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## **PART I – LAW SCHOOL POLICIES AND PROCEDURES**

### **1. LAW SCHOOL POLICIES**

The purpose of the Law School's Student Handbook is to provide all law students with an accessible resource for finding university and Law School policies. All students are expected to comply with the following policies, which will help ensure their success within the William & Mary community. Questions about the Handbook or suggestions for improving the Handbook should be directed to the Associate Dean for Student Affairs & Academic Support.

#### **1.01 Authority**

The Law School administration reserves the right to make changes to this Handbook to comply with university and Law School policies.

#### **1.02 Procedure for Formal Student Complaints Concerning the Program of Legal Education**

The Law School invites students to share any concerns about the Law School's program of education as it relates to compliance with the American Bar Association's standards. Any student who has such a concern should submit the concern in writing to either the Vice Dean or the Associate Dean for Student Affairs & Academic Support, identifying the ABA Standard at issue. The submission must be signed by the student and, if sent by email, sent from the student's W&M email account. The Vice Dean or Associate Dean for Student Affairs & Academic Support will confirm receipt of the submission within five business days and will work with the appropriate individuals to investigate the issue and take any needed actions. The Vice Dean or Associate Dean for Student Affairs & Academic Support will notify the student about the status of the investigation within 30 days of receipt of the submission. A record of all such submissions and their resolutions will be kept on file for ten years in the office of Student Affairs & Academic Support.

### **2. GRADUATION REQUIREMENTS AND DEGREE COMPLETION**

#### **2.01 Juris Doctor**

To graduate with a Juris Doctor, a student must:

- Take 86 total credit hours, 65 of which must be graded;
- Complete the required courses specified in Section 3.01;
- Maintain a semester and cumulative grade point average of 2.3 at the conclusion of the third year of legal study;
- Apply for graduation by September 1 of the year before which the student intends to graduate;
- Complete the Graduate Employment Survey and participate in a graduation audit as directed by the Office of Career Services.

## **2.02 Combination Degrees**

To graduate with a combined Juris Doctor and MBA, MA in American Studies, or MPP from William & Mary, a student must fulfill all of the JD requirements specified in Section 2.01 as well as the graduation requirements from the other degree program, with the following modifications:

- JD/MBA or JD/MPP: the number of required JD credits is shortened from 86 to 75, 65 of which must be graded. The total credit hour requirement for the JD/MBA or JD/MPP is 123 credits.
- JD/MA: the number of required JD credits is shortened from 86 to 80, 65 of which must be graded. The total credit hour requirement for the JD/MA is 110 credits.
- If a course is cross listed with the combination program, the student must declare to which program the credits will belong at the time of course registration. A class may not be moved between programs after the exam period begins.

## **2.03 Transfer Credits**

Admitted transfer students may transfer up to 28 credits where the grade earned is a “C” or better. If transferring in 28 credits, a transfer student must earn at least 44 graded William & Mary Law credits and meet all other degree requirements. If coursework at the previous institution has not met the first-year requirements for William & Mary Law School, the student may be required to take additional courses in the second or third year to satisfy the first-year requirement.

Transfer students will be invited to participate in the selection process to join journals and competition teams. Membership in these organizations is not transferred from a transfer student’s previous law school.

Transfer students may earn CALI Awards, are eligible for graduation awards, and are eligible for Latin Honors. As the Order of the Coif requires that 75 percent of graded coursework come from William & Mary Law School classes, transfer students are not eligible for the Order of the Coif.

## **2.04 Bar Exam Registration**

Students are responsible for familiarizing themselves with the dates, policies, and application procedures of the jurisdictions in which they wish to practice. Please reach out to the Associate Dean for Student Affairs & Academic Support for assistance.

## **2.05 Transcripts**

Official transcripts, which will be required to register for the bar exam and may be required by employers, may be ordered through [the University Registrar’s Office](#), who will charge a fee for each official transcript ordered. Unofficial transcripts may be formatted and downloaded through Banner free of charge.

### **3. CURRICULUM**

#### **3.01 Required J.D. Courses**

All required courses must be completed for graduation. Courses designated as first year courses must be taken during the first year; second- and third-year requirements may be satisfied at the time of the student's choosing.

##### **First Year**

- Law 101 – Criminal Law
- Law 102 – Civil Procedure
- Law 107 – Torts
- Law 108 – Property
- Law 109 – Constitutional Law
- Law 110 – Contracts
- Law 130 – Legal Research & Writing I
- Law 131 – Lawyering Skills I
- Law 132 – Legal Research & Writing II
- Law 133 – Lawyering Skills II

##### **Second or Third Year**

- Law 140 – Advanced Writing & Practice **or** any course designated to satisfy the Writing Requirement. Courses that satisfy the Writing Requirement are:
  - A seminar course that is specifically designated as fulfilling the Writing Requirement (identified by LWWR attribute). Note that not all seminar courses satisfy the Writing Requirement.
  - Independent Legal Writing (Law 706).
- Law 115 – Professional Responsibility **or** Law 117 – The Legal Profession
- Experiential Learning – the American Bar Association requires that each law student take at least six credits of experiential learning prior to graduation. In addition to the three experiential credits earned from Lawyering Skills I & II in the first year, each student must take at least three credits of additional experiential learning in the second and/or third year. These remaining experiential credits may be satisfied through simulation courses, clinics, and externships.

#### **3.02 Experiential Learning Courses**

As mentioned above, students may satisfy their experiential learning requirement through simulation courses, clinics, or externships. Simulation courses follow the same rules and policies as doctrinal classes; clinics and externships have special rules as stipulated below.

##### **3.02a Clinics**

Second- and third-year law students are eligible to apply for any of the law school's clinical programs, in which students represent clients under the supervision of practicing staff attorneys. The law school's current clinical offerings are:

- Appellate & Supreme Court Clinic
- Community Law Clinic
- Domestic Violence Clinic
- Elder & Disability Law Clinic
- Immigration Clinic
- Innocence Project Clinic
- Lewis B. Puller, Jr. Veterans Benefits Clinic
- Low Income Tax Clinic
- PELE Special Education Clinic

Clinics are offered for either two or three credits each semester.

From registration to the first day of schedule adjustment, students may register for only one clinic. If additional clinical seats are available during the add/drop period, students may register for a second clinic. Students who disregard this rule will be disenrolled from all but one clinic the day following their priority registration period.

### **3.02b Externships**

Second- and third-year law students may earn academic credit by externing for an eligible legal practitioner. The externship program is governed by both the American Bar Association's Standards and Executive Committee Regulations of the Association of American Law Schools.

Students may extern with dozens of pre-approved externship providers. Students may also arrange an externship through their own contacts or through a referral provided by the Associate Dean for Externships. Each externship credit requires 40 externship hours. Externships are available for 1-4 credits per semester. Externship credits are available only on a pass-fail basis.

The following types of externships are eligible for course credit:

- **Federal Government Externship:** executive or legislative agencies, Congressional committees, and members of Congress.
- **Judicial Externship:** judges, hearing offices, courts, and organizations that provide research, educational, and management services to judges and courts.
- **Nonprofit Organization Externship:** civil legal services and legal aid organizations, as well as U.S. private, nonprofit, 501(c)(3) organizations. Organizations based outside of the United States qualify if they are private nonprofit organizations that would qualify for 501(c)(3) status if they were located in the United States. Externships with U.S. private nonprofit organizations with an IRS status other than 501(c)(3) are not eligible.
- **Private Practice/In House Counsel Externship:** solo practitioners, law firms, and in-house law departments of corporation and trade associations.
- **Prosecutor Externship:** state and local prosecutors.
- **Public Defender Externship:** federal, state, and local public defenders.

- **State/Local Government Externship:** state or local government agencies and offices such as city and county attorneys, attorneys general, executive or legislative agencies, and state legislators.
- **U.S. Attorney Externship:** criminal or civil divisions of U.S. Attorney offices.
- **Virginia Attorney General Externship**

### 3.02c Third-Year Practice Certificate

After completing the second year of law school, a student may apply for a Third-Year Practice Certificate, which allows the student to practice law in a limited capacity under the supervision of a licensed attorney. To obtain a Third-Year Practice Certificate for clinical, externship, or other supervised practice pursuant to Rule 15 of the Virginia Bar, a law student must have completed at least four semesters of law school as well as Civil Procedure; Criminal Law; Evidence or Applied Evidence; and Professional Responsibility or The Legal Profession. Students who wish to pursue a Third-Year Practice Certificate are advised to register for Professional Responsibility/The Legal Profession and Evidence/Applied Evidence during their 2L year.

The Assistant Dean for Academic Services & Registrar will automatically submit the names of all qualifying students to the Virginia bar at the end of their 2L Spring and 3L Fall semesters. Students needing the Third-Year Practice Certificate for their summer employment following the end of their 2L year should fill out [the request form](#) during their 2L Spring semester to allow time for processing. Students who will be seeking a limited practice certificate for a jurisdiction other than Virginia should consult with the rules of the governing state bar and submit to the Assistant Dean for Academic Services & Registrar at [lawreg@wm.edu](mailto:lawreg@wm.edu).

### 3.03 Concentrations

Concentrations indicate focused coursework and experiential learning or independent research in an area of study beyond the required curriculum. Any JD student may pursue up to two concentrations. Available JD concentrations include:

- Business Law
- Criminal Law
- Environmental Law
- Intellectual Property Law
- International Law
- National Security Law
- Political Law
- Public Interest and Social Justice Law

In order to satisfy the requirements for a concentration, a student must complete:

1. Two or more foundational courses,
2. Three or more approved courses, and
3. An independent research paper or experiential course.



Students should review information and guidelines at JD Concentrations for a list of course requirements and the request form. Students can use the “What If” function in DegreeWorks to ensure that they are meeting the requirements for a concentration. The JD Declaration of Concentration form must be submitted directly to the Assistant Dean for Academic Services & Registrar for review during the student’s second or third year of study by the posted deadlines. Requests for exceptions or authorization for courses not designated as fulfilling a particular group or concentration should be submitted to the Assistant Dean for Academic Services & Registrar for authorization by the Vice Dean.

### **3.04 Independent Projects and Non-Law Courses**

Students may take a maximum of six credits of non-law courses. Joint degree students may not take non-law courses outside of their prescribed program of study.

#### **3.04a Independent Projects**

When students become interested in a specific topic within an area of the law, they are encouraged to pursue this topic, either one-on-one or in a small group, under the supervision of a professor. Any full-time law professor can supervise an independent project; students wishing to be supervised by an adjunct law professor must obtain the permission of the Vice Dean.

To register for an independent project, fill out the Directed Independent Project Form, obtain the professor’s signature (and the Vice Dean’s signature if being supervised by an adjunct professor), and submit the form to the Assistant Dean for Academic Services & Registrar.

