of Law faculty member for 2 semester hours, on which a grade of at least B- is received. Without expression authorization from the Associate Dean for Academic Affairs, an adjunct professor may not serve as supervisor of a Supervised Research paper.
3. Satisfactory completion of the writing task assigned by either the *Georgia Law Review*, the *Georgia Journal of International and Comparative Law* or the *Journal of Intellectual Property Law*. This paper normally should be at least 30 pages in length. Certification shall be issued by the faculty advisor upon consultation with the journal's editor-in-chief.

The faculty member certifying the completion of the Advanced Writing requirement must notify the Law School Registrar in writing, stating the method by which it was satisfied and the grade earned. Completion of the Advanced Writing requirement is necessary before graduation certification can be provided to any Bar.

Supervised Research and Independent Project

A student may not receive more than 4 hours total credit toward the J.D. degree for any combination of Supervised Research and Independent Project. No more than 2 hours credit for Supervised Research or Independent Project or any combination thereof can be earned in any semester without permission of the Associate Dean for Academic Affairs. Supervised Research and Independent Project assignments should be completed by the end of the semester in which credit is sought. Occasionally, additional time beyond the semester may be required. In such

cases, a professor may enter a grade of I (Incomplete) and grant a one-semester extension for completion of the work. To enroll in Supervised Research or Independent Project, the student must obtain a form from the Law Registrar office to be completed by the student and signed by the supervising professor. Upon returning the form to the registrar, the student will register in OASIS for the appropriate course: Supervised Research (JURI 5190) or Independent Project (JURI 5510).

1. Supervised Research

Supervised Research, JURI 5190, (2 credits) involves an in-depth written analysis of a legal issue under close faculty supervision. It requires significant legal research and original thinking and analysis. Students must produce a final paper of a kind and quality similar to that found in law review articles. Completion of this course should involve: (1) thesis description of topic and scope; (2) general outline of approximately two pages; (3) detailed outline with citations to each major point, including preliminary bibliography listing of all sources searched to this point; (4) textual draft with bibliography of sources consulted, whether or not cited in text; (5) final paper including footnotes.

Supervision of the paper in Supervised Research generally should be undertaken by a full-time faculty member. On rare occasions, the Associate Dean for Academic Affairs may authorize an adjunct or visiting professor to supervise such a paper.

The thesis description should be approved by the professor prior to enrollment in Supervised Research. Once the project has been approved and the student is enrolled, the balance of the steps should be completed according to a schedule established by the faculty member.

The final paper must be submitted to the supervising professor no later than the last day of the semester, unless other arrangements have been made with the supervising professor.

Supervised Research cannot involve a topic significantly explored or researched by the student previously in another context such as legal journals, moot court, paid research, law office work, and previous seminars. A student is free to use the completed project in any

manner the student desires.

A professor will not supervise research outside of the area of his/her expertise, unless there is no faculty member possessing that expertise. Normally, Supervised Research will not be undertaken on a topic covered by a seminar currently being offered. A professor may not supervise more than 7 students per academic year in Supervised Research. No faculty member may grade a supervised research paper where the paper was originally supervised by another faculty member, except in extraordinary circumstances with the approval of the Associate Dean for Academic Affairs.

2. Independent Project

Independent Project, JURI 5510, (1 or 2 credits) provides a flexible opportunity for independent exploration of legal issues or questions sometimes not found in any course or seminar and without following the format of a formal research paper. Projects must involve significant legal, social or empirical research or experiences.

The supervisor of an Independent Project should be a full-time faculty member. To enroll, the student must present to a faculty member a prospectus describing in detail the project, the resources to be consulted, and the final product, if any, that will result from the student's project. The faculty member must review and approve the proposal prior to the student's enrollment.

The grade for Independent Project will be based upon the originality and creativity of the project, the amount of effort expended, the extent of the learning experience, and the quality of any written work prepared by the student in connection with the project. The work must be completed and any product submitted not later than the last day of scheduled classes for the semester.

A faculty member normally will not grade Independent Projects in fields out of his/her expertise, unless no other faculty members possess that expertise. No faculty member shall grade an independent project which was originally approved by another faculty member. A faculty member shall supervise no more than 9 independent projects per semester.

Independent Project credit cannot be given to work previously done for law review, legal journals, moot court, paid research, law office work, or work done in a course or seminar.

Independent Project credit does not satisfy the Advanced Writing Requirement for graduation.

Clinic Hour Limitation

No student may apply more than 16 hours of credit toward the J.D. degree in any combination of clinic courses. Clinical courses include: Prosecutorial Clinic II, Criminal Defense Clinic I, Criminal Defense Clinic II, Civil Clinic I, Civil Clinic II, Summer Externships, Mediation Practicum II, Corporate Counsel Externship, Family Violence Clinic, Appellate Litigation Clinic and the Washington DC Externship. The School of Law may offer additional clinic courses from time to time. Any question about whether a course counts against the clinic hour limitation should be addressed to the Law School Registrar. Having earned credit in the basic course in one clinic, the student generally can take advanced clinic work only in that clinic. Exceptions can be granted by the clinic directors in consultation with the Associate Dean for Academic Affairs.

Remunerative Employment

Consistent with sound pedagogical practice and ABA accreditation standards, students should devote substantially all working hours to law study and shall not engage in more than 20 hours of remunerative employment per week while school is in session. First-year students are strongly discouraged from engaging in any such work. Students found in violation of this rule shall not be considered full-time students for purposes of satisfying the graduation requirement of six full-time semesters.

Academic Performance Standards

1. Minimum Standard for Graduation and Good Standing

The minimum standard of academic performance during attendance is 1.90. Any student whose cumulative grade point average falls below 1.90 is not in good standing and subject to academic exclusion according to the procedures herein.

2. Standards of Performance for First-year Students

Any student whose first-year grade point average at the end of the first

year of law school is under 1.58 shall be dismissed from school with no right to petition to repeat the first year courses. Any student whose grade point average at the end of the first year is at least 1.58 but less than 1.90 shall be placed on probation and required to repeat all of the first year courses. The student may choose to repeat the first-year courses immediately or may remain out of school for one academic year and then repeat the first-year courses. The student will have only one opportunity to successfully repeat the first-year courses and earn a grade point average of at least 1.90. Upon successful completion of the first-year courses with a grade point average of at least 1.90, the grades from the initial attempt at the first year shall be expunged from the student's record and not included in calculating the student's grade point average. Students who enroll in summer courses after the first year whose GPA in first-year courses was less than 1.90 will be withdrawn from summer courses and will receive a refund of summer tuition and fees.

3. Standards of Performance for 2nd and 3rd year Students

- a) A student whose cumulative GPA after the first two semesters is above 1.90 is in good standing.
- b) If at any time after the first two semesters a student's cumulative GPA falls below 1.90, the student will be notified by mail that he or she is dismissed from the School of Law.
- c) Upon receipt of the notice, the student will not be allowed to enroll in the next semester following the receipt of notice of dismissal unless that student is readmitted (see Readmission Standards below). If the notice of a GPA of less than 1.90 is given while the student is enrolled in a semester or summer term, the student will be withdrawn from his or her courses and receive a refund for tuition and fees.
- d) Any student readmitted as described herein will be on academic probation for the first semester of attendance after readmission. During that semester, the student must raise his/her cumulative grade point average to 1.90. Failure to do so will result in permanent academic exclusion from the Law School.

Readmission Standards

Readmission cases shall be handled by the Dean. In readmission cases, the applicant has the burden of justifying readmission by establishing specific unusual or unique circumstances, not common to a large number of students or inherent in the academic process that reasonably could produce inferior

academic performance. The following are illustrative of specific unique circumstances: serious illness or injury to the applicant, serious illness, injury or death of a member of the applicant's family; unusual and unanticipated financial developments; serious personal problems such as divorce. The following are typical examples of vague, non-unique circumstances which will not justify readmission: difficulty of law school work, poor or unsuccessful study habits, lack of emotional maturity, financial worries, social relationship problems, lack of total commitment to the profession. Risks willingly assumed, such as part-time work, that could disrupt the applicant's work and study habits will not disqualify an applicant for readmission but will militate against readmission. The applicant must present evidence establishing that the unique circumstances did, in fact, contribute to the poor performance and that there are excellent prospects for satisfactory performance in the future.

Joint Degrees

The University of Georgia School of Law offers joint degree programs that enable students to earn both the law and graduate degree in four academic years rather than the five it would take to obtain them individually. Applicants must apply separately to both programs. Joint degree programs are not open to transfer students. Joint degree students must satisfy all law school requirements, except for the 88 hours normally required for the degree. Students interested in a joint degree program should contact the non-law program's Admissions Office directly for information about that program. Normally, joint degree candidates will pay three years of Law School tuition and one year at the Graduate School rate.

J.D./M.B.A.

The J.D./M.B.A. provides preparation for students interested in careers combining law and banking, entrepreneurship, finance, international business, or other business and commercial interests. Applicants should have two years of work experience in business and have taken the Graduate Management Admission Test (GMAT). The degree requires 74 law school credits.

J.D./M.H.P.

The J.D./M.H.P. program, which includes an internship and thesis, is designed for students interested in the historic preservation field. Students with wide varieties of academic backgrounds and experiences are accepted for the program. Applicants must take the Graduate Record Examination (GRE). The degree requires 79 law school credits.

J.D./M.P.A.

