

Birmingham School of Law

Student Handbook

January 2009



NOTICE

This is your BSL Student Handbook. Please read it thoroughly. You are deemed to have knowledge of all information contained herein at all times.

This catalog is intended for the guidance of students, faculty and persons applying for admission to the Birmingham School of Law. The catalog sets forth in general the manner in which the law school intends to proceed with respect to matters set forth herein.

Nevertheless, the law school reserves the right to revise academic and curriculum programs, graduation requirements, operating regulations or financial charges at any time without notice or approval/consent of the faculty or students. This catalog is not intended to be, and should not be, regarded as a contract between the law school and any student or other person.

Replacement cost of Student Handbook: \$20.00

James J. Bushnell, Dean

BIRMINGHAM SCHOOL OF LAW



In Continuous Service
Since 1915

Evening Classes

Birmingham School of Law is accredited by the State of Alabama but has not applied for nor received accreditation by the American Bar Association.

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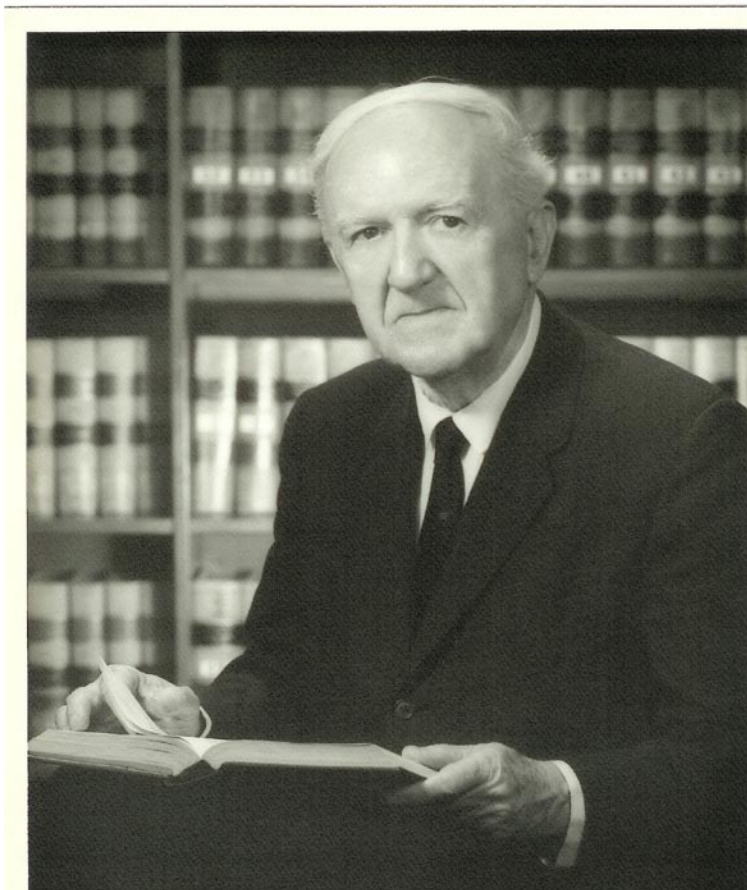
BIRMINGHAM SCHOOL OF LAW MISSION STATEMENT

Birmingham School of Law’s mission is to offer individuals an opportunity for a high quality, affordable legal education and to prepare them to sit for the Alabama bar exam. Through self-discipline and dedication, BSL students learn the law from an outstanding faculty of practicing attorneys and judges. BSL’s professors teach because of their love of the law and desire to encourage students to accept the opportunity for service and achievement that a law degree affords.

RESERVATION OF RIGHTS

Birmingham School of Law reserves the right to revise academic and curriculum programs, graduation requirements, operating regulations or financial charges at any time without notice or approval/consent of the faculty or students. This catalog is not intended to be, nor should it be regarded as, a contract between the law school and any faculty member, student or other third party.