Types of independent projects include:

- **Directed Research LAW 700:** The student will conduct research on specified legal topics and will report on the research to a supervising faculty member. Reports may be written or oral. The student’s reports may be in written or oral form. Activities such as formatting documents for publication, Bluebooking, and the like do not qualify. The faculty member will provide feedback to the student. The total amount of faculty-student interaction and the student’s independent work must equal at least three hours per week. No more than two credits of Directed Research may count toward graduation. Only full-time faculty may supervise. Permission of the faculty member and the Vice Dean is required. Maximum of two credits during student's entire academic career may be earned in Directed Research. Course is pass/fail.
- **Directed Reading LAW 703:** A maximum of five students may read and discuss the topic with a professor. Typically, this course is pure discussion and is an examination of a specialized subject that generally is not offered as a course within our curriculum on a regular basis. This course is arranged between an individual student or group of students (maximum, 5) through readings selected in agreement by the directing faculty member and students. Prior approval by the Vice Dean is required. Students are limited to one Directed Reading credit per year. Graded on a pass/fail basis. No written product is expected. Students may earn credit for no more than one Directed

Reading project per academic year (summer through spring). Course earns one credit hour and is pass/fail.

- **Independent Legal Research LAW 704:** This course requires the completion of a short, ten-page, scholarly research paper on a subject selected by the student, under the supervision of a faculty member. Does not satisfy the writing requirement. Student's may earn an unlimited number of Independent Legal Research throughout their studies. Course is one credit hour and standard letter graded.
- **Independent Legal Writing LAW 705:** An independent writing paper equivalent to a law review article (in excess of 20 pages); does not meet the upper level writing requirement. This course does not fulfill the second year writing requirement. Student's may earn no more than four Independent Legal Writing credits in total, or may enroll in this course and/or Law 705 no more than twice. Course earns two credit hours and is standard letter graded.
- **Independent Legal Writing Requirement LAW 706:** An independent writing paper that requires completion of a significant research paper of at least 30 pages and meets the upper level writing requirement. This course will meet the second year writing requirement. Students may enroll in this course and/or Law 705 no more than twice. Course earns two credit hours and is standard letter graded.

All independent research and writing projects should evolve through four major stages, each of which should occur in consultation with the supervising faculty member.

- **Topic Development:** The student should produce a succinct and coherent topic statement that sets out the thesis of the proposed paper before the student registers in the Independent Project course. This statement should be attached to the Directed Independent Project Form and submitted to the Assistant Dean for Academic Services & Registrar to trigger registration.
- **Outline:** The student should produce a reasonably comprehensive outline of the paper, including a statement of the basic steps in the argument, the major sources used, and the tentative conclusion.
- **First Draft:** The student will produce at least one draft of the paper before the final draft. The drafts should be submitted with sufficient time for the supervising faculty member to make comments and the student to incorporate those comments in a subsequent draft. Normally, at least one draft should be submitted to the supervising faculty member by the tenth week of classes.
- **Final Draft:** The student will submit the final draft by noon on the last day of exams for the registered semester, or earlier if so designated by the supervising professor.

### 3.04b Non-Law Courses

An approved non-law course:

- May not involve essentially the same material covered in a course previously taken by the student.
- Must be offered at a graduate, or advanced undergraduate, level, except for good cause shown (i.e. introductory course in a foreign language).

- Should be intellectually and academically rigorous.

To register for a non-law course, the student must first obtain permission from the course instructor. The student must then submit the Non-Law Course Request to [lawreg@wm.edu](mailto:lawreg@wm.edu) with an explanation of how the non-law course will help them with their career goals. Upon final review and approval from the Vice Dean, the student may register for the course.

Students must earn a grade of C or better in order for the credits to transfer to the law degree. Only the *credits* themselves will transfer to the law degree, not the grade: the credits will be counted as “pass.” Students are responsible for ensuring that they meet the minimum number of graded credits required for graduation following this conversion.

### **3.05 Journals**

Membership in any of the law school’s five journals (*William & Mary Law Review*, *William & Mary Bill of Rights Journal*, *William & Mary Business Law Review*, *William & Mary Environmental Law and Policy Review*, and *William & Mary Journal of Race, Gender, and Social Justice*) is eligible on a competitive basis to students who have completed their first year of law school and participated in the Joint Journal Competition. Information about the Joint Journal Competition will be given in spring each academic year. Students accepted to a journal will be notified when to register themselves in the appropriate number of credits (from 1 to 4) each semester upon determination of the faculty advisor. Students must register before the end of the add/drop period each semester to receive credit.

### **3.06 Competition Teams**

#### **3.06a Moot Court**

Moot Court team members are selected from an intra-school competition. Students selected for the team will be registered for Advanced Brief Writing in the fall semester of their 2L year. Students will also be registered for a one-credit pass/fail course in the semester in which they compete, and credit is awarded for completing the competition brief. Students who write a Spong tournament problem will be registered in a two-credit graded course, or a one-credit graded course for the Bushrod tournament, in the semester the problem is written.

#### **3.06b National Trial Team**

National Trial Team members are selected from an intra-school competition. Students selected for the team will be registered in Trial Advocacy-National Trial Team during the fall semester of their 2L year, which is a three-credit pass/fail course. Team members are also required to take, when offered, Trial Strategy and Persuasion, which is also a three-credit pass/fail course.

#### **3.06c Alternative Dispute Resolution Team, International Competition Team, and Transactional Law Team**

Membership for the Alternative Dispute Resolution Team, International Competition Team, and Transactional Law Team is also selected from intra-school competitions. Membership in these teams does not require any particular course enrollment, nor does it come with any priority registration in relevant classes.

#### **4. ENROLLMENT AND REGISTRATION**

##### **4.01 Course Load**

The American Bar Association stipulates that no more than 20 percent of the required credit hours for a degree may be taken in any one semester; at William & Mary Law School, this means students may not take more than 17 credits in any one semester. The minimum course load in a semester is 10 credits – regardless of how many remaining credits are required for graduation – and the minimum course load in an academic year is 20 credits.

##### **4.02 Credit Hour Policy**

The American Bar Association and William & Mary Law School require not less than one hour of classroom or direct faculty instruction and two hours of out-of-class student work per week for each credit awarded for a class over fifteen weeks, including a final exam week, or the equivalent amount of work over a different time. According to ABA Standard 310(b)(1), fifty minutes suffices for one hour of classroom time, while an hour of out-of-class time is sixty minutes. All faculty must inform students in their syllabi about the expectation regarding time spent preparing for class. Students will also be asked in end-of-semester course evaluations to estimate the amount of time they spent on out-of-class work, on average, each week.

##### **4.03 Enrollment in Assigned First-Year Courses**

Enrollment is assigned in all required courses in the first year, and entering students are preregistered for their courses. Students will subsequently self-enroll for all classes in their second and third years of study.

##### **4.04 Registration Priority**

Registration typically occurs in October for the spring term and in April for the fall term. Third-year students have first priority in registration, followed by second-year students. Students will self-register for their classes using the PATH registration platform.

##### **4.04a General Priority Registration Rules**

During priority registration, students may not register for more than 17 credit hours in a semester, including both registered and waitlisted courses. Students who disregard this rule will be disenrolled from waitlisted courses until their total reaches 17 credits. This will occur the day following their priority registration period. Once schedule adjustment opens through the Add/Drop period, students may not register for more than 17 credits per semester, but can have an unlimited number of waitlisted credits.

#### **4.04b Priority Registration Rules – Seminars**

During priority registration, students may register for or waitlist only one seminar. If space becomes available during schedule adjustment through Add/Drop, students may register for a second seminar. Students who disregard this rule will be disenrolled from all but one seminar the day following their priority registration period. Seminar courses may be identified via PATH filters and are identified in their course title by “Seminar.” This policy includes courses that have seminar in the title that are also short courses. One-credit mini-courses are not counted as seminars.

#### **4.04c Priority Registration Rules – Clinics**

During priority registration, students may register for or waitlist only one clinic. If space becomes available during scheduled adjustment through Add/Drop, students may register for a second clinic. Students who disregard this rule will be disenrolled from all but one clinic the day following their priority registration period.

#### **4.05 Course Overlap Policy**

Students may not register for two classes that have an ongoing conflict (e.g. a ten-minute overlap throughout the semester).

Under some circumstances, students may register for classes that overlap as long as they overlap for no more than two class sessions. As a mandatory prerequisite, students must obtain the permission of the professor of the class that they will miss before registering for the overlapping courses and forward to the Assistant Dean for Academic Services & Registrar. This policy does not extend to short courses or mini-courses – students may not miss any part of a short course or a mini-course. Faculty are under no obligation to grant permission for a student to register for overlapping courses, and a faculty member may impose an additional assignment as a condition of granting permission.

#### **4.06 Holds**

Holds on a student account may delay registration and receipt of a diploma. It is the student’s responsibility to contact the office who placed the hold on the account and have it removed. Students can view holds by logging into Banner and selecting “View Holds” at the bottom of the Add/Drop Classes Worksheet page, or by selecting “Check Your Registration Status” from the Registration Menu. The Law School cannot remove holds placed by other offices or departments.

#### **4.07 Waitlists**

If a class is designated as having a waitlist, students attempting to register for a course that is full may receive the option to be added to the waitlist, which allows students to add the class based on registration priority if a seat becomes available. If a seat opens in a course with an active

waitlist, a notification email is sent to the W&M email address of the first student on the waitlist. The email will identify how long the student has to register in Banner; the student will not be automatically added to the class, but must affirmatively register during their designated registration window.

If the first student fails to register during their notification window, they will be dropped from the waitlist and the next student on the waitlist will be notified of the open seat. The first student may then waitlist the course again; however, their original placement will not be preserved. The process continues until more seats are available or until the Add/Drop period has ended for the term.

Please note that the waitlist process is the only mechanism for students to enroll in a class after it has filled; individual professors cannot admit students who show up hoping to be admitted. Waitlists are not available for all courses, and the existence of a waitlist does not guarantee that any students on the waitlist will be offered a seat in the course.

Waitlisted courses will count towards the total credit cap of 17 credits for the semester during priority registration; a student may not be registered and waitlisted for more than 17 credits in a semester. Once schedule adjustment opens through the Add/Drop period, students may not register for more than 17 credits per semester, but can have an unlimited number of waitlisted credits.

#### **4.08 Add/Drop Period**

The Add/Drop period extends through the first full week of classes, and all courses (other than mini-courses) must meet during the Add/Drop Week. This period allows students to attend semester-long classes at least once and to make enrollment decisions based on information they have received during the first week. Any student may drop any non-required class at any time during the Add/Drop period provided they maintain the necessary course load.