The J.D./M.P.A. attracts students who desire careers in public administration, including not-for-profit sectors. Graduates may have careers as attorneys in local, state, or federal agencies and/or be administrators in the agencies. The program accepts students from various academic and experiential backgrounds. Applicants must take the Graduate Record Examination (GRE). The degree requires 74 law school credits.

J.D./M.Ed. in Sports Studies

This joint degree provides the theoretical and practical background to pursue career opportunities as a lawyer concentrating on sports issues. It is restricted to students in the Sports Management program. Applicants must take the Graduate Record Examination (GRE). The degree requires 76 law school credits.

J.D./M.S.W.

Graduates of the J.D./M.S.W. program are prepared for careers as social service administrators, juvenile court representatives, family court judicial personnel, mediators, public policy officials, guardian ad litem, family law attorneys and child support enforcement administrators. Students will participate in both legal and social work internships. Applicants must take the Graduate Record Examination (GRE). The degree requires 76 law school credits.

Part 2 TRANSFERS AND VISITING STUDENT STATUS

Transfer Students

The University of Georgia School of Law admits a few select transfer students each year. Students interested in completing their studies at the School of Law are encouraged to apply. Transfer students are welcomed to Georgia Law by our students and faculty and have opportunities to join student organizations, journals, advocacy teams, clinics, and social activities. A student who has completed the first year of full-time studies in a Juris Doctor degree program at a law school which has been approved by the American Bar Association may be considered for transfer admission. Transfer applications from law schools awarded provisional ABA accreditation will not be considered.

In making transfer decisions, the Admissions Committee relies heavily upon three criteria: (1) the applicant's academic record at all schools attended, including law schools and the applicant's Law School Admission Test score(s), (2) the reasons for seeking transfer to the University of Georgia School of Law and (3) the number of places available in the class. Transfer applicants are admitted in the Fall semester of the second year of law school only. No transfer applicants are admitted for the Summer or Spring terms. No transfer students are eligible for any joint degree program at the University of Georgia.

Credit for first-year courses completed by an admitted transfer student at his/her home school will be awarded in the discretion of the Associate Dean for Academic Affairs upon evaluation of the transfer student's grades and courses. This evaluation will take place before the transfer student's enrollment at Georgia Law. Transfer credit will not be awarded for courses taken pass/fail or on any other ungraded basis or for any course completed with a grade lower than a C or its equivalent. Georgia Law will normally accept approximately 30 hours of credit from another law school.

The School of Law may require transfer students to take particular courses at Georgia Law in order to meet graduation requirements even if the student has had a similar course at another law school. Students will receive credit for courses completed at another law school as determined by Georgia Law, but a transfer student's grades will not be used in calculating the student's Georgia Law GPA. Transfer students will not have class ranks until the end of the second year of law school.

All transfer students are eligible to participate in the write-on competition for journal membership. Georgia Law has three academic journals: GA Law Review, GA Journal of Int'l & Comparative Law, and Journal of Intellectual Property Law. The write-on will be used for all three publications. In mid-

May, the write-on will be available to all rising 2Ls at Georgia Law at the completion of their last exam. On that date, write-on packets will be e-mailed to all potential transfer students who have requested one.

Transfer students wishing to be a part of the Georgia Law Advocacy Program can email the Director of Advocacy for information on tryouts. Moot court tryouts begin at the end of August and mock trial tryouts begin in September. An information meeting will take place the first week classes are in session.

Visiting Students

Persons in good standing at a law school approved by the ABA may be admitted to UGA as visiting students. Admission is granted for one academic term at a time. UGA students seeking visiting status at other law schools must obtain permission from the Associate Dean for Academic Affairs. Petitions to be a visiting student elsewhere must include an explanation of the reasons for the petition.

Part 3 SPECIAL EDUCATIONAL OPPORTUNITIES

Georgia Law at Oxford

This program is one of the few semester-long study abroad opportunities offered by an American law school. It involves 3 traditional courses on various international and comparative law topics and an intensive research and writing project on a comparative or international law topic of choice. Students receive 12 semester hours of credit toward their degree upon completion of the program.

Washington, D.C. Semester in Practice

The D.C. Semester in Practice Program provides up to 15 students the opportunity to have a full-time clinical experience in the nation's capital. Student placements include federal-level governmental agencies, headquarters of national non-profits, federal judges and prosecutors. In addition to working at their placements for between 32 and 35 hours weekly, students will participate in a two-credit clinical seminar and a three-credit non-clinical course taught by a Washington-area law professor. A total of 13 credits will be earned. This program operates each fall and spring semester.

Brussels and Geneva Summer Program

The Georgia Law Summer Program in Brussels and Geneva is hosted by two highly prestigious European institutions of higher learning: *L'Institut d'études européennes, Facultés universitaires Saint-Louis* (IEE) in Brussels, Belgium and the *Graduate Institute of International and Development Studies* (Graduate Institute) in Geneva, Switzerland. The curriculum is designed to provide an introduction to the legal system of the European Union, with an emphasis on EU business law, as well as a concentrated study of international trade law practice under the WTO. All courses are taught in English by faculty from the IEE, Graduate Institute and the University of Georgia School of Law. Enrollment is limited to 25

China Summer Program

The Georgia Law Summer Program in China is hosted by two of China's most prestigious institutions of higher learning: Tsinghua University in Beijing and Fudan University in Shanghai. The program offers participants the opportunity to interact with leading legal scholars from China and explore the country through cultural tours and field trips. The curriculum is designed to provide an introduction to the Chinese legal system, with an emphasis on commercial and international trade law. All courses are taught in English by faculty from Tsinghua University School of Law, Fudan University School of Law and the University of Georgia School of Law.

ABA-Approved Summer Study

Many American law schools sponsor American Bar Association-approved educational programs either on their campus or in other countries. The Law School normally will accept transfer credits (but not grades) for courses in which students earn the grade of C or better. Prior approval of the Associate Dean for Academic Affairs is necessary. A Study Abroad Credit Approval form, necessary for international study and student financial aid, is available either [online](#) or at the Law School Registrar's Office. Students must pay a study abroad fee and complete the credit approval form only for programs sponsored by law schools other than Georgia Law. Please note that there is a program fee for Georgia Law study abroad programs. All forms and study abroad fees must be submitted and paid before course registration and financial aid can be completed.

Global Internship Program

Since 2001, the Dean Rusk Center has placed over 200 law students in 30 countries around the world through Georgia Law's Global Internship Program. This unique initiative allows first- and second-year J.D. students at the University of Georgia to venture abroad to gain experience in legal organizations during a four to twelve-week period.

Past host institutions and organizations have praised the results of the interaction with UGA's law students, not only appreciating the opportunity to network with future American legal professionals but, most importantly, recognizing the actual contributions made by the students during their summer placements. No academic credit is earned in these internships.

Environmental Ethics Certificate

Law students may enroll in the Environmental Ethics Certificate Program for the graduate-level certificate. For a law student to receive the certificate, the student must complete, with permission of the Associate Dean for Academic Affairs, two required courses outside of the Law School, namely Ecological Concepts (EETH/ECOL 6200) and Environmental Ethics (EETH/PHIL 6220). A candidate for an environmental certificate must also enroll in an additional course in environmental ethics; law students can satisfy that requirement by taking the Environmental Dispute Resolution course (EETH/JURI 7870). The student must also attend a series of Tuesday evening seminars (EETH 6000), which is an ungraded weekly seminar and will not count as credit toward the J.D. Finally, the certificate recipient must complete two additional courses and complete a substantial paper about an environmental subject. Most of the classes in the Law School's environmental curriculum qualify as EECF electives, and students may choose to satisfy the EECF required paper with the same paper that they use to satisfy the Law School's Advanced Writing requirement. For further information about the EECF, please call its office at (706) 542-0935, e-mail eecf@uga.edu or visit <http://www.uga-eecf.com>

Third-Year Law Practice

Under Rule 92 of the Supreme Court of Georgia, authorized third-year law students may assist in certain proceedings in Georgia courts. A student must be under the supervision of a district attorney, a solicitor-general of a state court, a solicitor of a municipal court, a public defender, or a licensed practicing attorney who works for or volunteers for a court or a non-profit organization that provides free legal representation to indigent persons or children.

Certification of third year student status is handled by the Law Registrar's Office. Forms are provided by agencies or can be generated at the Law Registrar's Office upon written request. To be certified, the student must have completed:

- a) 58 or more credit hours; or
- b) 57 credit hours along with Professional Skills requirement and either Law and Ethics of the Legal Profession or the Advanced Writing requirement; or
- c) 56 credit hours and the professional skills requirement, the Law and Ethics of the Legal Profession and the Advanced Writing Requirement.

Part 4 CLASSES

Upper level elective courses and their descriptions can be found on the law school's web site.

<http://www.law.uga.edu/courses-instruction>

Course Registration

All information pertaining to course schedules, registration dates, drop/add schedule adjustment, and registration guidelines are available online at <http://www.law.uga.edu/class-schedules-registration>. Students may access the UGA OASIS on-line registration system by computer. Students who have unpaid parking fines, library fines, health service fees, etc. will have a "flag" placed on their registration by the University. Registration cannot be accomplished while a flag exists on a student's record. Information regarding loan disbursements, tuition, and fee deadlines is available on the UGA Bursar's website at <http://www.bursar.uga.edu/>

Class Attendance

Standard 304(d) of the ABA Standards for Approval of Law Schools requires regular and punctual class attendance as a means of fulfilling residency and class hour requirements. Regular and punctual class attendance is an integral part of the learning process. In compliance with the foregoing standard, it is Law School policy that students must attend classes regularly. A student should not incur during a semester a number of absences in excess of twice the number of times a particular course meets per week and in any event no more than six absences per semester.