The Dean of the Birmingham School of Law retains the right to dismiss a student at any time on whatever grounds the Dean deems advisable, with or without the use of the Honor Court Procedure. Each student by his admission to the law school recognizes this right. The continuance of any student on the roster of the law school, the receipt of academic credit, the granting of a degree, etc., rests solely within the power and discretion of the Dean of the Birmingham School of Law.



Judge Hugh A. Locke
Founder

1885-1971

The Birmingham School of Law was founded in 1915 when Judge Hugh A. Locke began tutoring young men for the Alabama bar exam. Judge Locke was a prominent attorney, Judge of the Chancery Court, as well as President of the Birmingham Bar Association. He also served his church and community in a number of capacities including serving as a Trustee of Birmingham Southern College for 55 years.

As the group of young men seeking admission to the Alabama Bar grew, other professors were added and classes were held at Birmingham-Southern College. Later the Birmingham Y.M.C.A. housed the school as it continued to grow. During the Depression years, the school moved its classes to the Jefferson County Courthouse until 1996. In May 1996, BSL opened its new classrooms in the historic Frank Nelson Building.

Graduates of the Birmingham School of Law have achieved recognition as judges, Alabama Bar officials, revisionist of the rules of practice, district attorneys, and respected attorneys. A number of graduates have made outstanding contributions through political positions while others have excelled in the field of business.

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GENERAL INFORMATION

I. CONTACTING THE ADMINISTRATIVE OFFICE

BSL is located in the Frank Nelson Building in downtown Birmingham, Alabama. Mailing address is 823 Frank Nelson Building, 205 North 20th Street, Birmingham, Alabama 35203. Tel. (205) 322-6122 fax (205) 322-2822.

The administrative office and bookstore are open for routine business transactions Monday-Friday between the hours of 9:00-11:30 a.m. and 12:30-5:00 p.m. except for most national holidays and semester/spring break periods. Specific closings are listed in the official academic calendar and at the “News” tab on the school’s website (www.bsol.com).

Dean - James Bushnell	<u>jbushnell@bsol.com</u>
Associate Dean - Gordon Warren	<u>gwarren@bsol.com</u>
Financial Manager - Deedee Bly	<u>dbly@bsol.com</u>
Custodian of Records - Kerri Stone	<u>kstone@bsol.com</u>

News items and general information concerning the school, curriculum, academic calendar, job opportunities, etc. may be found at the school’s website (www.bsol.com).

II. ADMISSION REQUIREMENTS

1. Complete an application form that can be found on our web site.
2. Submit application fee.
3. Order original copies of all undergraduate, graduate and law school transcripts to be sent by the schools to the Custodian of Records at BSL.

BSL reviews applicant’s academic records and employment history in making a determination of acceptance. BSL does not require applicants to submit an LSAT score as part of their applications. We do recommend students with an undergraduate GPA below 2.75 submit an LSAT score. Applicants with weak undergraduate records should include a detailed work history.

Applicants must have earned and been awarded a **baccalaureate degree** * before entering BSL, from a university or college that, at the time of the applicant’s graduation, appeared on the approved list of any **standard accrediting agency or association** ** in the various states, or which is accepted by the accrediting agency as meeting substantially the same standards required for appearing on the approved list of the agency.

Baccalaureate Degree *: This degree customarily requires four (4) years of study and approximately 120-180 units of academic credit, example Bachelor of Arts or Bachelor of Science degrees. [**Associates Degree**, which customarily requires only two (2) years of study and approximately 60-80 units of academic credit, does not satisfy this education requirement.]

Standard Accrediting Agency or Association **: to mean any standard accrediting agency or association recognized by the US Department of Education. You may verify the accreditation of any educational institution in the United States at the US Department of Education’s web site: <http://www.ope.ed.gov/accreditation>.