Students add themselves to waitlists during registration and can continue to add to waitlists throughout the Add/Drop period until 4:00 pm on the last day of Add/Drop.

#### **4.09 Dropping Individual Courses After Add/Drop Period**

A student may not drop a course or courses following the Add/Drop period and prior to the end of classes except in exceptional circumstances, and then only with approval of the Assistant Dean for Academic Services & Registrar, who will consult with the Associate Dean for Student Affairs & Academic Support. Requests should be submitted in writing or by email.

#### **4.10 Unofficial Withdrawal**

Students who withdraw from their classes without receiving an authorized leave of absence (see Section 10) will receive a transcript notation indicating “Unofficial Withdrawal” for the semester in which they left. Students who unofficially withdraw will be charged tuition and fees for the full semester and will not have a right to readmission; if they wish to continue their legal

education, they must petition the Academic Advisory Committee. Readmission can only be granted with the committee's approval and the concurrence of the Dean. It is therefore strongly recommended that students wishing to withdraw once the semester has begun seek an authorized leave of absence.

#### **4.11 Administrative Disenrollment**

A professor may administratively disenroll a student from any class for failure to submit required work, failure to comply with an attendance requirement, failure to comply with other course or classroom requirements, or for obstructing the functioning of classes. A student who is compelled by the professor to withdraw will receive a grade of "W" for the course, which will be reflected on the official academic transcript.

#### **4.12 Visiting Away**

Students in good standing may apply for permission from the Vice Dean to spend one or two semesters visiting another ABA-accredited law school. Students who receive permission and visit another law school will pay tuition to the host school while in attendance, and are not eligible to receive scholarships or fellowships from William & Mary Law School. To apply, students must submit the Visiting Away form, the written petition to visit (with the reason for wanting to visit away, a list of schools at which the student will be applying as a visiting student, and the list of courses at each school the student intends to register for), and a current academic transcript to the Vice Dean.

Students who visit away for one semester must still complete a minimum of 65 graded credits from William & Mary Law School, and those who visit away for two semesters must complete a minimum of 50 graded credits from William & Mary Law School. All other graduation requirements must be completed at William & Mary Law School. Approved credits earned at the host school with a "C" or better will be transferred to the William & Mary law degree on a pass/fail basis upon receipt of an official transcript from the host school. Only the *credits* themselves will transfer to the law degree, not the grade: the credits will be counted as "pass" and are subject to the 25 percent limitation on ungraded academic credits allowed towards the law degree. Students are not eligible for William & Mary CALI Awards in courses earned at the host institution. Students who visit away are eligible for William & Mary awards, such as Order of the Coif, provided all requirements for the award are met while in residence at William & Mary Law School.

#### **4.13 Auditing Courses**

All audit requests must be approved by the professor and will be confirmed only at the end of the add/drop period for each semester contingent upon seat availability. Students enrolling in classes for credit have enrollment priority over potential auditors.

Students auditing a class may not turn in work to be reviewed by a professor, take a final exam, or submit a final paper. Audited credits do not receive grades, and students do not earn credit hours towards their degree from an audited class.

#### **4.14. Distance Learning**

At the Law School, a “distance education course” is defined as a course in which students are separated from all faculty members for more than one-third of the instruction and the instruction involves the use of technology to support regular and substantive interaction between the students and all faculty members, either synchronously or asynchronously. “Distance education courses” do not include courses in which an occasional guest speaker appears via technology from a remote location, courses in which an instructor uses technology to teach an occasional class from a remote location, or courses in which an instructor prerecords material to be viewed or heard by students in advance of a class session.

All distance education courses offered for credit at the Law School shall be in full compliance with all ABA standards governing distance education (currently Standard 306).

In addition to compliance with any applicable ABA Standards, all distance education courses offered for credit at the Law School shall comply with the following requirements:

1. All distance education courses shall provide for significant synchronous interaction between the instructor(s) and the students. “Synchronous interaction” means that the instructor(s) and the students engage with one another at the same time despite spatial separation.
2. A student may receive credit for no more than a total of 28 credit hours of distance education courses or no more than 10 credits in their first year. Students can track the number of distance education credits earned via the Degree Works evaluation application in Banner Self-Service.
3. Credit toward the J.D. degree for study offered through a distance education course will be awarded only where (1) the academic content, (2) the method of course delivery, and (3) the method of evaluating student performance are approved as part of the Law School’s regular curriculum approval process. Approval must be sought for all distance education courses even if a courses with the same name and content is already part of the approved J.D. curriculum.
4. If an instructor for a proposed distance education course is not a member of the full-time faculty, his or her appointment as an adjunct faculty member must be approved in the same way as other adjunct faculty members.
5. The Vice Dean shall work closely with instructors of distance education courses to ensure that such courses provide (a) ample interaction with the instructor(s) and other students both inside and outside the formal structure of the course throughout its duration, such that students in distance education courses have opportunities to interact with the instructors and other students that equal or exceed the opportunities for such interaction in a traditional classroom setting; and (b) ample monitoring of student effort and accomplishment as courses progress.
6. The Associate Dean for Administration, the Registrar, and the Vice Dean are responsible for maintaining an effective process to verify the identity of students taking distance education courses and to protect student privacy.



#### **4.14a Law School Courses in Washington, D.C.**

Consistent with ABA requirements, students may not earn more than sixteen credits through participation in courses based in Washington, D.C., including externships, courses offered through the Election Law program, or any other courses where instruction or field work takes place in the D.C. metropolitan area.

### **5. TUITION AND FEES**

#### **5.01 Current Tuition Rates and University Fees**

Current Virginia and out-of-state tuition, as well as fees charged by the College, can be found [here](#).

#### **5.02 Refunds**

Full-time students who withdraw from the Law School with an authorized leave of absence before the end of the first week of law classes in each semester are eligible for a full refund (less any deposits or advance payments required by the College as evidence of the student's intent to enroll).

Students who withdraw after the first week of classes with an authorized leave of absence are eligible for a refund of the tuition and fees according to this schedule:

- Between the end of the first and second week of classes – 80%
- Between the end of the second and third week of classes – 70%
- Between the end of the third and fourth week of classes – 60%
- Between the end of the fourth and fifth week of classes – 50%
- Between the end of the fifth and sixth week of classes – 40%

Students who withdraw after the sixth week of classes are not eligible for a refund.

#### **5.03 Financial Aid**

All questions about scholarships and federal loans should be directed to the Associate Dean for J.D. Admissions & Financial Aid.

### **6. COURSE POLICIES**

#### **6.01 Policy on Computer Use**

Students may use portable computers and other electronic devices in the classroom for educational purposes. Other uses of portable computers or other electronic devices during class are inappropriate. Examples of inappropriate use include, but are not limited to, playing games; browsing the Internet; playing video or audio files; receiving, reading, composing, or sending

email or instant messages; and making or receiving phone calls. Each professor retains the right to set a different, more restrictive policy as they deem advisable.

Both this computer use policy, as well as any more restrictive policies adopted by individual professors, are subject to exceptions necessary to provide students with accommodations under the Americans with Disabilities Act.

## **6.02 Policy on Recording Classes**

No student may audio-record or video-record any class, or arrange for it to be recorded, without the permission of the professor. Each professor may allow or disallow recording on such occasions and on such terms as they see fit and may rescind permission once it is granted at any time during the course.

The recording policy is subject to exceptions necessary to provide students with accommodations under the Americans with Disabilities Act.

## **6.03 Classroom Accommodations**

It is the policy of William & Mary Law School to accommodate students with disabilities and qualifying diagnosed conditions in accordance with federal and state laws.

Any student who would like to request reasonable accommodations due to disability (physical, learning, psychological, chronic or temporary health condition, etc.) must first register with the [Office of Student Accessibility Services](#) (SAS).

After registration, SAS will send the student's classroom accommodations to the Associate Dean for Student Affairs & Academic Support, who will work with the student and faculty to make sure that the accommodations are put in place. (For exam accommodations, please see Section 7.02.)

Please note that accommodations must be renewed each semester.

## **6.04 Class Attendance**

Regular attendance in all courses is required both by the Law School and American Bar Association. An instructor may set specific attendance requirements for a course, and such requirements will be announced in writing at the beginning of the semester prior to the end of the Add/Drop period. A faculty member who is grading class participation may also consider class participation in determining the grade; if attendance is to be considered as part of a class participation grade, the professor will advise the students in writing prior to the end of the Add/Drop period.

Students who must be absent from their courses for an extended period should contact the Associate Dean for Student Affairs & Academic Support, who will work with the student on any extenuating circumstances and will notify the student's professors. As per Section 4.10, a student

who is excessively absent without notice may be administratively disenrolled from the course and receive a “W” grade, which will be reflected on the official academic transcript.

## **6.05 Teaching Assistant Eligibility**

As approved by the Vice Dean, selected classes may have teaching assistants. To avoid any conflict of interest, faculty selecting teaching assistants will observe the following guidelines:

- A student can be a TA in any class that they have previously taken
- Students *cannot* be teaching assistants in any class section for which they are currently registered
- A student *cannot* be enrolled in one section of a class and be a TA in a different section during the same semester
- Students can be teaching assistants in a class that they have not taken *only* with the express authorization of the Vice Dean

## **7. EXAMS**

### **7.01 Exam Rules & Policies**

A. Exam Technology. All anonymous exams at the Law School must either be taken through the Exam4 software or be handwritten in bluebooks. Students are expected to use their own computers to take exams, although a student may request to use a Law School-owned computer to take an exam if (1) a computer-related emergency exists and (2) a Law School-owned computer is available. Students who choose to handwrite their exams obtain bluebooks from the Registrar. A laptop or desktop computer is required to take exams. William & Mary [requires all incoming students to own a notebook computer](#). Laptops or desktops must be capable of running *full* Windows or *full* Mac operating systems. Students taking exams by computer must download the Exam4 software each semester and take a practice exam to test the functionality of Exam4 on their computer and to familiarize themselves with the features and options available within the platform.

B. Exam Location. Each faculty member will designate whether the exam in their course is in-person or remote and the length of time in which students must complete the exam. In-person exams take place at the Law School in an assigned room on a designated date and time. Remote exams are taken at a place of the student’s choosing within the exam period and may be designated as required to be taken at a specified time, on a specified day, or at any time within either the Section I or Section II examination window. Printed copies of exams will not be provided for remote exams.

Students may not take an in-person exam remotely.