An instructor may, but is not required to, establish his or her own more demanding attendance policy at the beginning of a particular course. Any such policy shall be announced and enforced by the instructor.

Auditing Courses

Georgia law students (full-time) may audit any law course, with the permission of the Associate Dean for Academic Affairs and the professor teaching the course. No additional tuition charge will be assessed. Others within or without the University may audit a course only if the Associate Dean for Academic Affairs, in his or her discretion, determines there is sufficient reason for such audit commensurate with the general purposes of the law school and then only with agreement of the professor teaching the

course. Tuition will be charged for such an audit.

Withdrawal from a Course/Withdrawal from School

A student may withdraw from a course without penalty during the first half of each semester. A grade of "WP" is assigned if the student is doing satisfactory work and follows withdrawal requirements. Until the midpoint of a semester, withdrawal from a course is accomplished online through the University OASIS system.

A grade of "WF" is assigned if the student is doing unsatisfactory work at the time of withdrawal. If the withdrawal is initiated after the midpoint of the semester or if the instructor initiates the withdrawal because of irregular attendance by the student, the grade of WF may be assigned. This determination will be made by the instructor in consultation with the Associate Dean for Academic Affairs.

Generally, a student who voluntarily withdraws from law school while in good standing may return without penalty at a later time. An extended absence, however, may warrant reconsideration of eligibility to return. Generally, no J.D. degree will be awarded more than 5 academic years after the student's matriculation. Any student withdrawing from the School of Law is expected to discuss the matter with the Associate Dean for Academic Affairs.

Drop-Add Schedule Adjustment

A drop-add period is provided early in each semester. Courses deleted during this period will not appear on a student's academic record. Drop/add is accomplished through the OASIS system.

Any course dropped after the drop/add period will result in either a WP or WF on the transcript.

Inclement Weather

The Law School does not conduct classes when the University closes due to inclement weather. Announcements of closings are made on Athens radio stations, Atlanta media, and on the UGA web site.

Class Cancellation

In the event a class session must be cancelled or postponed, a notice will be posted on the door of the room in which the class is regularly taught and sent via official UGA e-mail to the students.

Law School Computer Use Policy

Instructors may restrict or prohibit the use of computers in class subject to any requirements imposed by state or federal disability law.

Recording of Classes

Unless a contrary policy is announced in a particular course, electronic recording of class discussions is not permitted without the express permission of the instructor.

Faculty and Course Evaluations

Near the conclusion of each course, students have the opportunity to evaluate the course and instructor. Evaluations are completed anonymously. The primary goal of this process is improvement of instruction. To this end, evaluations are available to the instructor only after grades have been submitted for the class.

Part 5 EXAMINATIONS

Exam Rescheduling and Emergencies

Because final exam schedules are available during registration, there is a strong presumption that students will take exams as scheduled. Compliance with exam rescheduling procedures is not required if the instructor has announced an alternative exam time available to all students regardless of their circumstances. Rescheduling of exams in exceptional circumstances is handled as follows:

- 1. Conflicting Exam or Other Obligation** Students may seek to reschedule an exam because of a conflict with another exam. Such a conflict exists when a student has two exams scheduled on the same calendar day (not within 24 hours of each other, but on the same calendar day). In such a situation, the student may seek to reschedule one to another time.

The following procedures shall be followed:

- a) The student must inform both instructors of the conflict and ask one professor for relief. If one instructor refuses permission, the student may ask the other. If neither instructor authorizes rescheduling, the student should consult the Associate Dean for Academic Affairs immediately.

If an instructor has granted permission to reschedule, the student must obtain an exam change form in the Registrar's office or on line, fill it out and submit it to the Associate Dean for Academic Affairs, who will authorize rescheduling approved by a faculty member.

The fact that a student has exams on 3 or 4 consecutive days does not justify an exam change. Likewise, the fact that a student has an exam on one afternoon and another the following morning does not justify an exam change.

- b) A student may seek relief if a scheduled exam conflicts with other very important obligations (e.g., family weddings, job responsibilities, etc.). The procedure to be followed is the same as in 1(a) above, and should include the details of the

important obligation that prompted the petition for relief. Each case will be considered on its merits.

The exam schedule will have makeup time slots designated. Rescheduled exams will be taken in an exam makeup period. In unusual circumstances, with permission of the instructor and the Associate Dean for Academic Affairs, makeups may be scheduled at other times.

2. Rescheduling for Emergencies When emergencies arise during the exam period, such as personal illness, severe family illness, death in the family, etc., a student should contact the Associate Dean for Academic Affairs immediately in order to make arrangements for rescheduling, if appropriate. Because of the anonymous grading system, it is important for the student not to contact the instructor.

3. Emergencies Arising During an Exam If an emergency arises during an exam, the student should notify the Dean's Office immediately. Arrangements will be made for rescheduling, if appropriate. To preserve the anonymity of the grading process, the student should not contact the instructor.

Part 6 GRADES

Grading by Anonymous Exam Numbers

All exams, whether take-home or timed in a classroom, will be graded anonymously. The exam number is available in each student's My Georgia Law portal. Each student is assigned a new anonymous exam number at the beginning of each semester. Each number will be different for each student and will be confidential. No professor will have any knowledge of any student's number. The number will be used by the student to identify his or her exam paper.

Law School Grading Policy

To ensure a measure of uniformity in grading policies, the faculty has instituted the following regulations:

1. First Year Grades

The average grade in each first year course shall fall within the range of 2.9-3.1 based on the Law School's grading system (A+ = 4.3; A = 4.0; A- = 3.7; B+ = 3.3, etc.). The grades of non-J.D. students shall be disregarded for purposes of this policy. Variation from this rule is permissible only in extraordinary circumstances which must be outlined by the instructor in a letter to the Dean. Suggested guidelines, which are not mandatory, are:

- Maximum 33% "A" grades (including A+ and A-)
- Maximum 33% grades of C+ or lower
- Maximum of two A+ grades

2. Upper-level Grades

Except as set forth below, the average grade in all upper-level courses shall fall within the range of 2.9-3.2. The grades of non-J.D. students shall be disregarded for purposes of this policy. Variations are permissible only in extraordinary circumstances which must be outlined in a letter from the instructor to the Dean. All courses and seminars with 20 or fewer students are not subject to this policy.

Suggested guidelines, which are not mandatory, are:

- Maximum 33% "A" grades (including A+ and A-)
- Maximum 33% grades of C+ or lower
- Maximum of two A+ grades

School of Law Faculty Policy stipulates that grading should be completed and course grades submitted to the Law Registrar office within thirty days following the final exam period.

Class Rank

Individual class ranks are calculated for those in the top 25% of the class only. Ranking letters are emailed to each student in the top quartile. Students are informed if they grouped in the top 10%, 25%, 33%, 50% or 75% of the class.

Grade of Incomplete

If a student receives authorization not to complete work in a course he or she will be given a grade of "I" (Incomplete) instead of an "F." A student can remove the "I" from his or her record by completing the required work within the time period specified by the instructor, which time period will not extend beyond the last day of the next regular semester. If a student fails to remove an "I" within the prescribed time, the "I" automatically will be changed to an "F".

Grade Changes and Appeals

A grade change (other than a change from an Incomplete) will be approved by the Associate Dean for Academic Affairs only in situations where the instructor has discovered a ministerial error such as mistaken computation or transcription. A re-reading of a single paper or small subset of papers by the instructor will not justify a grade change. After discussing his or her grade with the instructor, a student dissatisfied with his or her course grade may file an appeal in writing with the Dean of the Law School within 30 days of entry of the grade. The assignment of grades for a course is within the broad discretion of the instructor. Accordingly, for an appeal to be successful the student must demonstrate that the grade was produced by: 1) a ministerial error by the instructor or 2) improper or unprofessional bias of the instructor against the particular student.

Law School Grade Report Service

Law school grade reports usually utilized for employment purposes are provided upon written request at no charge to students or alumni. The signed and dated written request to the Law Registrar Office can be made by letter, fax, pdf, through My Georgia Law, or a form available at the Law Registrar Office. Grades and other personally identifiable academic information will not be communicated by telephone.

Contact Information:

School of Law University of Georgia

Athens, GA 30602

Attn: Records

Fax: 706-542-2489

Email: reglaw@uga.edu

Official University academic transcripts are available from the University Registrar's Office in the Holmes-Hunter Academic Building. Official transcripts are normally required for bar admission and for graduate school admission, but not for interviews with employers. Official transcript ordering information may be found at: <http://www.reg.uga.edu/or.nsf/html/records>.

Part 7 HONOR CODE AND PLAGIARISM POLICY

HONOR CODE CONSTITUTION AS AMENDED SEPTEMBER 26, 2001

In keeping with the spirit of the legal profession, knowing that upon every student at the Law School rests the duty to maintain a Code of unimpeachable conduct, and that there is a need for a system which will enable students not to condone other conduct which detracts from the integrity of our Law School, this Honor Code Constitution is hereby ordained and established.

ARTICLE I. JURISDICTION

The jurisdiction of the Honor Court extends to all students of the University of Georgia Law School. The Honor Court has jurisdiction to determine whether a student defendant has violated the Honor Code in any instance in which a complaint is filed by any member of the law school community with the Honor Court Investigators or their advisor.