III. FOREIGN STUDENT VISA APPLICATIONS & APPLICANTS WITH FOREIGN TRANSCRIPTS

- a) BSL is not authorized by the U.S. Department of Homeland Security to issue student visa forms.
- b) Applicants who have foreign transcripts must submit their transcripts through LSAC JD Credential Assembly Service [JD CAS]. This service can be located at www.lsac.org. This means that if the applicant completed any postsecondary work outside of the U.S. (including its territories) or Canada, the applicant must use this service for the evaluation of foreign transcripts. This service is included in the LSDAS fee. A foreign credential evaluation will be completed by the American Association of Collegiate Registrars [AACA] and Collegiate Registrars and Admission Officers Collegiate Registrars [AACRAO], which will be incorporated into the applicant's LSDAS report. To use the JD CAS, sign up for an online account with LSAC [at www.lsac.org] and follow the instructions to register for this service. Be sure to print out a Transcript Request form for each institution and send it promptly to them. Allow more time regarding receipt of foreign transcripts. Questions regarding the JD Credential Assembly Service can be directed to LSAC at (215) 968-1001 or LSACINFO@LSAC. Org.
- c) Also note that if the applicant's native language is not English, the applicant will be required to submit an LSAT and TOEFL score. Therefore, the applicant must contact the Educational Testing Service (ETS) at www.ets.org to schedule a TOEFL test and request its TOEFL score be sent to LSAC. LSAC's TOEFL code for the JD Credential Assembly Service is 0058.

IV. ALABAMA STATE BAR ADMISSION & REGISTRATION INFORMATION

Student Registration with the Alabama State Bar

All BSL students, regardless of your intention to sit for the Alabama bar exam after graduation, **must register** with the Secretary of the Alabama State Bar as a law student by filing a Law Student Registration form **within sixty (60) days following the first day of class in law school**. This is an extensive multi-page document that must be typed (not hand written) and must be accompanied by the required fee (as set by the Alabama Bar) and the BSL issued "***Dean's Certificate***" specifically corresponding to the student's law school entry date. Mail or deliver a copy of the completed registration to the administrative office for the student's academic file.

If the student misses the initial sixty (60) day filing deadline before registering with the Alabama Bar Association, then the student is subject to sanctions and increased filing fees. Further, if the registration form is filed 390 days or more after beginning law school, students must demonstrate to the Bar's Committee on Character and Fitness **reasonable cause** for having failed to meet said deadline before that student may sit for the bar examination. The student should also expect to be summoned to a personal meeting/interview with members of the Committee in Montgomery, Alabama to explain the failure to comply with the stated deadline.

These required registration forms will be distributed to all new students during new student registration. Currently enrolled students may obtain a replacement copy by stopping by the administrative office. Replacement of the "***Dean's Certificate***" must be requested from the record's clerk. Students should retain copies of all documents, forms and correspondence submitted to the Bar for any purpose.

Pre-legal Education Requirement

The State of Alabama rules for the accreditation of BSL require that our graduates provide proof to the Alabama Bar Commissioners that he or she has met the following pre-legal educational requirements when filing their application to sit for the Alabama bar exam:

“The applicant will file with the Secretary of the Board of Commissioners of the Alabama State Bar a certified copy of a diploma or certificate showing:

- (i) That the applicant has received a **baccalaureate degree** * from a university or college that, at the time of the applicant’s graduation, appeared on the approved list of any **standard accrediting agency or association** ** in the various states, or which is accepted by the accrediting agency as meeting substantially the same standards required for appearing on the approved list of the agency, and
- (ii) That the degree was received before the applicant entered law school.”

Source: **Rule IV (B) (1)** of the Rules Governing Admission to the Alabama State Bar (revised June 2008)

Baccalaureate Degree *: This degree customarily requires four (4) years of study and approximately 120-180 units of academic credit, example Bachelor of Arts or Bachelor of Science degrees. [**Associates Degree**, which customarily requires only two (2) years of study and approximately 60-80 units of academic credit, does not satisfy the pre-legal education requirement.]

Standard Accrediting Agency or Association **: BSL has interpreted this to mean any standard accrediting agency or association recognized by the US Department of Education. You may verify the accreditation of any educational institution in the United States at the US Department of Education’s web site:
<http://www.ope.ed.gov/accreditation>.