A faculty member may allow students to take an in-person exam outside of the designated exam room so long as students remain in the Law School building. Such students who elect to take the exam in the Library should expect the normal activities of patrons and staff to continue as usual and should not expect (or request) complete silence. Students may not reserve space in the

Library for the purpose of taking an exam. Students may not take exams in Library study rooms, on computers in the Library's technology classroom, or in student organization offices.

Students with exam accommodations will take in-person exams in a room designated by the Associate Dean for Student Affairs & Academic Support.

All students should arrive at the assigned room for an in-person exam at least 15 minutes prior to the scheduled start of the exam to receive the exam questions and instructions. Students who are permitted to leave the assigned room to take the exam may not leave the room until the proctor announces that the exam has begun. All students taking an in-person exam, whether they remain in the assigned room or not, must return the exam questions to the proctor.

C. Exam Instructions. Each faculty member's instructions must designate with specificity, both in writing to student prior to the exam date and in the exam instructions:

- Faculty name;
- Name, number, and section of course;
- The length and duration of the exam;
- Pagination to reflect current and total pages (i.e. "1 of 5")
- Type of exam (in-person or remote) and mode of exam (closed, open laptop, open laptop plus network, or take-home);
- The exam question(s) type (essay, multiple choice, short answer, etc.);
- Whether students taking an in-person exam may take the exam outside of the designated exam room (but within the Law School building);
- The materials that students are permitted to use when taking the exam, such as self-prepared, group, and/or commercial outlines, dictionaries, the casebook, and materials distributed during the semester;
- Whether permitted materials may be consulted on the student's computer or may be consulted only in hard copy;
- Whether students may access the Internet during the exam, along with any limitations on which Internet sources may be accessed (including ChatGPT or other generative AI technologies).

Additionally, each faculty member must indicate in the exam instructions the nature of any word limits for individual questions or for the exam as a whole.

The Assistant Dean for Academic Services & Registrar will set the exam mode in Exam4 for each exam to reflect the mode indicated by the faculty member (closed, open laptop, open laptop plus network, or take-home).

Unless otherwise indicated by the faculty member, the following default policies apply:

- Students who are permitted to consult material on their computers or on the Internet may use a search function, hyperlinks, a table of contents, or similar functions to locate material within a document or on their computer.

- Students taking take-home mode exams may copy and paste material from external documents into the Exam4 software. The Exam4 software does not permit copy and paste in any other exam mode.
- Students may use noise-cancelling headphones during an exam and may use a phone or other device to listen to music through headphones during an exam so long as that device is not connected to the Internet, sounds are not audible to others, and all ringtone and alerts are silenced.
- Students may use a second monitor or device to display material during the exam so long as the exam is not set in closed mode in Exam 4.

D. Anonymity on Exams. Most exams are identified by examination number only. Students are provided with examination numbers each semester after the Add/Drop period concludes. Students may not reveal their examination number to faculty members before grades are posted. Faculty members who include participation or similar activities as part of the final grade shall provide a list of names to the Assistant Dean for Academic Services & Registrar with scores by the indicated deadline to obtain a numerically sorted list of examination numbers to be used in determining the final grade.

## **7.02 Exam Conflicts**

Students may reschedule an exam only under the following circumstances:

- Two exams are scheduled within 23 hours – for example, an exam that begins at 8:30 am followed by an exam that begins at 1:30 pm.
- Two exams are scheduled at the same time.
- Three or more exams are scheduled on consecutive days.
- A qualifying illness, injury, or emergency precludes the student from taking the exam, as determined by the Associate Dean for Student Affairs & Academic Support after reviewing supporting documentation.

All exam conflicts will be administered by the Assistant Dean for Academic Services & Registrar. Students rescheduling an exam due to a conflict must take the conflicting exam on the first available make-up date that breaks the conflict. Requests to postpone an exam for scheduled events such as weddings, baptisms, retirement parties, etc. will not be granted. The Law Registrar will post the exam conflict form via survey at the appropriate time each semester (typically October 1 for fall and March 1 for spring).

Under no circumstances will a student be allowed to take an exam earlier than the scheduled exam date.

## **7.03 Exams and Illness, Injury, or Emergency**

All exams that are rescheduled due to a qualifying illness, injury, or emergency will be administered by the Associate Dean for Student Affairs & Academic Support, who will arrange a new exam date. Typically, students must make up an exam at the earliest practicable time and within five weeks of the originally scheduled exam date. If the circumstance necessitating a

rescheduled exam continues past the fifth week, the student shall take the exam as soon as reasonably practicable following the end of the disability, but in no event later than the end of the exam period for the succeeding fall or spring term. If the circumstance continues beyond that period, the student shall be withdrawn from all course for which an exam was not taken.

Students who become ill or otherwise unable to take the exam during the examination session should contact the Associate Dean for Student Affairs & Academic Support.

#### **7.04 Exam Accommodations**

Any student who has registered with Student Accessibility Services as described in Section 6.03 may also be eligible for exam accommodations. Student Accessibility Services will provide all exam accommodations to the Associate Dean for Student Affairs & Academic Support. The Associate Dean for Student Affairs & Academic Support will work with each individual student to make sure that they receive the specified accommodations and that their anonymity is protected.

To ensure that accommodations are processed in time for exams, a student requesting accommodations should complete their accommodation request with Student Accessibility Services as early as possible, and in all cases by the first day of the last week of classes.

Please note that accommodations must be renewed each semester. Also please note that professors will not be notified of exam accommodations, as all exam accommodations will be handled by the Associate Dean for Student Affairs & Academic Support. **To protect their privacy, students should not discuss their exam accommodations with their professors.**

##### **7.04a Language Accommodations**

Students whose primary language is not English *may* be eligible for additional time for each exam as necessary to make reasonable accommodation for their language ability. Students who attended a post-secondary institution where English is not the primary language will qualify for extra time under this provision; however, students who *also* attended a post-secondary institution where English is the primary language will not qualify for additional time. Eligible students will be afforded 20 additional minutes for each hour of an examination. Language accommodations will be implemented by the Assistant Dean for Academic Services & Registrar. Students requesting further accommodations should contact Student Accessibility Services for review on a case-by-case basis.

#### **7.05 Late Arrival to Exams**

A student who arrives late for an examination will be permitted to take it without excuse, but the time for completing the examination will not be extended beyond that specified for completion for those who arrived on time. If the student can demonstrate to the Vice Dean that their lateness was for good cause and beyond their control, the full scheduled time to complete the examination may be given at the Vice Dean's discretion.

## 7.06 Late Submission of Exams

If an exam is submitted after the allotted duration, the exam will be late. Please do not email your instructor nor the Law Registrar regarding late submissions. The course instructor will determine any grade impact from a late exam.

## 7.07 Default Generative AI Policy

The William & Mary Law School faculty approved the following default generative AI policy in Spring 2024. **Instructors have discretion to deviate from the default rule, provided that they do so in writing and with appropriate notice.** Please consult your syllabus and exam instructions for any deviations.

Generative AI is software that can perform advanced processing of text at skills levels that at least appear similar to a human's. Examples of Generative AI include, but are not limited to, Chat GPT, Perplexity, Google Gemini, Lexis + AI, and Westlaw (Practical Law) AI.

Generative AI software is quickly being adopted in legal practice, and many internet services and ordinary programs will soon include generative AI software. At the same time, Generative AI presents risks to our shared pedagogical mission. For this reason, we adopt the following default rule, which enables some uses of Generative AI but also prohibits other uses.

The class of generative AI software:

1. May not be used to compose (write, draft, outline, etc.) any portion of a submitted assignment.

Generative AI may be used to perform research in ways similar to search engines such as Google for correction of grammar and other functions attendant to completing an assignment. The functions included in common word processing software are allowed. This includes spelling and grammar corrections and auto-word complete functions of Microsoft Word, Google Docs, and Grammarly (but not Grammarly's generative AI function).

2. May not be used during a student's exam.

A student may use study materials prepared by Generative AI.

The functions included in common word processing software are allowed. This includes spelling and grammar correction and auto-word complete functions of Microsoft Word, Google Docs, and Grammarly (but not Grammarly's generative AI function). However, exam software such as Exam4 may not allow some of these functions.

## 8. GRADING

### 8.01 Grading Policy

Grades may be based on the results of exams, quizzes, and/or assigned written work wholly or may include class participation or presentations. Faculty must advise students, in writing, prior to the end of the Add/Drop period, of the basis for grading in the class and the details of how students' grades will be determined; no deviation from the announced grading method is allowed after Add/Drop ends.

## 8.02 Grading System and Grade Distribution

Letter grades earned are A+ (4.3 quality points), A (4.0 quality points), A- (3.7 quality points), B+ (3.3 quality points), B (3.0 quality points), B- (2.7 quality points), C+ (2.3 quality points), C (2.0 quality points), C- (1.7 quality points), D (1.0 quality points), and F (0 quality points and no credit).

Pass/Fail grades earned are H (Honors), P (Pass), LP (Low Pass), and F (Fail and no credit). A grade of Honors, Pass, or Low Pass will not affect a student's grade point average but will count towards the total number of credits required for graduation. A grade of Fail will affect a student's grade point average.

With the exception of Lawyering Skills courses, the number of Honors grades in a single Pass/Fail class cannot exceed 10.0% of enrolled students in that class under any circumstance.

Grades are distributed according to the Law School's mandatory grade policy:

Type of Class	Minimum Grade Mean	Target Grade Mean	Maximum Grade Mean	Grade Distribution (described below)
<ul style="list-style-type: none"> <li>First-year doctrinal courses</li> <li>Professional Responsibility (regardless of size)</li> </ul>	3.25	3.30	3.35	Must substantially follow distribution as determined by Vice Dean
<ul style="list-style-type: none"> <li>Upper-level courses with 30 or more students enrolled</li> </ul>	3.25	3.30	3.35	Should follow distribution to the extent practicable
<ul style="list-style-type: none"> <li>Upper-level courses with 10-29 students enrolled</li> <li>All sections of Legal Research and Writing courses offered in the Legal Practice</li> </ul>	3.20	3.30	3.40	Should follow distribution to the extent practicable



Type of Class	Minimum Grade Mean	Target Grade Mean	Maximum Grade Mean	Grade Distribution (described below)
Program (regardless of size)				
<ul style="list-style-type: none"> <li>All courses that satisfy the Upper-Level Writing Requirement</li> </ul>	3.20	n/a	3.50	Should follow distribution to the extent practicable
<ul style="list-style-type: none"> <li>Upper-level courses with nine or fewer students enrolled</li> <li>Clinics (regardless of size)</li> </ul>	3.20	n/a	3.70	n/a

### *Limits on the Mean Grade for Each Class*

Faculty must ensure that the mean grade for each class falls between the maximum and minimum grade means described in the summary above.