ARTICLE II. HONOR COURT

Section 1. Purpose. There shall be a body known as the Honor Court. The Honor Court shall serve as a court for the trial of violations and the determination of punishment in cases of guilt.

Section 2. Membership. The Honor Court consists of a Hearing Panel and a Hearing Officer, and shall be assisted by an Investigators Committee.

a. Hearing Panel. The Hearing Panel consists of five student justices, two of whom shall be chosen from the second-year law class, and three from the third-year class. In cases involving students of the first-year class, one member of the Hearing Panel must be a first-year student from a section other than that of the accused. The first-year representative shall be selected from the panel described in Article II, Section 4(a). The justices shall be nominated by the members of their respective classes, and shall be elected by a majority of those persons voting in their respective class elections by secret ballot. All justice shall serve a term of one year, and may be reelected to a second term.

b. Hearing Officer. A member of the faculty appointed by the Dean of

the Law School shall serve as the Hearing Officer. The Hearing Officer shall serve a term of two years, during which time (s)he shall manage investigative and hearing procedures under Article IV. The Hearing Officer is not a member of the Hearing Panel, does not vote to determine guilt or innocence and does not participate in the private deliberations of the Hearing Panel. The Hearing Officer shall determine all procedural questions presented during Article IV proceedings. The Hearing Officer, however, cannot rule upon motions regarding probable cause determinations by the Associate Dean for Academic Affairs or upon any motions that require rulings on the merits of the case.

c. Investigators Committee. Five students shall comprise an Investigators Committee, two of whom shall be chosen from the second-year class, and three from the third-year class. In cases involving first-year students, one member of the Investigators Committee must be a first-year student from a section other than that of the accused. The first-year representative shall be selected from the panel described in Article II, Section 4(b). The investigators shall be nominated by the members of their respective classes, and shall be elected by a majority of those persons voting in their respective class elections by secret ballot. Each investigator shall serve a term of one year, and may be reelected to a second term.

1) Chief Investigator. One of the third-year investigators shall be Chief Investigator. The nominations for Chief Investigator shall be the three investigators elected by the rising third-year class. The Chief Investigator shall be elected by a plurality of all votes cast by an electorate comprised of the rising second and rising third-year classes.

2) Prosecutor. In the event of a formal adjudication under Article IV, one investigator shall be selected by the Chief Investigator to serve as Prosecutor.

Section 3. Powers. The Honor Court shall hear cases alleging violations of the Honor Code; determine guilt or innocence; determine penalties; promulgate any and all regulations and procedures necessary for the efficient and fair operation of Honor Court matters; and publish such of its conclusions and proceedings as it determines to be advisable and wise, consistent with the student's right to confidentiality if the student should

elect that the trial be secret.

Section 4. Elections and Nominations of First-Year Representatives.

a. Hearing Panel. No later than the third week in October, members of the first-year class will submit nominations for membership on the Hearing Panel. In order to be considered, a first-year student must provide the signatures of fifty classmates that support, not necessarily exclusively, the student's nomination. Those applying to the Hearing Panel are not prohibited from also applying to the Investigators Committee, and the collected fifty signatures satisfy the nomination process for both Committees. The Hearing Panel will interview those who received the necessary signatures. Criteria that may be used by the Hearing Panel in choosing are seriousness of candidate, previous experience, and availability for meetings. The interviews will conclude within one week of their commencement. The Hearing Panel shall then select one, properly nominated, first-year student from each section to serve as a first-year representative to the Hearing Panel. If a section produces no properly nominated first-year representatives for the Hearing Panel, the Hearing Panel will have the discretion to select a representative from such section.

b. Investigators Committee. No later than the third week in October, members of the first-year class will submit nominations for membership on the Investigators Committee. In order to be considered, a first-year student must provide the signatures of fifty classmates that support, not necessarily exclusively, the student's nomination. Those applying to the Investigators Committee are not prohibited from also applying to the Hearing Panel, and the collected fifty signatures satisfy the nomination process for both Committees. The Investigators Committee will interview those who received the necessary signatures. Criteria that may be used by the Investigators Committee in choosing are seriousness of candidate, previous experience, and availability for meetings. The interviews will conclude within one week of their commencement. The Investigators Committee shall then select one, properly nominated, first-year student from each section to serve as a first-year representative to the Investigators Committee. If a section produces no properly nominated first-year representatives for the Investigators Committee, the Investigators Committee will have the discretion to select a representative from such section.

ARTICLE III. HONOR CODE

Section 1. Definitions

- a. "Academic matter"** means all matters that relate to:
- 1) Any law school course;
 - 2) Any law school examination;
 - 3) Any matter for which law school credit is given or sought;
 - 4) Any non-electoral competition for membership in any law journal or other student organization; or
 - 5) Material submitted for publication in any law journal.
- b. "Person in authority"** means all faculty of the law school (including visiting and adjunct faculty), all employees of the law school with responsibility in connection with any academic matter, and all professional library staff members.
- c. "Associate Dean"** means the Associate Dean for Academic Affairs for the Law School.

Section 2. A student Violates the Honor Code if he/she:

- a.** Knowingly makes a materially false or deceptive statement to a person in authority in connection with an academic matter; or
- b.** Engages in conduct in connection with an academic matter either:
- 1) For the purpose of gaining an unfair advantage over another student, or
 - 2) Under circumstances such that a reasonable law student would know that the conduct was likely to result in an unfair advantage.

Section 3. Examples of Honor Code Violations

As illustrations of conduct which violates the provisions in Section 2, the following specific forms of conduct by students are violations of the Honor Code:

- a.** Violation of any procedure adopted by any person in authority for

an examination or any other graded material, including but not limited to:

- 1) Use of unauthorized materials;
 - 2) Writing beyond the time limit of the examination;
 - 3) Communication with any unauthorized person during the examination or the preparation of the graded material; or
 - 4) Communication concerning the examination or preparation of the graded material with any student who already has taken or who has yet to take the examination.
-
- b.** Purposeful destruction, mutilation, secretion, or unauthorized removal of any law school property, including library material.
 - c.** Purposeful invasion, including by computer, of the security maintained for the preparation or storage of examinations or other confidential information retained by the law school.
 - d.** Submission, except by permission of the relevant person in authority after full disclosure, of any work prepared, used, or submitted in another course or for a law journal, clinic, employer, or any other organization.
 - e.** Agreeing, soliciting, attempting or agreeing to commit, assist, or facilitate a violation of this Article.
 - f.** Failure to report a known violation of this Article within a reasonable time.
 - g.** Failure to provide information or testimony when requested by the Honor Court, except upon a showing of good cause.
 - h.** Making a false representation about one's academic record or law school activities to a prospective employer or to another academic institution;
 - i.** Unauthorized use of academic materials, such as library books;
 - j.** Unauthorized taking of another student's books, class notes, outlines, study materials or computer;
 - k.** Violation of the confidentiality rules created by the Honor Code Constitution.

Nothing in this section shall be construed to limit in any way the provisions of Section 2 of this Article.

Section 4. This Article does not apply to plagiarism. Conduct alleged to constitute plagiarism remains within the authority of the faculty.

Section 5. All incoming students shall sign the following pledge on matriculation.

I, the undersigned, have read the School of Law Honor Code Constitution, and understand what is expected of me as a student, including my obligation to report violations to which I am a witness or of which I am aware.

Signature

The pledge remains in effect until (a) graduation or (b) termination of education prior to graduation.

ARTICLE IV: INVESTIGATIVE AND HEARING PROCEDURES

Section 1. Referral, Investigation, and Probable Cause Determination

a. Reporting Procedure

All students and faculty (full and part-time) who reasonably believe that a violation of the Honor Code has occurred have an affirmative duty promptly to report the violation to the Chief Investigator. A complaint may be made by any other person with knowledge of a violation, including staff members and administrators of the law school. The complaint must be in writing, signed by the complainant.

b. Preliminary Investigation

Within three (3) days of receiving a complaint, the Chief Investigator shall assign an investigator to the case and the complaint. If the complaint alleges a violation by an upperclass student, only an upperclass student may serve as investigator. If the matter involves a first-year student, a first-year representative, not from the section of the accused, may serve as the investigator. The Investigator shall then commence an investigation within five (5) days. The inquiry shall be undertaken in a manner determined by the Investigator to be appropriate, based upon the nature of the

charges, the confidentiality of the investigation, and the interest of the parties. The Investigator may interview the accused student and others. Those interviews may be tape recorded. The Investigator shall maintain the strict confidentiality of the investigation. Students, faculty, staff, and administrators have a duty to cooperate with the Investigator. The accused student may decline to be interviewed. At the beginning of an interview with the accused student, the Investigator shall advise the student of the allegations and of the student's right to decline to be interviewed and to have lay representation by anyone other than a member of the Law School faculty or staff.

c. The Investigators' Report

1) Submission of Report. Not later than fifteen (15) days after the commencement of the investigation, the Investigators Committee shall submit a written report to the Associate Dean for Academic Affairs. The report must contain a recommendation of any further action that the Investigators Committee believes to be warranted. If the matter involves a first-year student, a first-year representative, not from the section of the accused, will participate in the deliberation of the Investigators Committee. The Chief Investigator shall select one of the eligible first-year representatives as described in Article II, Section 4(b). When the Investigators Committee is required to vote on an accusation against a first-year student, the Chief Investigator shall preside, but not vote. If the Investigators Committee believes in good faith that a Hearing Panel could not reasonably find that the accused student committed an Honor Code violation, the Investigators Committee shall recommend dismissal.