Alabama state accreditation

Birmingham School of Law is accredited by the State of Alabama but has not applied for nor received accreditation by the American Bar Association. BSL’s graduates are eligible to take the Alabama State bar examination pursuant to **Section 34-3-2.1 of the Alabama Code (1975)** as governed by rules established by the Alabama Supreme Court. Upon passing the bar exam, BSL graduates are admitted to the Alabama Bar and may practice law without restriction before any federal, state or municipal court within the state of Alabama. BSL graduates may also be eligible for admission to the state bar of other states by complying with their respective admission rules. You may contact the individual state bar associations for a list of particulars and eligibility rules.

Persons seeking admission to the Alabama State Bar are required to pass the Alabama State bar examination. The examination is administered by the Alabama State Bar under rules approved by the Alabama Supreme Court. The format and specific subjects tested are subject to change. The examination is currently composed of both multiple-choice and essay test formats covering general principles of law as well as Alabama specific subjects/laws.

Application forms to sit for the Alabama bar examination are available in the law school’s administrative offices or by contacting the Admissions Secretary, Alabama State Bar, P. O. Box 671, Montgomery, Alabama 36101, or by calling the Alabama State Bar at 1-800-325-5628. Applications to take the February bar exam must be received by the Alabama Bar Association between the dates of September 1 and October 1 preceding the exam and applications to take the July bar exam must be received between the dates of January 1 and February 1 preceding the exam. PLEASE NOTE: The application for admission to the Alabama State Bar is completely separate and different from the Law Student Registration requirements and forms discussed above. All filing deadlines are strictly enforced. (deadlines are subject to change)

In addition to the Alabama State bar examination, each applicant for admission to the Alabama Bar must have successfully passed the Multi-state Professional Responsibility Examination or MPRE (the “ethics” exam) independently of the bar examination. This exam is administered in March, August and November of each calendar year. More information regarding the MPRE is available in the administrative office or directly from the National Conference of Bar Examiners at www.ncbex.org.

V. FINANCIAL ASSISTANCE

Approval for Veterans

BSL has been approved for the training of veterans and reservists under a variety of Veterans Administration (VA) and military service programs (GI Bill, Chapter 1606/1607, Tuition Assistance, etc.). In general, students or applicants who are veterans or members of active duty/selected reserve units should contact their local VA office for full details of their specific education entitlements and to obtain the required application forms. Active duty and selected reserve members should also consult with their Education Services Officer (ESO) for specific requirements of the Tuition Assistance (TA) program(s) and/or to obtain their “certificate of eligibility” for TA. Those veterans with vocational rehabilitation entitlements should work through their VOCHAB counselor for assistance.

All applicants for VA benefits should file their forms and supporting documents directly with the VA and provide a copy of all materials to the Associate Dean as soon as possible after filing their education claims. The school will certify enrollment to the VA based upon your current and expected enrollment. Students taking five (5) or more classes per semester are designated as a “full-time” students, those taking four (4) classes as “three-quarter time students” and those taking three (3) or fewer classes as “half-time students”. More information about education benefits and current telephone contact numbers may be found at www.gibill.va.gov or www.va.gov.

Student Loans & Deferment of Existing Federal Student Loans

Because Birmingham School of Law has not been accredited by the American Bar Association, BSL is not an “eligible school” as defined under the Higher Education Act of 1965 (HEA) and cannot certify student status or enrollment for the purpose of deferring existing federally insured educational loans or obtaining new loans.

However, BSL administrators can provide certification for deferment of educational loans which are not federally guaranteed and/or can provide enrollment certification for the limited purpose of obtaining “forbearance” of federally insured loans. Although the distinction may seem trivial, the difference between “deferment” and “forbearance” has a significant impact for lenders and debtors alike.