Faculty should not treat the upper (or lower) bounds as the target grade mean for their classes and should instead seek a target mean of 3.30 in classes enrolling 10 or more students.

If professors give different assessments to different cohorts within the same course (e.g. paper and exam), one curve only will be applied to all students.

### *Distribution of Grades*

In addition to the mandatory limits on grade means, distributional standards apply. In grading first-year doctrinal courses and Professional Responsibility, faculty must award grades that, as determined by the Vice Dean, substantially follow the distribution set forth below. For other courses enrolling ten or more students, faculty should attempt to follow the distribution to the extent practicable.

A (including A+, if available)	10%
A-	20%
B+	35%
B	20%
B- or below	15%

### *Grade of A+*

A single grade of A+ may (but need not) be awarded in a class with 30 or more students. No grade of A+ may be awarded in a class of fewer than 30 students. If awarding the A+ grade, the name or exam code number must be given to the Assistant Dean for Academic Services & Registrar. Faculty members cannot enter A+ in Banner.

### *Legal Practice Program*

Grading in all first-year Lawyering Skills classes is on an Honors/Pass/Low Pass/Fail scale.

The Director of the Legal Practice Program must supervise and coordinate grading in the Program and seek substantial uniformity in distribution across its sections.

### *Trial Advocacy*

Trial Advocacy (Law 720) is offered in multiple sessions each semester. Eligibility for a High Pass (or Honors) grade will be determined based on the total number of students enrolled across all sections rather than on a per-section basis.

### *Certain Students Not Counted*

Solely for purposes of establishing compliance with the Grading Policy, faculty shall disregard the following students:

- LL.M. students
- Other non-J.D. students
- Students awarded a grade of D or F.

## **8.03 Designated Grade Conversion**

All students at the Law School have the option of converting to a Pass one letter grade earned in an elective course taken at the Law School, subject to the following conditions:

- a. Students may not convert a grade earned in any required class. This includes a course used to meet the Writing Requirement or a concentration requirement unless the student is using a different course to satisfy either of those two requirements.
- b. The option to convert a grade must be exercised in the final semester of study, which is typically the spring semester of the third year. To cause a grade conversion, the request must be made no later than April 1 if spring is the final semester, November 1 if fall is the final semester, or July 1 if summer is the final semester. If the student submits the request for

grade conversion no later than the third week of the student's final semester, the conversion will be reflected in the rank run at that time. Grade conversions submitted after the third week will be reflected in the final academic rank run for graduates.

- c. Once exercised, the conversion is irrevocable.
- d. Grade conversion may only be exercised by submission of the Grade Conversion survey, which is made available to students in their final semester and sent by the Assistant Dean for Academic Services & Registrar.
- e. Only grades of C or above are permitted to be converted to a Pass under this policy.
- f. Students exercising this Grade Conversion option must adhere to all other restrictions governing the eligibility for earning Pass/Fail credits.

#### **8.04 Anonymous Grading**

Anonymity in grading will be preserved wherever possible. Final exams are identified and graded by exam number and not by the name of the student. Written assignments other than exams should also be graded anonymously except where the assignment involves student-faculty interchange that in the faculty member's judgment makes anonymity for all students impossible. The grading of papers in seminars is typically not anonymous.

#### **8.05 Class Ranks and Latin Honors**

The Law School uses a rounded GPA as the law cumulative grand point average rounded from the hundredths place to the tenths place (i.e. 3.05 rounds to 3.1, 3.04 rounds to 3.0). Class ranks are based on the rounded GPA. Students' official transcripts will reflect a truncated cumulative GPA rather than the rounded GPA used to calculate rank. When presenting class rank to prospective employers or in any regard, students should report their rounded GPA.

Students holding a GPA of 3.6 or higher will be given a numerical rank. All GPAs of 3.5 and below will be ranked on a percentage. The majority of the class will receive a percentage rather than an individual class rank. In either case, it is conceivable that multiple students will share the same rank. If a student earns a tied rank, the number of students tied at a particular rank is not disclosed or made available to students; only students' individual rank and rank GPA information is disclosed.

Class ranks will be emailed to each student's official William & Mary email address. Class ranks are not printed on either the unofficial or official transcript. Students will not receive any information indicating the class rank of other students, nor the number of students tied for a particular rank.

For students in the first year, the first rank assignment is given at the conclusion of one full year of legal study. Thereafter, students are ranked only at the conclusion of fall and spring

terms (i.e. no re-ranking will occur following a summer term). Transfer students are not ranked until the end of their first full year at William & Mary Law School.

Latin Honors are awarded to the Juris Doctor graduating class. This notation will appear both on the transcript and the diploma. The honors designated are:

- *Cum Laude*, meaning “with distinction,” is awarded to those students whose rounded GPA places them in the top 25% of the graduating class.
- *Magna Cum Laude*, meaning “with great distinction,” is awarded to those students whose rounded GPA places them in the top 10% of the graduating class.
- *Summa Cum Laude*, meaning “with highest distinction,” is awarded to those students whose rounded GPA places them in the top 3% of the graduating class.

## **8.06 Grade Review Policy**

Every student has the right to examine their graded exam or seminar paper submitted in partial or complete satisfaction of the requirements for credit in any course or seminar offered at the Law School, and every student is entitled, at their request, to meet with the faculty member concerned to discuss the quality of any exam or seminar paper submitted under these circumstances. In meeting with a student to discuss their exam or seminar paper, it is not the obligation of the faculty member to justify or document in detail the grade given. It is within the discretion of a faculty member to decide in what manner a review conference with a student shall be conducted. The student, however, may properly inquire into the following specific subject areas:

- The particular strengths and weaknesses of the exam or seminar paper.
- The general grading scale utilized in evaluating a particular set of exams or seminar papers.
- The relative ranking of the student’s exam or seminar paper when measured against the quality of all the papers in the class.

The exam review should be conducted in a timely manner.

In the event a student believes a faculty member has not complied with the substantive standards prescribed above in some material respect, a formal notification of dissatisfaction may be filed in writing with the Vice Dean. Upon receipt of a formal notice of dissatisfaction, the Vice Dean will take immediate steps to ascertain whether (1) there has been a failure by a faculty member to adhere to the substantive standards prescribed above, or (2) the formal notice of dissatisfaction is without reasonable foundation. If a determination is made that a faculty member has not complied with the substantive standards prescribed above, the Vice Dean will make all reasonable efforts to secure compliance satisfactory to both the student and the faculty member concerned. The student may not further challenge the determination by the Vice Dean, although the Dean may decide to review the matter and determine what action, if any, is appropriate under the circumstances. Any decision by the Dean will be the final resolution of this dispute between the faculty member and student concerned.

## **8.07 Exam Review Procedure**

Students should contact their instructor to determine how they are participating in exam review. An instructor may elect to meet with students directly, or may direct students to meet with a member of the Law Registrar team by [scheduling at Book Appointment](#). If an instructor is not meeting with students directly, book a time to meet from the link and select “exam review” to schedule a 20-minute review. The review window through the Law Registrar team is available for two weeks beginning the week after graduation for spring exams or the week prior to the fall semester. For fall exams, students may schedule a review during the two weeks prior to the beginning of spring semester.

The Law Registrar team will provide a copy of the exam and student’s answers as submitted (not graded or marked) and, if provided by the instructor, rubrics, model or answers, or other review or feedback material. Please contact your instructor first to determine how they are handling their exam review and what materials they will be providing. Regardless of the instructor’s decision, students are always welcome to review just the exam and their answers under the supervision of the Law Registrar team without feedback.

## **9. RETENTION STANDARDS AND GOOD ACADEMIC STANDING**

### **9.01 Retention Standards and Good Academic Standing**

A student who does not achieve a 2.0 GPA at the end of the first semester of legal study will be dismissed permanently for academic deficiency. The student may *not* petition for the right to continue or for reinstatement.

A student who does not achieve a 2.5 GPA at the end of the first semester will be placed on academic probation.

A student who has not achieved a 2.5 cumulative GPA at the end of the first year of legal study will be dismissed permanently for academic deficiency (whether or not the student was previously placed on academic probation). The student may *not* petition for the right to continue or for reinstatement.

To be able to continue in residence at the Law School as a 2L and 3L, a student must maintain a semester and cumulative GPA of 2.3. To clarify, the student must maintain the minimum GPA of 2.3 for each semester in the second year and each semester in the third year, as well as a cumulative GPA of 2.3 at the conclusion of both the second year and third year of study.

GPA shall be truncated at the 100<sup>th</sup> and rounded to the nearest tenth and otherwise calculated according to the normal conventions of the Law School. The Academic Advisory Committee has the authority, in its discretion, to interpret and implement the eligibility criteria set forth herein.

### **9.02 Academic Probation**

Students on academic probation or returning to good academic standing from academic probation should schedule periodic meetings with the Associate Dean for Student Affairs & Academic Support.

## **10. VOLUNTARY WITHDRAWAL AND LEAVE OF ABSENCE**

Students needing a break from school, having family obligations that require them being at home, or having a personal emergency that prohibits them from remaining in school should contact the Associate Dean for Student Affairs & Academic Support as soon as possible. The Associate Dean will work with students to create a course of action that allows them to take care of their situation and return to school within one year. As a matter of right, all law students may take a leave of absence from William & Mary Law School for up to one calendar year. A request for a leave of absence must be made by the last day of classes to avoid responsibility for end-of-term final exams, papers, and projects.

First-year J.D. students who elect to take a leave of absence during their first-year spring semester may not return in the fall immediately following that spring semester, but must wait to return the following spring.

Students who do not return within one year but subsequently wish to continue their legal education at William & Mary Law School must petition the Academic Advisory Committee. Reinstatement following a leave of more than one year (two regular semesters, either fall and spring or spring and fall) can only be granted with the Committee's approval and the concurrence of the Dean.

## **11. STUDENT WELLNESS**

### **11.01 Health and Wellness**

William & Mary offers Health and Wellness services through Campus Recreation, the Counseling Center, the Office of Health Promotion, and the Student Health Center. The Law School is committed to supporting student wellness and will also provide wellness programming throughout the year.

### **11.02 Student Employment**

The Law School recognizes that it may be necessary for students to have steady or additional income while in law school; however, students are strongly encouraged to limit the number of hours worked during the academic year in order to devote time to their legal education.

During the academic year, students employed by the Law School may be employed as follows.

- One position: up to 10 hours per week.
- Two positions: up to 16 hours per week. If you have two positions, you may have two timesheets.

- Three positions: only with the approval of the Associate Dean for Student Affairs & Academic Support; maximum hours of 20 hours per week.
- Legal Practice Fellows must receive approval from the Associate Dean for Student Affairs & Academic Support to work an additional position.