2) Nature of the proceeding before the Associate Dean. Pre-hearing proceedings before the Associate Dean are strictly for the purpose of determining whether there is sufficient evidence (probable cause) to warrant a formal charge. The proceedings need not be conducted as formal hearings. (3). Appeal. A decision by the Associate Dean to dismiss the charge or proceed with the charge is not appealable within the Law School. If the charge is dismissed, a later charge may not be brought against the same student

based on the same factual episode.

d. Actions Permitted

1) Declination. If the Associate Dean concludes that there is not probable cause to believe that an Honor Code violation occurred or that the accused student committed the violation, the Associate Dean shall issue a declination to prosecute.

If a matter is declined, the Chief Investigator shall notify in writing the complainant (and other persons interviewed by the Investigator who of necessity learned the identity of the accused student) of the action taken. The complainant and those who have learned the accused's identity must be warned of the confidentiality of the matter and admonished not to disclose to others the student's identity. If the accused student was contacted by the Investigator during the inquiry, or if the case Investigator reasonably believes that the student has become aware of the complaint or investigation, the Chief Investigator shall notify the student of the declination.

2) Referral to Honor Court for prosecution. If the Associate Dean concludes that there is probable cause to believe that an Honor Court violation occurred and that the accused student committed the violation, he/she shall deliver a letter to the Hearing Officer and to the Chief Investigator, stating his/her probable cause determination. The letter must contain the name of the accused student and the specification of the Honor Code provision(s) violated, with a brief statement summarizing the specific acts or omissions constituting the violation(s).

3) Undertake further investigation. When the interests of justice and the parties require, the Associate Dean may order further investigation by the Investigators Committee not to exceed fifteen (15) days, at which time the Committee shall submit a report to the Associate Dean. At that point, the Associate Dean will either decline or refer the matter for prosecution.

4) The case file. In a matter closed without prosecution, a memorandum from the Associate Dean explaining this determination shall be placed in the case file. The case file containing the original complaint, tape recordings or other investigatory materials, the case Investigators' report, the memorandum decision, and copies of the notification letters sent to affected persons must be securely maintained in the office of the Associate Dean. The student's law school file may not reflect that an investigation has taken place.

Section 2. Case Prosecution

a. Notification of Student

Unless a finding of good cause has been made by the Associate Dean to extend the period, within five (5) days of the Associate Dean's probable cause finding, the Chief Investigator shall hand deliver to the accused student ("respondent") notice of the probable cause determination, along with a copy of the Honor Code Constitution. The notice must inform the respondent of:

- 1) The nature of the charges against the student: the specific Honor Code section(s) alleged to have been breached and summary of the specific acts or omissions constituting the violation(s);
- 2) The rights the accused shall enjoy during all subsequent Honor Court proceedings in the case, including:
 - (A) the right to counsel, lay or professional. A professional counsel's role is limited to advising the accused or the accused's lay counsel and is not to participate in oral advocacy before the Honor Court. No "person in authority" [as defined in this Constitution] employed by the Law School can serve either as lay or professional counsel;
 - (B) the right to confrontation;
 - (C) the right to call witnesses on his/her behalf;
 - (D) the right to present evidence on his/her behalf;
 - (E) the right to remain silent and have no inference of guilt drawn from such silence;
 - (F) the right to cross-examine witnesses; and

- (G) the right to a public hearing.
- 3) The burden of the prosecution to establish the charge(s) by clear and convincing evidence;
 - 4) The sanctions available to the Honor Court, which include but are not limited to one or more of the following:
 - (A) written reprimand
 - (B) community service
 - (C) loss of privileges within the law school
 - (D) failure of a course
 - (E) repeat of a failed course
 - (F) suspension or probated suspension
 - (G) expulsion.
 - 5) The fact that any sanction imposed on the student will be noted in the student's permanent record/transcript, and;
 - 6) The opportunity during the ten (10) days following delivery of the letter to contact the case prosecutor (identified by name) and consent to a stated discipline, subject to Honor Court approval, thereby avoiding trial.

b. Formal Adjudication

- 1) Convening the court.** If the respondent does not respond to the invitation to consent to discipline or if no agreement is reached within the prescribed time limits, the case investigator (now "prosecutor") shall promptly notify the Hearing Officer that the matter can be set for a hearing on the merits. Upon receipt of such notice, the Hearing Officer shall promptly convene the Honor Court. If the respondent is a first-year student, the upperclass members of the Hearing Panel shall select one first-year representative as described in Article II, Section 4(a) to join the Hearing Panel. The Hearing Panel may not select a first-year representative from the section of the accused. In matters involving first-year students, a senior member, chosen at the discretion of the upperclass members of the Hearing Panel, will not vote in the adjudication or sanction process.
- 2) Notice.** The court shall set a hearing date, time, and place and hand deliver to the Chief Investigator and the respondent a

conforming notice, which shall contain the names of the members of the court. Except for good cause, the hearing on the merits must be held within fifteen (15) days of the convening of the court.

- 3) Disqualifications.** Any member of the Honor Court or member of the Investigators Committee may disqualify himself or herself from investigating or hearing any reported violation. The respondent shall have the right to challenge for cause members of the court. The Hearing Officer shall rule on any challenges. A vacancy created on the Committee may, if necessary, be filled by a temporary member, selected by the Chief Investigator in consultation with the Hearing Officer. A vacancy on the Hearing Panel may be filled if necessary, by a temporary member selected by the Dean, provided that the temporary member be a member of the same class as the disqualified member. In the event that the Hearing Officer must disqualify himself/herself from involvement with the case, the Dean shall select a member of the faculty to serve as a temporary Hearing Officer.
- 4) Continuance.** The Hearing Officer may continue or adjourn the hearing without prejudice if essential evidence is unavailable, or for other good cause shown.
- 5) Discovery.** Upon written demand by either the prosecutor or the respondent, he or she shall be provided a list of his witnesses and copies of any documentary evidence. The list may be amended up to but not later than twenty-four hours before the date and time of the hearing on the merits. Once the list is provided, no person may testify and no documentary evidence may be received into evidence unless the name or exhibit appears on the list, or the party seeking to admit the evidence can show good cause for its exclusion on the list provided to the opposing party.

The prosecution shall disclose to the respondent any evidence known to him or her that tends to exonerate the respondent or mitigate the degree of culpability.

6) Adjudication by consent.

- a) Discipline by consent is an admission to one or more of the charges agreed to by the prosecutor and the respondent. The agreement must be in writing and approved by the Associate Dean and at least four (4) members of the Investigators Committee. The writing must contain the charge specifications, an admission of the conduct signed by the respondent, the sanction to be imposed, and any factors in aggravation or mitigation as determined by the prosecutor, who shall, along with the Chief Investigator, sign the agreement on behalf of the Investigators Committee.
- b) The agreement must be submitted to the Hearing Officer, who shall promptly convene a pre-hearing conference to determine whether the Hearing Panel will accept the agreement and impose the stated discipline. The respondent (and lay advocate, if any) and the prosecutor shall attend the prehearing conference. After reviewing the proposal and the sanction guidelines and after considering arguments of the prosecutor and the respondent, the Hearing Panel shall deliberate in private and by majority vote either accept or reject the proposed discipline by consent. The Hearing Officer will announce the decision of the Hearing Panel.
- c) If the agreement is accepted, the Hearing Officer shall sign a conforming order, provide copies to the parties and to the Dean, and deliver the Honor Court file and the original order to the Associate Dean to preserve the Honor Court case file and for prompt assistance, as needed, in implementing the sanction(s).
- d) If the proposal is rejected, the respondent may admit the violation(s) and request a hearing on sanction only, or demand to have a hearing on the merits, which shall be heard on the hearing date previously set. At the hearing on the merits no evidence may be received or considered by the court regarding the proposed discipline by consent.

7) Adjudication by admission. If the Hearing Officer receives notice from the respondent that he or she intends to admit the violation(s) and requests a hearing only on the sanction, the Hearing Officer shall notify the prosecutor that witnesses may be excused from attendance at the scheduled hearing, except for witnesses that may be relevant to the sanction. The Hearing Officer shall also notify the respondent of the hearing date the court will accept the admission and proceed to the sanction hearing, and that any witnesses relevant to the sanction need be in attendance.

8) Adjudication by a hearing on the merits.

a) Preservation of the record. The Associate Dean for Academic Affairs shall arrange for all adjudicative proceedings to be recorded (either on video or on audiotape) and for this purpose may employ a person outside the Law School to prepare such a record under a written agreement of confidentiality.

b) Nature of the proceedings. The proceedings of the Honor Court shall not be conducted as a court of law. The court's goals are to determine the truth and to act justly. Except for statutory privileges, hearings need not conform to strict rules of procedure and evidence. Nevertheless, inherent in any judicial body are notions of fundamental fairness to the parties and due process for the respondent. The Hearing Officer shall make rulings on the admissibility of evidence. The Hearing Officer shall assure that all parties have a fair chance to present their cases and that all witnesses are treated with respect. If the respondent requests a public hearing, observers may be present.

c) Presentation of evidence. The prosecutor may make a brief opening statement setting forth the alleged violation(s) and the essential facts intended to be established at the hearing.

The respondent or his or her attorney or lay advocate may make a brief responsive statement.

The prosecutor shall then call witnesses and introduce exhibits and documentary evidence. The respondent or his or her advocate may ask questions of these witnesses and may present other evidence and witnesses. The Hearing Officer shall administer an oath to all witnesses.

The respondent may testify but is not required to testify. The Hearing Panel may not draw inferences from the silence of the respondent.

Members of the court may ask questions of witnesses following the examinations by the parties. The Hearing Officer may disallow questioning that is repetitive, irrelevant, cumulative, or harassing.

Upon completion of the presentation of the evidence, the prosecutor and the respondent or his or her lay advocate may make closing statements.

d) Deliberation and verdict. The Hearing Panel shall privately confer and deliberate upon their verdict, which shall be voted by a secret ballot. Four of the justices must find evidence of the respondent's violation(s) to have been proven by clear and convincing evidence before a verdict against respondent can be rendered.

e) Sanction hearing. When the Hearing Officer reconvenes the hearing and announces the Hearing Panel's findings, the hearing is concluded and the proceedings ended if the charges were not proven. If the Hearing Panel finds one or more of the charges true, it shall then receive evidence in aggravation or mitigation of the presumptive sanctions. The prosecutor has the first opportunity to offer evidence in aggravation or mitigation. The respondent may then present his/her mitigation evidence. Both parties may make sanction recommendations to the court. Regardless of whether the respondent has remained silent throughout the proceedings, the respondent and his or her lay advocate may speak to the court regarding the sanction.

f) Deliberation and imposition of sanction. In private

deliberations the Hearing Panel shall determine the appropriate sanction(s), mindful of any presumptive sanctions and of any factors in aggravation or mitigation that warrant departure from them and which in their sound discretion they may do. The sanction imposed shall be appropriate in light of the gravity and willfulness of the violation. A combination of sanctions may be imposed. Four of the justices must concur in the sanction(s). When sanction(s) have been agreed upon, the hearing will reconvene and the sanction(s) will be announced and the hearing concluded. If the hearing was closed to the public, the complainant and witnesses may be informed of the decisions.

The court, over the signature of the Hearing Officer, shall promptly prepare a written report of its factual findings, its conclusions as to what violations of the Honor Code occurred, factors in aggravation and mitigation, if any, and the sanction(s) imposed. The original report shall be delivered to the Associate Dean, for prompt assistance, when needed, in implementing the sanction(s). A copy of the report shall be hand delivered to the respondent by the Hearing Officer.

If the sanction arose from a consent to discipline, the sanction must be implemented forthwith. In all other cases no implementing action may be taken if a timely appeal is filed or until the time for filing an appeal has passed.

ARTICLE V: APPELLATE PROCEDURES

Section 1. Filing and the Appellate Panel.

Within fifteen (15) days of the receipt of the court's report, a respondent may file an appeal with Dean of the Law School. The respondent's appeal can be based on the inappropriateness of either: 1) the finding of guilty or 2) the sanction imposed. The prosecutor can file an appeal based on the inappropriateness of the sanction. The Dean shall appoint an appellate panel of three faculty members to decide the appeal. The appeal may include a supporting memorandum and/or a request for oral argument. Both the respondent and the prosecutor have a right to appear before the faculty

appellate panel. Both the prosecutor and the respondent may file a responsive memorandum within fifteen (15) days of the filing of the other party's memorandum. Oral arguments are limited to twenty (20) minutes each.

Section 2. The Record on Appeal.

The appellate panel shall be provided with and shall review as necessary the record on appeal, which shall contain:

- a.** the charging letter from the Associate Dean;
- b.** all correspondence between the parties and the Honor Court or hearing court;
- c.** all motions and memoranda filed by the parties;
- d.** the videotape or audiotape of the hearing on the merits;
- e.** all exhibits received into evidence;
- f.** the written report of the court; and
- g.** the appellate memoranda, except
- h.** no documents related to a proposed discipline by consent that was refused by the hearing court may be part of the appellate record.

Section 3. Appellate Standard.

The appellate panel shall decide the appeal based upon its review of the pertinent portions of the record, any appellate memoranda received, the arguments of the parties, any presumptive sanctions, and the requirements of the Honor Code and its constitution and procedures and shall affirm the factual findings and conclusions unless they are clearly erroneous. The appellate panel may not disturb the recommended sanction(s) unless it is convinced that the recommendation constitutes a clear abuse of discretion. If the appellate panel reverses the finding of a violation or the sanctions, it may order a new trial, dismiss the charge(s), modify the findings, conclusions, and sanction(s) imposed, or affirm the action of the hearing court. Two-thirds of the members of the appellate body must agree on the action to be taken, and the written opinion of the appellate panel shall be delivered to the Dean, Associate Dean, Hearing Officer, prosecutor and the respondent within ten (10) days of the panel's decision. The Associate Dean shall promptly facilitate implementation of the sanction(s) as no further

appeal is available within the Law School. The respondent shall be notified, however, of the opportunity to appeal to the President of the University.

ARTICLE VI. MISCELLANEOUS PROVISIONS

Section 1. Records and Reports.

- 1) Regardless of the decision on the merits, the record of the case shall be maintained in the office of the Associate Dean after termination of the proceedings. The record may be consulted by the Dean, Associate Dean, the Honor Court, or the Investigators Committee, or the Prosecutor for any relevant purpose.
- 2) When a matter has been formally adjudicated and finally resolved, regardless of the decision on the merits, the Hearing Officer shall
 - a) Prepare a report of the matter containing the name of the student, the specific sections(s) of the Honor Code alleged to have been violated, a summary of the relevant facts, the final decision on the merits and, if a conviction was obtained, the sanction(s) imposed. This report shall be presented to the Dean for retention;
 - b) Prepare a redacted version of the report. The redacted version shall be identical to the report, except that it shall omit the name of the student;
 - c) Post the redacted version of the report in appropriate public places in the law school and file a copy with the Law Library to be made available to the student body; and
 - d) Transmit the redacted version of the report to the Associate Dean for Academic Affairs for retention.
- 3) When a matter has been formally adjudicated and finally resolved and a student is found guilty of a violation of the Honor Code either after a trial or by a product of an adjudication by consent:
 - a) the report, with its findings and conclusion, shall be placed in the student's permanent file; and
 - b) the faculty shall be notified that a student has been adjudged guilty of a violation of the Honor Code. A copy of the report placed in the

student's permanent file shall be made available in the Dean's Office for inspection by faculty members. Faculty members, upon inquiries from prospective employers, may reveal: a) the fact that a student has been found guilty of an Honor Code violation; b) the extent of the sanction imposed; and c) his or her recommendation on hiring the student.

Section 2. Record Disclosure.

Neither the content nor the existence of any disciplinary action may be disclosed, nor may the name of the accused or convicted student be disclosed, except as noted above and when required by law or order of a court; when required, consistent with law by the Dean or Associate Dean, by the Honor Court, or by the Investigators Committee; or when the student has signed a waiver of confidentiality.

Section 3. Calculation of Time Periods.

In the calculation of any time periods referred to in these rules, weekends, law school holidays, and the day from which the time period begins to run may not be included in the calculation of the time period.

Section 4. Summer Session.

If a quorum of the Investigators Committee or Honor Court is unavailable to consider a case during the summer session, the matter may be postponed until such quorum is available.

Section 5. Finality and Exclusivity of Sanctions

Any sanctions imposed under this Honor Code Constitution (either through adjudication by hearing, by admission or by consent) shall constitute the final action of the Law School. The Faculty may not later refuse to graduate the respondent solely because of the sanctions or because of the events from which they arose. However, if the Faculty has other information relevant to its decision on graduation, the Faculty may consider the sanctions and the underlying events together with that other information in deciding whether to recommend the respondent for graduation.

ARTICLE VII. ENACTMENT

This Constitution shall become effective upon approval by a majority of those students voting in an election, with fifty percent of the student body being a quorum, and approval by a majority of those tenure-track faculty members voting at a called faculty meeting.

ARTICLE VIII. AMENDMENTS

This Honor Code Constitution may be amended in the following ways:

- a) by a majority of the Hearing Panel where this proposal is ratified by a majority vote of those members of the student body casting ballots in a called election and by a majority of the tenured and tenure-track faculty voting at a called faculty meeting; or
- b) by initiative petition signed by 100 students enrolled in the Law School and ratified by a majority vote of those members of the student body casting ballots in a called election and by a majority of the tenured and tenure-track faculty voting at a called faculty meeting; or
- c) by a majority of those tenured and tenure-track faculty members voting at a called faculty meeting and ratification by a majority of the student body casting ballots in a called election.

FACULTY POLICY ON PLAGIARISM

While the Honor Code is designed primarily to govern situations in which students observe or detect other students acting inappropriately, the Law Faculty has adopted the following policy to cover situations where a faculty member concludes that a student is guilty of plagiarism:

A. Plagiarism

Plagiarism is unacceptable and will not be tolerated at the University of Georgia Law School. Plagiarism is the submission of another's work as one's own. It includes: 1) use of another's exact words without use of quotation marks and acknowledgement of that use in a footnote or endnote; 2) use of another's organizational scheme without acknowledgement of that use in a footnote or endnote; 3) either close paraphrasing of the work of another without attribution or submission of a work which is largely a paraphrasing of another's work without attribution.