Students offered a role by a faculty or staff member are not eligible to begin working until they have received confirmation of their start date and completion of hiring documentation from Administrative Services.

### **11.03 Crisis Care**

Any student experiencing an emergency need should, depending on the situation, contact the Associate Dean for Student Affairs & Academic Support, [William & Mary Care Support Services](#), and/or the [William & Mary Police Department](#).

## **12. STUDENT ORGANIZATIONS**

All student organizations at William & Mary Law School operate under both the jurisdiction of the university as Registered Student Organizations (RSO) and the Student Bar Association.

### **12.01 New Organization Requests**

Students seeking to create a new student organization must receive approval from the Student Bar Association following the process laid out in the SBA Bylaws, § 8.1.

### **12.02 Registered Student Organizations**

RSOs must comply with all requirements, policies, and procedures of the Law School, the Student Bar Association, and the university's Office of Student Leadership Development to remain active. RSOs will work with the Student Bar Association (or, for journals, the Media Council) regarding their budgetary needs, and are required to follow university policies applicable to budgets and spending.

## **13. OFFICE OF CAREER SERVICES**

The policies and procedures for the Office of Career Services can be found [here](#).

## **14. WOLF LAW LIBRARY**

The policies and procedures for the Wolf Law Library can be found [here](#).

## **15. REQUIRED REPORTING AND SELF-DISCLOSURE OF ARRESTS AND COURT PROCESSES**

Students are required to submit a Self-Disclosure of Arrests and Court Processes for all felony arrests and other arrests involving violence or the threat of violence within 72 hours of the incident regardless of where it occurs. “Arrests” include any actions by court summons, citation, detention, or other similar process.

Students should schedule an appointment with the Associate Dean for Student Affairs & Academic Support for advice and following up regarding bar exams, specifically Character and Fitness submissions, for incidents prior to and during their law school tenure. For incident(s) that occurred prior to the first class matriculation at the Law School that were not previously disclosed in the student’s application to the Law School, students are required to enter an addendum to their William & Mary Law School application by submitting a signed statement to the Associate Dean for J.D. Admissions & Financial Aid. If the incident(s) occurred after a student starts classes, the statement should be submitted to the Associate Dean for Student Affairs & Academic Support. After review, documentation will be formally added to a student’s record. The Law School will not edit or update original documentation, which will remain in the file, but will append the student’s existing admission file by adding the newly submitted documentation.

## **16. FACILITY USE**

### **16.01 General Facility Use**

Students and student organizations must work with Events staff and the Building Coordinator to ensure adherence to established procedures and expectations of facility use when holding review sessions, meetings, presentations, competitions, or other events at the Law School. Individuals and organizations are responsible for returning spaces to their original condition at the end of such use, including the arrangement of furnishings, removal of food-related waste, and general cleanliness. Failure to meet these expectations may result in the loss of extracurricular facility use.

### **16.02 Reservation of Rooms and Other Spaces**

Individuals and organizations may request reservations for rooms or other spaces in the Law School. Requests should be submitted at least ten business days prior to the date of use. Submission of the form does not constitute approval of the request or confirmation of the reservation, and individuals or organizations should not make use of Law School spaces without receiving confirmation or approval from either Event staff or the Building Coordinator. (Please note that the Wolf Law Library follows its own separate booking process for group study rooms, which can be found on the Law Library website.)

### **16.03 Lobby & Public Spaces**

Furnishings in the Main Lobby, Penny Commons, Patten Family Courtyard, and other public spaces have been provided and arranged to best accommodate the needs of all members of the Law School community. Do not move chairs, tables, or other items unless previously approved by the Building Coordinator or Events staff. For security purposes, please do not leave personal



belongings or other effects unattended in public spaces; these items may be removed and held for safekeeping.

#### **16.04 Tabling**

There are three tabling sections available in the Main Lobby of the Law School, which are available by reservation. The tabling schedule fills quickly; organizations are advised to submit their requests as far in advance as possible. When tabling, materials should be limited to the space assigned, and flyers, posters, sign-up sheets, etc. may not be left unattended. There are two chairs per tabling section; additional chairs may not be added.

#### **16.05 Posting Materials**

Flyers, posters, and other physical advertising materials may not be attached to walls, windows, columns, or other surfaces on the interior or exterior of the building to avoid damage to paint and other finishes. Student organizations may distribute information using the screens in the lobby, appropriate social media platforms, or other electronic systems.

#### **16.06 Facility & Law School Property Concerns**

Please report areas or items in need of repair or attention to the Receptionist or Administrative Services staff at [lawadmin@wm.edu](mailto:lawadmin@wm.edu).

### **17. STATEMENT OF NONDISCRIMINATION**

Unless otherwise constrained by law, William & Mary Law School is committed to providing an environment for its students and employees that is free from (1) discrimination based on any personal factor unrelated to qualifications or performance such as, without limitation, race or color, citizenship, national origin or ethnicity, ancestry, religion or creed, political affiliation or belief, age, sex or sexual orientation, gender identity or expression, disability, marital status, pregnancy status, parental status, height, weight, military service, veteran status, caretaker status, or family medical or genetic information and (2) harassment, including sexual harassment. William & Mary also provides reasonable accommodations for qualified individuals with disabilities as required by law.

All members of the Law School community should be aware of William & Mary's policies regarding discrimination, sexual harassment, and sexual assault, including mandatory reporting requirements. These policies can be found at the website for the Compliance and Equity Office.

## **PART II – UNIVERSITY POLICIES AND PROCEDURES**

### **18. WILLIAM & MARY HONOR CODE**

[The William & Mary Honor Code](#) is administered at the Law School by the Honor Council, composed of students from each class. The Honor Council educates students about the Honor System, investigates and adjudicates allegations of Honor Code violations, and imposes sanctions in appropriate circumstances.

All students are bound by the Honor Code. The existence of and commitment to the Honor System fosters a community of trust and an atmosphere of freedom at the Law School. The Honor System is modeled on the professional code of responsibility of lawyers. In the same way the legal profession is self-regulated, law students take responsibility for safeguarding the character of their community.

### **19. WILLIAM & MARY STUDENT CONDUCT CODE**

Law School students are also bound by the university's [Student Code of Conduct](#), which is governed by the Student Conduct Councils. William & Mary's Student Conduct program serves to maintain the university's community values and the behavioral expectations of the study body.

The student conduct system at William & Mary exists to provide a living and learning environment which reflects the values of the university. The chief goals of the conduct system are to assist students in developing personal responsibility, respect for others, and mature behavioral standards. All William & Mary students are bound to the regulations in the [University Student Handbook](#).

### **20. TITLE IX**

[The William & Mary Office of Compliance & Equity](#) is responsible for implementing Title IX policies and procedures in compliance with federal regulations. All faculty and staff, including designated student staff, are mandatory reporters and must file a report with the Title IX Coordinator of any sex-based discrimination, sexual harassment, gender-based harassment, or sexual misconduct affecting a member of the university community including faculty, staff or students, of which they become aware.

### **21. FERPA**

The university protects the [privacy of student records](#) in accordance with the Family Education Rights and Privacy Act (FERPA) and the Virginia Health Records Privacy Act. The university provides students with access to their own records in accordance with FERPA.

### **22. PARKING SERVICES**

Students planning to park on campus must have valid parking credentials, which can be obtained through [William & Mary's Parking & Transportation Office](#).

### **23. TRIBE CARD SERVICES**

Student IDs, known as Tribe Cards at William & Mary, can be obtained through [Tribe Card Services](#).

### **24. CONTACT & IDENTIFYING INFORMATION**

[The University Registrar](#) is responsible for maintaining the correct identifying information (name, SSN, citizenship, and gender identity) for each student, as well as each student's current mailing address. All information changes should go directly through the University Registrar.

## APPENDIX – LAW SCHOOL GLOSSARY

(Compiled with the assistance of the First-Generation Student Alliance)

**ABA:** American Bar Association. The national professional organization of lawyers.

**Alternative Dispute Resolution (ADR):** (1) A procedure for settling a dispute outside the courtroom. Some forms of ADR are not binding and involve referral of the case to a neutral party such as an arbitrator or mediator. (2) A competition team you can try out for your first year.

**Answer:** The written statement filed by a defendant in a civil case that states the response to the factual allegations and legal assertions made in the plaintiff's complaint.

**APALSA:** Asian Pacific American Law Students Association.

**Appeal:** A request made after the final disposition of a case by the initial court, filed by a party that has lost on one or more issues, asking a higher court to review the decision. To make such a request is “to appeal” or “to take an appeal.” The party who appeals is called the “appellant”; the other party is the “appellee.”

**Appellant:** A party who appeals a lower court's decision, usually seeking to reverse that decision. Similar to “petitioner.”

**Appellate Brief:** A document submitted to an appellate court arguing the client's position on appeal.

**Appellate Court:** The type of court that hears appeals. The cases you typically read in law school are at the appellate court level.

**Appellee:** A party against whom an appeal is taken. Their role is to respond to that appeal, and they usually want the appellate court to affirm (or keep) the lower court's decision. Similar to “respondent.”

**Associate:** The entry-level position for a law graduate at a private law firm.

**Authority:** A source of law that supports an assertion in a legal argument. Courts are required to follow primary (or mandatory) authority in making decisions, such as the decisions rendered by a court above it in the jurisdictional hierarchy. Secondary (or persuasive) authority is not binding on courts, although it may also be cited.

**Bar Exam:** The Bar Exam, or sometimes just “the bar,” is what all lawyers must take in order to be licensed to practice law. The Bar Exam is a (typically) two-day test that you will take after you graduate law school. After graduation you will have earned a JD, but you don't become a lawyer until you pass your jurisdiction's bar exam, pass the Character & Fitness examination, and are sworn in.

**Banner:** William & Mary's portal for use of registration, financial aid, personal information, etc.

**Bar Review:** (1) Every Thursday William & Mary law students have a happy hour at a designated bar in Williamsburg hosted by an organization; this is called “Bar Review.” (2) After you graduate, you will begin studying for the bar exam using a bar review course. Bar Review companies will table during the year and hire “student reps” to sell and recruit on their behalf.

**Barristers’ Ball:** The annual formal or semiformal social event for the student body sponsored by the Student Bar Association. Also called the “law school prom.”

**Big Law:** Big Law is the unofficial term used in the legal industry to describe the country’s largest and most successful law firms, which are usually headquartered in major U.S. cities, such as New York, San Francisco, Chicago or Los Angeles.

**Black-Letter Law:** The established rules and doctrines in any given subject area of law. Even if you know the black-letter law of a particular doctrine, you still have to learn how to apply that law to various sets of facts, which is not always clear.