Each student is obliged to be aware of the policy against plagiarism and lack of awareness of the policy does not excuse a violation of it. No student shall be permitted to graduate while charges of plagiarism are pending against that student.

B. Options for Faculty Member Who Believes Plagiarism Has Been Committed

Upon discovering what is believed to be plagiarism on written work submitted by a student in a course, a faculty member may:

1. Assign a grade to the written work based on the faculty member's determination of plagiarism. This determination and the explanation thereof shall be expressed in writing and transmitted to the student with a copy to the dean; or
2. Refer the matter to the Honor Court which will deal with the matter according to its Constitution. A student found guilty of plagiarism by the Honor Court may appeal to the dean for review of the penalty assessed.

C. Institutional Response to a Faculty Member's Finding of Plagiarism

1. Upon receiving notification from a faculty member of his or her determination of plagiarism, the dean, upon finding probable cause that plagiarism has been committed, shall appoint a committee of five tenure-track or clinical faculty members to conduct a hearing to determine whether plagiarism has been committed by the student. A faculty member who does not feel capable of rendering a fair decision in a particular case shall refuse to serve on the faculty committee.
2. At the hearing, the faculty member will introduce evidence relevant to the question of whether plagiarism has been committed. The student is entitled to be represented by counsel of his or her choice, to introduce relevant evidence and to confront and cross-examine any witnesses against him or her.
3. To support a finding of plagiarism at least four members of the

committee must find plagiarism beyond a reasonable doubt. A finding of plagiarism by the committee in accord with the procedures established by this policy shall be final and binding on the dean and the student.

4. The committee shall file with the dean a written report on its proceedings and its findings. If plagiarism has been found by the committee, the report shall include a recommended sanction. The presumptive sanction shall be a one- semester suspension, but the committee may recommend a different sanction, either more or less severe. Such sanctions include, but are not limited to, expulsion, suspension for a longer period, probation or remedial activity.
5. The final determination of the appropriate sanction for plagiarism shall be made by the dean. It may be more or less severe than any sanction recommended by the committee. This determination shall be expressed in writing and provided to the student within 14 days of the filing of the committee's report with the dean. The committee members and the complaining professor shall receive copies of the dean's determination of sanction. The dean's determination of sanction may be appealed to the provost of the University.
6. In response to appropriate inquiries, the law school shall make available to appropriate bar officials the written committee report and the dean's final determination of sanction.

D. Decision in Favor of the Student

In situations where:

- 1) the dean finds insufficient probable cause to impanel a faculty committee; or
- 2) a faculty committee appointed under this policy fails to find plagiarism has been committed; or
- 3) the Honor Court fails to find plagiarism has been committed; the dean shall assign to another faculty member the task of entering a course grade for the originally accused student.

E. Definitions

1. "Faculty Member" means any individual assigned to teach a course

offered by the University of Georgia Law School.

2. "Student" means any person enrolled in a course offered by the University of Georgia Law School.

Part 8 UNIVERSITY OF GEORGIA STUDENT CODE OF CONDUCT

All students, including law students, are expected to adhere to the University of Georgia Student Code of Conduct. The full Code can be found online at <http://conduct.uga.edu/>

Part 9 STUDENT COMPLAINTS

Student Complaints Related to ABA Compliance

As an ABA-accredited law school, the School is subject to the [ABA Standards for Approval of Law Schools](#). Under ABA Standard 512, any student at the School of Law may bring a formal complaint to the Law School administration “of a significant problem that directly implicates the school’s program of legal education and its compliance with the ABA Standards.”

Students seeking to file a formal complaint related to the program of legal education and compliance with the ABA Standards shall do the following:

1. Submit the complaint in writing to the Associate Dean for Academic Affairs. The complaint may be made by email, U.S. mail, or personal delivery. The complaint must be signed.
2. Describe in detail the behavior, program, process or other matter that is the subject of the complaint, and explain how the matter implicates the law school’s program of legal education and compliance with specific ABA Standard(s).
3. Provide the name, official School of Law email address, and street address of the complaining student for further communication about the complaint.

When the Associate Dean for Academic Affairs receives a student complaint, the following procedures will be followed:

1. The Associate Dean will acknowledge receipt of the complaint in writing within 10 business days. Acknowledgement may be made by email, U.S. mail, or personal delivery.
2. Within two weeks of acknowledgement of the complaint, the Associate Dean, or his or her designee, will provide a written response to the substance of the complaint or informing the student that additional investigation is needed. If further investigation is needed, the student will be provided with information about what steps are being taken to investigate the complaint and an estimated date for the completion of the investigation by the School of Law. The written response to the complaint will specify what steps are being taken to address the complaint.
3. After the student receives the written response to the complaint, a dissatisfied student may appeal the resolution of the complaint to the Dean of the School of Law. Any decision made on appeal by the Dean shall be final.

4. A copy of the complaint and a summary of the process and resolution of the complaint shall be kept in the office of the Associate Dean for Academic Affairs for a period of eight years from the date of final resolution of the complaint.

Part 10 LL.M. PROGRAM

The University of Georgia LL.M. Program offers highly qualified applicants the opportunity to pursue an individually fashioned program of course work in an area of law that suits their professional interests at one of the nation's most highly regarded law schools. Students must have received the equivalent of a J.D. degree from a recognized foreign institution and must meet the educational requirements to be admitted to practice law in the country where the law degree was earned.

Candidates may choose the **All-Courses track** or the **Essay track**. The All-Courses track gives students the opportunity to create an individualized program of study by selecting courses specific to their interests from the School of Law's extensive curriculum. Those students who opt for the Essay track must write a scholarly paper of 60-90 pages for 6 credits under the supervision of a faculty member. The LL.M. degree is awarded upon the successful completion of 24 hours of course credit during an academic year.

LL.M. in U.S. Law for Foreign-Educated Law Graduates

1. All Courses Track

Requirements - (9 hours)

- Legal Research and Writing for LL.M. students (3 hours)
- Constitutional Law I or Civil Procedure I (3 hours)
- Law and the Ethics of Lawyering (3 hours)

In addition to other eligibility requirements, six of the required 24 credit hours must be earned in courses taught in subjects tested on the New York bar for students to be eligible to take the Bar in New York.

Electives - (15 hours)

- Students may choose courses in their area of interest to satisfy the additional 15 credit hour requirement.

2. LL.M. Essay Track

Requirements - (15 hours)

- Legal Research and Writing for LL.M. students (3 hours)
- Constitutional Law I or Civil Procedure I (3 hours)
- Law and the Ethics of Lawyering (3 hours)
- A 60-90 page essay supervised by a full-time member of the law faculty (6 hours)

Electives - (9 hours)

- Students may choose courses in their area of interest to satisfy the additional 9 credit hour requirement.

The essay track is designed for students who plan to go into academia. It is the student's responsibility to select an approved topic and arrange for a member of the law faculty to supervise the essay.

Degree Approval

At the end of the second semester of resident study, the Law School will review the LL.M. candidate's file. Each LL.M. candidate is required to maintain a 2.7 (B-) average for all the course work. When all requisites are fulfilled, graduation is authorized by the deans of the School of Law and of the Graduate School.

Part 11 PLANNING FOR THE BAR EXAMINATION

BAR EXAMINATIONS

Applicants who intend to practice law should be aware that admission to the bar in all states involves character, fitness and other qualifications. Applicants are encouraged to determine what those requirements are in the state(s) in which they intend to practice by consulting the website of the National Conference of Bar Examiners at <http://www.ncbex.org/>.

The Multistate Bar Examination (MBE) is a component of the bar exam in almost every jurisdiction. The Multistate Professional Responsibility Exam (MPRE) is also a requirement in most jurisdictions, including Georgia. The Multistate Essay Exam (MEE) has currently been adopted for use by some jurisdictions, and the Multistate Performance Test (MPT) has been adopted for use by some jurisdictions. In addition to the successful completion of the bar exam, the Georgia Board of Bar Examiners requires a passing grade on the MPRE. The forms to register for this examination are available online at <http://www.ncbex.org>.

The subjects tested on the MBE are Contracts, Torts, Evidence, Real Property, Criminal Law and Constitutional Law. Criminal Law includes criminal procedure questions.

A number of upper level courses are subjects frequently tested on bar exams throughout the country. In planning their schedules, students should consult the bar requirements of their state. A good source of information concerning the subjects tested on a particular state's bar exam is the National Conference of Bar Examiners' website: <http://www.ncbex.org/>.

Continuing Duty of Disclosure

Students have a continuing duty to promptly disclose information that is responsive to the questions on the application to law school while a student at the University of Georgia School of Law. This continuing duty extends to periods between semesters when classes are not in session. Disclosure should be made to the Associate Dean for Administration. Failure to disclose post-admission conduct that is responsive to the questions on the application may result in revocation of admission, suspension or dismissal after matriculation, denial of certification of graduation, or revocation of a degree. Failure to disclose post-admission conduct that is responsive to the questions stated above may also result in rendering a graduate ineligible for

Bar admission.

Registration for Bar Examination

Students intending to practice in Georgia are encouraged to file an Application for Certification of Fitness to Practice Law in the second semester of their second year. Application materials may be requested at <http://www.gabaradmissions.org>.

Each Georgia Bar Exam applicant must provide proof to the Bar that degree requirements have been met. The Law School Registrar office will certify this information to the Georgia Bar automatically. Students taking a bar examination in states outside of Georgia can request certification by the Law School Registrar via email or letter. Students should include the address of the bar and any applicable forms in their request for certification.