**Black’s Law Dictionary:** A legal dictionary. You should always look up legal terms using a legal dictionary instead of a general dictionary, as sometimes the terms will have different meanings.

**BLR:** Business Law Review.

**BLSA:** Black Law Students Association.

**Bluebook:** This is the book most legal writing courses, law firms, judges, and law journals and law reviews use for uniform citation. You might hear people talk about “Bluebooking,” which generally means checking citations for both form and, sometimes, accuracy.

**Bona Fide:** A Latin phrase meaning “in good faith.” Used to refer to something made in good faith, without fraud, or deceit.

**BORJ:** Bill of Rights Journal.

**Brief:** A written statement submitted in a trial or appellate proceeding that explains a party’s legal and factual arguments.

**Burden of Proof:** A term that describes the duty to prove the case; if a party does not meet its burden of proof, it loses the case. In civil cases, a plaintiff generally has the burden of proving his or her case. In criminal cases, the government has the burden of proving the defendant’s guilt.

**CALI Awards:** Given to the student that gets the top grade in each course. You might hear students say they “CALI-ed” a class.

**Callback Interview:** Also “Callback(s).” The last phase in the application process for a job, as distinguished from an initial or screening interview. Callbacks are generally in-depth and lengthy and can involve meeting all or many of the employer’s attorneys. Receiving a callback interview is a good sign that the student is being seriously considered for the position.

**Case Book:** Your textbook. A compilation of cases, chosen and edited to teach a subject.

**Case Brief:** As you read cases for class, you will want to “brief” them. A brief is a summary of the case that you will use in class and when studying to help you remember things like important facts, issues, and the holding. Sometimes students brief cases in the margins of the case book itself. As you get more accustomed to reading cases, your case briefs will likely be shorter.

**Case Law:** The law derived from a collection of judicial opinions, each of which discusses relevant earlier opinions.

**Cause of Action:** A legal claim.

**Chambers:** The offices of a judge and his or her staff.

**Citation:** A legal reference. In legal writing (aside from most exams) you will want to “cite” your sources. You will almost always use The Bluebook to determine the correct citation format.

**Cite:** Short for citation.

**Civil Case:** A dispute between two parties not arising out of violations of criminal statutes/laws.

**Class Action:** A lawsuit in which one or more members of a large group of individuals or other entities sue on behalf of the entire group (or “class”). The court must find that the claims of the class members contain questions of law or fact in common before the lawsuit can proceed as a class action.

**Class Ranking:** At the end of each semester, or sometimes at the end of the school year, law schools generally release the rankings for each class. Class rankings are based on each student's overall GPA.

**CLE:** Continuing Legal Education. Educational courses usually lasting one day or part of a day that are intended to keep lawyers up to date on the law. Many states require lawyers to earn a minimum number of CLE hours each year to maintain their law licenses.

**Clerking:** Upon graduating law school, you can apply to clerk for a judge. Clerks assist judges with their work. This typically involves a great deal of research and writing, though the experiences may differ slightly from judge to judge and court to court (for example, whether the court is a trial court or an appellate court). Typically, it’s a fairly prestigious honor and lasts for one or two years (although some clerkships are long-term positions). Law firms sometimes call their summer associates (see definition below) clerks as well, so the term can be a bit ambiguous.

**Clinic:** A course that allows students to learn how to represent real-life clients and be responsible for all aspects of a case while under the supervision of a practicing attorney or law professor.

**Closed-Book or Open-Book Exam:** Law school exams may be either open book or closed book or somewhere in between. Some professors allow students to bring in any materials they wish (e.g., notes, outlines, casebooks) to an exam, which would be complete open book. Some

professors do not allow any outside materials, which would be closed book. Your professor will tell you which type of exam they plan to give.

**Cold Call:** Some of your professors might use “cold calling” in class. This has long been a staple of law school classes. Essentially, it means calling on students without warning. It can feel intimidating at first, but it’s good practice for learning how to think on your feet.

**Common Law:** The body of law derived from cases rather than from a statute.

**Complaint:** A written statement that begins a civil lawsuit, in which the plaintiff details the claims against the defendant.

**Concurrence:** An opinion filed by a judge that agrees with the result reached by the majority but bases its conclusion on different reasons or on a different view of the case. A concurrence can concur in the majority/plurality opinion (meaning that it agrees with the reasoning but is offering additional thoughts) or concur only in the judgment (meaning that it agrees with the result but not the reasoning).

**CREAC:** Stands for Conclusion, Rule, Explanation, Analysis, and Conclusion. This is the structure used in most professional legal writing. This is a little bit different than IRAC (Issue, Rule, Analysis, Conclusion), which may be used more for exam writing.

**DCIP:** The Greater Washington D.C. Interview Program (off-campus interview program hosted by OCS).

**De Facto:** Latin for “in fact.” This phrase is used to characterize an officer, a government, a past action, or a state of affairs that exists in fact despite not resulting from the operation of law. Example: de facto segregation.

**De Jure:** Latin for “in law.” Something that exists by operation of law.

**De Novo:** Latin for “anew,” which means starting over. An appellate court generally shows deference to findings of fact from a trial court but it considers issues of law de novo.

**Declaratory Judgment:** A declaratory judgment is a binding judgment from a court defining the legal relationship between parties and their rights in a matter before the court.

**Default Judgment:** A judgment awarding a plaintiff the relief sought in the complaint because the defendant has failed to appear in court or otherwise respond to the complaint.

**Defendant:** The person against whom a lawsuit or prosecution has been brought. In a civil suit, this is the person from whom a plaintiff seeks relief. In a criminal action, it is the accused.

**Deposition:** An oral statement made before an officer authorized by law to administer oaths. Such statements are often taken to examine potential witnesses, to obtain discovery, or to be used later in trial. They typically involve responses to questions posed by the attorney representing the other party in the case.

**Dicta**: A phrase you may hear during class discussions. It is a comment, suggestion, or observation made by a judge in an opinion that is not necessary to resolve the case, and as such, it is not legally binding on other courts but may still be cited as persuasive authority in future litigation.

**Discovery**: Procedures used to obtain disclosure of evidence before trial.

**Dispositive**: Something that settles a conflict or resolves a situation. A previous opinion is dispositive of a current dispute if it completely resolves all of the issues in the current dispute.

**Dissent**: An opinion by a judge who does not agree with the majority opinion.

**Docket**: A log containing the complete history of each case in the form of brief chronological entries summarizing the court proceedings.

**Due Process**: In criminal law, the constitutional guarantee that a defendant will receive a fair and impartial trial. In civil law, the legal rights of someone who confronts an adverse action threatening liberty or property.

**ELPR**: Environmental Law & Policy Review.

**Et. al.**: A Latin phrase that means “and others.” This is used in case names (for example, when there are several plaintiffs) and is short for “et alia.”

**Externship**: Legal internships for which you receive academic credit. You will not be able to enroll in any externships during your first year.

**Equal Justice Works**: Also known as EJW; a nonprofit organization connecting law students, lawyers, legal services organizations, and supporters to promote a lifelong commitment to public service and equal justice. EJW offers competitive post-graduate fellowships.

**Federal Public Defender**: An attorney employed by the federal courts on a full-time basis to provide legal defense to defendants who are unable to afford counsel.

**Felony**: A serious crime, usually punishable by at least one year in prison.

**Fellow**: 2L or 3L who serves as a section mentor as a part of the Legal Practice Program classes.

**FGSA**: First Generation Student Alliance.

**FRCP**: Federal Rules of Civil Procedure.

**GradPlex**: The Graduate Housing Complex, a residence hall for graduate students next to the Law School.



**Grand Jury**: A body of 16-23 citizens who listen to evidence of criminal allegations presented by the prosecutors and determine whether there is probable cause to believe an individual committed an offense.

**GPIIP**: The annual Government and Public Interest Interview Program hosted by OCS in mid-February.

**Habeas Corpus**: Latin, meaning “you have the body.” A writ of habeas corpus generally is a judicial order forcing law enforcement authorities to produce a prisoner they are holding, and to justify the prisoner’s continued confinement. Federal judges receive petitions for a writ of habeas corpus from state prison inmates who say their state prosecutions violated federally protected rights in some way.

**Hearsay**: Evidence presented by a witness who did not see or hear the incident in question but heard about it from someone else. With some exceptions, hearsay generally is not admissible as evidence at trial.

**Hierarchy**: The pecking order of authority in the courts. For example, the federal appellate courts are higher in the hierarchy of federal courts than the federal district courts.

**Holding**: The court’s decision on a matter of law, sometimes called a judgment or a ruling.

**Hypo**: Short for hypothetical, an imagined situation. A law professor’s favorite teaching tool. Hypos consist of a short set of facts described by a professor in class that requires students to apply the rules they are learning to solve legal problems. A key to understanding the law and succeeding in law school is testing your knowledge and application of the law by writing out answers to hypos.

**Id**: Latin for “the same.” This is a legal citation to indicate a citation that is the same source as the previous citation.

**Impeachment**: The process of calling a witness’s testimony into doubt. For example, if the attorney can show that the witness may have fabricated portions of his testimony, the witness is said to have been “impeached.” Also, the constitutional process whereby the House of Representatives may “impeach” (accuse of misconduct) high officers of the federal government, who are then tried by the Senate.

**In re**: Latin for “in the matter of.” The usual style for the name of a judicial proceeding having some item of property at the center of the dispute rather than adverse parties (for example, “*In re 3.5 Acres of Land in Madison County*”).

**Indictment**: The formal charge issued by a grand jury stating that there is enough evidence that the defendant committed the crime to justify having a trial; it is used primarily for felonies.

**Injunction**: A court order preventing one or more named parties from taking some action or requiring them to take some action. A preliminary injunction often is issued to allow fact-finding, so a judge can determine whether a permanent injunction is justified.

**Inter alia**: Latin for “among other things.” This phrase is often found in legal pleadings and writings to specify one example out of many possibilities.

**IRAC**: Stands for Issue, Rule, Analysis, Conclusion. This is a legal writing structure that, while used professionally less frequently than CREAC, is a helpful structure to use when writing exams.

**Issue**: The disputed point between parties in a lawsuit.

**JLSA**: Jewish Law Students Association.

**Judge**: An official of the judicial branch with authority to decide lawsuits brought before courts.

**Judgment**: The official decision of a court finally resolving the dispute between the parties to the lawsuit. Note that in legal documents, the term is typically spelled “judgment,” not “judgement.”

**Jurisdiction**: The legal authority of a court to hear and decide a certain type of case. It also is used as a synonym for venue, meaning the geographic area over which the court has territorial jurisdiction to decide cases.

**Jurisprudence**: The study of law and the structure of the legal system.

**Jury Instructions**: A judge's directions to the jury before it begins deliberations regarding the factual questions it must answer and the legal rules that it must apply.