Part 12 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

http://www.reg.uga.edu/ferpa_privacy_act

Part 13 RESOURCES FOR PEOPLE WITH DISABILITIES

Consistent with its obligations under federal and state law, the Law School makes reasonable accommodations in the academic program for disabled students. To obtain accommodations, a student should first contact the Disability Resource Center (DRC) at the University of Georgia.

The Disability Resource Center is located in Clark Howell Hall.

Phone: (706) 542-8719 TTY: (706) 542-8778 Fax: (706) 542-7719

The mission of the Disability Resource Center is to promote equal educational opportunities and a welcoming academic, physical, and social environment for students with disabilities at The University of Georgia. It seeks to eliminate both physical and attitudinal barriers that may exist on campus and to promote inclusion for students with disabilities in accordance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, and Section 508 of the Rehabilitation Act, as amended in 1998.

To qualify for services, students need to complete an intake packet and provide current documentation supporting their disability related accommodations from a qualified professional (see specific criteria on website). For more information on eligibility and services, please call or visit the DRC webpage at www.drc.uga.edu.

Once a student is registered with the DRC and is eligible for specific accommodations, then the student will work with the Office of Academic and Student Affairs at the Law School regarding the accommodations. Questions should be directed to the Office of Student Affairs (tjhlaw@uga.edu).

Part 14 HEALTH AND COUNSELING

Personnel in the Law School Office of Student Affairs are available to discuss personal issues or challenges. Certified counseling psychologists and psychiatrists are available on campus and medical assistance is available through the University Health Center.

Student Support and Health Services

Counseling and Psychiatric Services

<http://www.uhs.uga.edu/caps/index.html>

University Health Center

Phone: (706) 542-1162

Web site: www.uhs.uga.edu

PART 15 UNIVERSITY OF GEORGIA NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY (NDAH)

In compliance with federal law, including the provisions of Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, the University of Georgia does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its administration of educational policies, programs, or activities; its admissions policies; scholarship and loan programs; athletic or other University-administered programs; or employment. In addition, the University does not discriminate on the basis of sexual orientation consistent with the University policy.

<http://eoo.uga.edu/policies/NDAH-Policy.html>

Inquiries or complaints should be directed to the director of the Equal Opportunity Office, Peabody Hall, 290 South Jackson Street, University of Georgia, Athens, GA 30602. Telephone (706) 542-7912 (V/TDD). Fax (706) 542-2822.

Part 16 FINANCIAL ASSISTANCE

University of Georgia Short Term Loan

Short term loans up to three hundred dollars (\$300.00) are available through UGA. Applications are available from the Office of Student Accounts and approved by the Associate Dean for Administration. The form is submitted to Student Accounts, Business Services Building, located on Broad Street. Additional information can be found at http://www.bursar.uga.edu/single_semester_terms.pdf

The application is available at http://www.busfin.uga.edu/bursar/lis_single_semester.pdf

Law School Emergency Loans

The Associate Dean for Administration can approve a loan from the Law School Emergency Loan Fund. The loan is available only to law students who have an outstanding University of Georgia Short Term Loan. Eligible students may borrow up to \$300 for 30 days interest-free. Loan processing generally takes 3-5 business days.

Tuition and Fee Refund Schedule

<https://busfin1.busfin.uga.edu/bursar/schedule.cfm>

Part 17 CLASSIFICATION OF STUDENTS FOR TUITION

Georgia Residency

Classification as In-State for Law School Tuition Purposes

An independent student enrolled at Georgia Law as a non-resident may be classified as in-state for tuition purposes upon demonstration by clear and convincing evidence that the out-of-state domicile has been abandoned and legal residence has been established in Georgia.

There is no exact formula to ensure reclassification for independent students. Each case is evaluated according to its particular facts. The following actions, although not exhaustive or necessarily conclusive, support a claim for in-state status.

1. Living in Georgia for at least 12 months immediately preceding the first day of classes in the term for which in-state classification is sought.
2. Remaining in Georgia during periods when not enrolled as a student. For law students, this means that remaining in Georgia for the summer after the first year of law school strengthens the case for reclassification. Summer legal employment outside of Georgia, does not automatically mean that a reclassification petition will be denied.
3. Demonstrating financial independence by relying on sources of financial support from within the state of Georgia for more than 50% of the total cost of attendance is helpful to the petition for reclassification. Scholarships, including Tuition Equalization Scholarships and Tuition Reduction Scholarships, and law student loans in the student's name are independent financial support within the state of Georgia for purposes of determining legal residency. Financial support from someone outside of Georgia, from loans based on the credit of others or from trust funds created by others for the student's support are not normally included as independent financial support.
4. Paying income and property taxes as a Georgia resident, including taxes on income earned outside of Georgia. A student is not independent and, except in rare cases, will not be able to establish Georgia residency if he or she is claimed as a dependent for income tax purposes by parents or any other individual for the tax year preceding the term for which seek reclassification.
5. Obtaining a Georgia driver's license and registering a vehicle in Georgia at least 12 months prior to the first day of classes for the term in which reclassification is sought.

6. Registering to vote in Georgia.
7. Opening a bank or savings account in Georgia in the student's name. (i.e. not a joint account with someone out-of-state).
8. Leasing or purchasing living quarters in Georgia in the student's name.

Petition for Classification as In-State

Law students who intend to remain in Georgia upon completion of their legal studies should complete and submit a [Petition for Classification as In-State for Tuition Purposes](#). The petition should be submitted to the School of Law Admissions Office by **July 1 for the fall semester** and **November 1 for the spring semester**.

Appeals Process

If a petition for classification as an in-state student is denied, an appeal can be made to the Residency Appeals Committee at the address below. The appeal must be received within thirty days from the date of the denial notification. A copy of the denial letter as well as a postal address, telephone number, and/or email address at which the student may be reached must be included, along with a clear statement why the decision is incorrect.

Residency Appeals Committee/UGA/102 Lustrat House/Athens, GA 30602-1693. Fax: 706.542.3248

Following administrative review and/or hearing, the Residency Appeals Committee will make a recommendation to the President who will review the Committee's findings and recommendations, decide the case, and communicate his decision. The President's decision in residency matters is final. The School of Law Admissions Office will not be able to assist in the appeal process. Should you have questions, please call the Residency Appeals Committee at 706.542.0006.

*In-state classification for tuition purposes is governed by the Board of Regents of the University System of Georgia. The information contained in this Handbook is for independent students enrolled in the School of Law only. It is subject to change. Refer to the [Board of Regents Policy Manual](#) for current complete information regarding Georgia residency for tuition purposes at the University of Georgia.

Part 18 FACILITIES

Building Hours

With the exception of the Law Library, Law School buildings are open daily from 7:00 a.m. until 6:00 p.m. except weekends and university holidays. Exterior doors equipped with emergency exit devices are locked from 6:00 p.m. until 7:00 a.m. Students have UGA card access to lockers, vending areas, and lounges when the law library is open.

Any access problems should be reported to magalvin@uga.edu.

Room Reservations

Law School facilities are available for use by student organizations. To coordinate special activities, guidelines for facilities use have been developed. The [Room Scheduling Form](#) is available on the Student Resources page on the Law School web site. Submit requests during regular business hours at least 48 hours in advance to ensure the reservation can be processed. To arrange building access for after-hours or weekends, contact magalvin@uga.edu.

Student Lockers

Lockers are available for all students during each term the student is registered for classes. Members of student journals are encouraged to use the journal offices for book storage to make locker space available to other students.

Students must provide their own locks. Lockers are assigned by the Law Student Affairs Office. Locks will be removed from lockers at the end of the spring term unless the student is registered for the summer term.

Cash, jewelry, and other valuable items should not be stored in lockers. The Law School is not responsible for items stored in lockers.

Smoking

University of Georgia policy prohibits smoking in all University facilities. In addition, it prohibits smoking in areas adjacent to a facility if the smoking would adversely affect the environment of those entering or exiting the facility. It also permits the creation of designated smoking areas.

In accordance with this policy, smoking is prohibited in Law School buildings and around the entrances to them, including Harold Hirsch Hall, Dean Rusk Hall, the Hosch Law Library Annex, and the Sutherland Courtyard.

Designated smoking areas, outside and away from doors, for the Law School are: 1) the area immediately around the bench located between the entrances to the Law Library and the main entrance of Harold Hirsch Hall, and 2) the area along Herty Drive between Harold Hirsch Hall and Caldwell

Hall. Receptacles for extinguished cigarettes are located near both areas.

Part 19 COMMUNICATIONS

In accordance with University of Georgia policy, every student is required to have an email address to which official University and Law School communications are sent. In the best interest of effective communications management, this address must reside on the University-maintained UGAMail email system. If a student chooses to forward email from his or her UGA account to another account, it is the student's responsibility to insure that the UGA account does not become full and, thus, fail to forward emails. It is also the student's responsibility to check email daily.

Listserves are established for the IL class (and one for each IL section), the 2L class, the 3L class, the LL.M. students and joint degree students. While students are not authorized to post to official listservs or unsubscribe from them, two voluntary student listservs exist for special purposes. **Lawstu-announce** is designed to provide an outlet for student organizations to communicate with their members and the Law School community and also is an outlet for lost and found notices from students. **Lawstu-trade** serves as a forum for the exchange of information on such matters as housing. Both voluntary student listservs are moderated.