**K**: Abbreviation for a contract.

**KJD**: A law student who went from undergraduate school to law school without taking time off (and so from Kindergarten to J.D.).

**Law Review/Law Journal**: A student-run journal that publishes scholarly legal articles written by law professors, judges, practitioners, and law students. Students usually become eligible to participate on a journal through grade-on or through a write-on competition (the Joint Journal Competition, or JJC) held in the summer after the first year.

**Law Week**: 1L orientation week prior to the start of classes.

**Legalese**: Catch-all word describing all the new legal terminology you will be learning.

**LexisNexis/Westlaw**: These are the legal databases you will typically use to research the law. Your school will have representatives from each to help you navigate the database. In addition, you will learn more about them in your legal research course.

**Litigation**: The process of taking a dispute to a court of law.

**Litigator**: Litigation attorney. Also known as trial lawyer.

**LLSA**: Latinx Law Students Association.

**Majority opinion**: An opinion in a case that is shared by more than half of the members of a court.

**Malfeasance**: Doing something illegal or morally wrong.

**Mens Rea**: Latin for a “guilty mind”; mens rea is used to describe a culpable state of mind, the criminal intent of the individual when committing a criminal act. For some crimes, this intent must have been present for a person to be guilty of the crime.

**Mistrial**: An invalid trial, caused by fundamental error. When a mistrial is declared, the trial must start again with the selection of a new jury.

**Moot Court**: A co-curricular activity in law school where participants take part in simulated court or arbitration proceedings to argue “moot” (or hypothetical) appeals.

**Moot**: Not subject to a court ruling because the controversy has not actually arisen or has ended.

**Motion**: A request by a litigant to a judge for a decision on an issue relating to the case.

**MPRE**: The Multistate Professional Responsibility Exam, or ethics exam. Most states require that you pass the MPRE in addition to the bar exam in order to be licensed. You can (and in some states, must) pass the MPRE while you are still a law student.

**MLSA**: Muslim Law Student Association.

**MyWM**: William & Mary's portal for use of Banner, Blackboard, Outlook, and Gsuite.

**Negligence**: Negligence refers to carelessness, or the failure to act in a way that a “reasonable or prudent person” would do in the same given circumstances. Negligence is different from intentional wrongs, such as assault or trespassing, but can still cause serious physical, emotional, or financial harm.

**NEIP**: The New England Interview Program (off-campus interview program hosted by OCS and 8 other law schools).

**NIP**: The Northeast (New York) Interview Program (off-campus interview program hosted by OCS and 1 other law school).

**Nolo contendere**: No contest. A plea of nolo contendere has the same effect as a plea of guilty, as far as the criminal sentence is concerned, but may not be considered as an admission of guilt for any other purpose.

**OCI**: On-campus interviews. A process by which recruiters from various law firms and agencies interview students for prospective summer clerkships or permanent associate positions. For more information, contact the Office of Career Services.

**OCS**: Office of Career Services; helps to guide all students through the job search and preparation process.

**Office hours**: The times each week that a professor has set aside to answer student questions or otherwise meet with students. Do not hesitate to visit just because you think your question isn't important enough. If you are unable to make regularly scheduled office hours, you can ask your professor to set up an appointment.

**On call**: Rather than cold-call students, some professors designate a group of students in advance of each class who will be "on call" or "on panel" to answer questions about and analyze the reading assignments in class.

**Opinion**: A judge's written explanation of the decision of the court.

**Oral argument**: The proceeding where the court hears argument from the parties' lawyers on the issue before the court, based on their written motions or briefs. The court will often ask (and interrupt with) questions for counsel.

**Outline bank**: A collection of outlines for various courses, maintained by student organizations.

**Outline**: An outline is a way of organizing the information for a particular subject or class. There is no "right" way to outline; it can be a traditional outline, a flow chart, graphs, charts, mind maps, flashcards, etc. The important part is that you are organizing and synthesizing the information being given to you in class. 2Ls and 3Ls may offer you their outline or you may hear talk of a "commercial outline". While you can use commercial outlines (i.e., those prepared professionally and sold) or outlines of fellow students as resources, do not use them in place of making your own! The process of creating your outline, however it looks, is what helps you master the material.

**Partner**: A senior position at a law firm. Partners are typically equity partners (those who have invested in and hold a financial stake in the law firm and receive a share of the firm's profits in lieu of a salary). A managing partner directs the operations of a law firm's regional office, practice group, or other internal entity.

**Petitioner**: One who appeals from a judgment or other adverse action.

**Plaintiff**: The individual or organization who initiates a lawsuit by filing a complaint. In a criminal action it is the government.

**Pleadings**: Written statements filed with the court that describe a party's legal or factual assertions about the case.

**PLIP**: The Loyola Patent Law Interview Program (off-campus interview program focused on patent law only).

**Plurality opinion**: An opinion from a group of judges, often in an appellate court, in which no single opinion supports a majority of the court.

**Precedent**: An existing opinion that serves to guide a court in the case before it. Our common law system is based upon precedent. Courts will want to look to principles established in earlier cases that have similar facts and legal issues.

**Prima facie**: Latin for "at first look," or "on its face," referring to a lawsuit or criminal prosecution in which the evidence before trial is sufficient to prove the case unless there is substantial contradictory evidence presented at trial. When your professor asks you to discuss the "prima facie case," they are asking for you to discuss the required elements of the particular claim at issue.

**Pro bono**: Legal work performed by lawyers (and law students) without pay to help people with legal problems.

**Pro se litigants**: Litigants or parties representing themselves in court without the assistance of an attorney.

**Prosecutor**: In a criminal case, the prosecutor is the lawyer that brings charges against the defendant.

**PSF**: Public Service Fund; student organization that raises money to help provide stipends to those students working in public service jobs over the summer.

**Public interest law**: An umbrella term describing legal work geared toward advancing social justice and/or public welfare. Public interest law can involve working at a government agency, a non-profit organization, or representing clients on a pro bono basis.

**Quimbee**: Quimbee is an online subscription-based platform that provides case briefs and helpful videos.

**Record**: A written account of the proceedings in a case, including all pleadings, evidence, and exhibits submitted in the course of the case.

**Remand**: To send a case back to a lower court for reconsideration.

**Research assistant**: A student hired to work for a professor for pay. RA positions can be a good way for a professor to get to know your work, which can help with recommendations.

**Respondent**: The party against whom an appeal is taken.

**Restatement**: The Restatements are several volumes produced by the American Law Institute and authored by legal scholars and experts that set forth statements of major areas of the common law (like contracts, torts, trusts, and property). They are widely referred to in jurisprudence but are not binding.

**RGSJ**: Journal of Race Gender & Social Justice.

**Rule**: A legal norm that determines, more or less, what should be done in a particular situation.

**Sanction**: A penalty or other type of enforcement used to bring about compliance with the law or with rules and regulations.

**SEMJF**: The Southeastern Minority Job Fair (students eligible to participate beginning summer between 1L and 2L year)

**SBA**: Student Bar Association (the student government at the Law School).

**SCOTUS**: Supreme Court of the United States.

**Section**: Group of 12-14 1L students who take all 1L classes together. Informally your first group of friends!

**Sentence**: The punishment ordered by a court for a defendant convicted of a crime.

**Shepardize**: To look up (a case citation) in Shepard's Citations especially in order to check the status of the case (i.e., whether it is still considered to be good law), parallel citations, or the use of the case in other jurisdictions.

**SLIP**: The Southern Legal Interview Program (off-campus interview program hosted by OCS and 3 other law schools).

**Socratic method**: Often used in conjunction with cold calling, students learn from one another as the professor facilitates discussion by asking a series of questions rather than (or in addition to) lecturing.

**Stare decisis**: Latin for "to stand by things decided." A doctrine that means a trial court is bound by appellate court decisions (precedents) on a legal question.

**Statute of limitations**: The time within which a lawsuit must be filed, or a criminal prosecution begun. The deadline can vary, depending on the type of civil case or the crime charged.

**Statute**: A law passed by a legislature.

**Subpoena (pronounced “sub-pee-nah”)**: A command, issued under a court’s authority, to a witness to appear and give testimony

**Summer associates**: Law students hired to work at law firms over the summer. This gives students practical experience and exposure to legal work, and allows law firms to evaluate students whom they may want to hire for a permanent position after graduation. Most big law firms have robust summer associate programs, and many students secure post-grad positions through their summer associate programs.

**Summer clerkship**: A term for a summer job at a law firm, also referred to as a summer associate position, which is to be distinguished from a “judicial clerkship.” Students sometimes just call them “summers.” Most first-year students begin applying for summer clerkships in their second semester. During summer clerkships, students primarily perform legal research, but they might also be invited to attend depositions, trials, and client interviews.

**Symplicity**: The online career services management system used by OCS; students can schedule advising appointments, RSVP events, and search/apply for jobs.

**Testimony**: Evidence of a witness; evidence given by a witness, under oath or affirmation; as distinguished from evidence derived from writings, and other sources.

**Transactional Law**: A broad term describing legal practice that does not involve litigation. Includes negotiating, structuring, drafting documents for, and otherwise handling business deals of all types.

**Treatises**: Scholarly secondary sources which provide you an analysis of the law in an area, the background to the law's development, and more detailed examples of the various possible alternative developments for a particular area.

**TWEN**: This is a web platform (similar to Blackboard) that some professors use in class to post syllabi, collect assignments, provide course handouts, etc. TWEN is associated with Westlaw. Your professor will tell you if you need to use it.

**UBE**: The Uniform Bar Exam. This is the bar exam administered in roughly 35 states. The reason this is significant is that the UBE score is portable, meaning you can transfer your bar exam score to other states.

**UCC**: Uniform Commercial Code. This is a set of laws that governs subjects such as Sales, Commercial Paper, and Secured Transactions. Your first exposure to the UCC will be in Contracts.

**Uphold**: When the appellate court agrees with the lower court decision and allows it to stand.

**Verdict:** The decision of a trial jury or a judge that determines the guilt or innocence of a criminal defendant, or that determines the final outcome of a civil case.

**Witness:** A person called upon by either side in a lawsuit to give testimony before the court or jury.

**Writ:** A written court order directing a person to take, or refrain from taking, a certain act.

**Writ of certiorari:** Used by the U.S. Supreme Court to review the cases the Court decides to hear.

**Writing sample:** A sample of a student's legal writing that is often required as part of a legal job application.

## **SYMBOLS**

Δ: Used to refer to Defendant.

Π: Used to refer to Plaintiff.

§: Used in legal citations to refer to a section number.

¶: Used in legal citations to refer to the paragraph of a document you are citing to.