For those seeking non-federal loan deferments or federal forbearance enrollment certifications, we will be happy to assist. Please provide the Associate Dean the name of the lending institution or loan servicing company, the name of the contact person/department, the loan service number and the mailing address. We will certify enrollment verification to the lending institution/loan servicing organization via letter using the VA standards addressed above (i.e., “full time”, “part time”, etc.) and will provide you with a copy for your records. PLEASE NOTE: We cannot certify enrollments for law school applicants until you are admitted to the law school and you have registered for classes.

For **federally insured loans**, please do not complete or forward paperwork requesting deferment of student loans to the school; we cannot sign the documents and will merely return the form(s) to you. For identification purposes, any form asking for an **“OPE” or OPE ID** number deals with a federally insured loan and we cannot execute those type documents.

[Although many loan customer service representatives will insist that BSL is eligible for deferment/enrollment certification purposes, they are misinformed. They sometimes confuse BSL with Birmingham Southern College and/or do not know of the restrictions of the HEA or the prohibitions contained in Code of Federal Regulations (34 CFR 600, et.al.)].

VI. TUITION PAYMENT PLANS, LATE PAYMENT PENALTIES & CHECK/CREDIT CARD POLICIES

Tuition Payment Plans

Please refer to the school’s website for the current tuition and student fee schedule. Two payment plans are offered:

(1) **Payment-in-full.** You must pay the full amount of all tuition, fees and any outstanding charges at the time of registration confirmation.

(2) **Installment plan.** You must pay a minimum amount equal to the full student fee plus at least one-third of the tuition charges for the current semester at the time of registration confirmation. The balance of your tuition is paid in three equal monthly installments with a final payment due before the end of the semester on or before the date specified each semester. As a payment reminder, account statements will be mailed monthly to your last posted mailing/residence address.

Penalties for Untimely Payments or Non-Payments under BSL Installment Plan

Interest in the amount of 1% per month (12% per annum) will be charged on the total unpaid balance for any month in which you fail to pay the monthly installment due for that month by the due date for that installment. If at any time any installment account becomes 90 days past due, the **student agrees to pay all costs of collection of the delinquent account, including reasonable attorney's fees, until the account is paid in full.**

The privilege of making installment payments will be revoked if the student fails to make timely payments in accordance with the agreement. Students with outstanding balances will not receive course credit, receive grades, be allowed to register for subsequent semesters, be granted a degree, or be issued transcripts.

Check Policies

All payments by check must include the student's identification number to ensure proper crediting of the student's account. If a check is returned for insufficient funds or any other reason, **a returned check charge of \$20.00 will be added** to the student's account. If a student's check is returned for non-payment a total of two times, the student's check payment privileges will be revoked and the student will be required to pay thereafter by cash, money order or cashier's check. Postdated checks are not being accepted.

Credit Card Policies

Books sales or account payments may be made by credit card (Visa, MasterCard, Discover or American Express only). To make a credit card purchase or account payment via credit card, one of the following procedures must be followed: (1) The named card holder and the valid credit card must be physically present in the administrative office for "swiping" and comparison of the authorized signature or (2) by telephone/FAX or mail when accompanied by a written request for the charge by the cardholder including the authorized signature, billing address with zip code, card number, expiration date and the card's listed security code. Transactions conducted by telephone, FAX or mail will have a one dollar (\$1.00) convenience fee added to the amount.

If a credit card charge is denied, the student will be notified and must immediately pay in cash. A denied charge will be treated as nonpayment under school's untimely payments or non-payments policies discussed above (e.g., a denied or returned credit charge could result in the denial of the student's enrollment for the upcoming semester, etc.). Credits will be issued only to the original card account number and holder listed on the original charge. Under no circumstances will a cash refund be made for charged costs.

VII. BOOK STORE & BOOK SALES

The bookstore is generally open any time the administrative office is open. Extended operating hours (5:00-6:10 p.m.) are sometimes available two or three nights per week during the first three weeks of each semester. Extended hours and the specified days of the week of operation are subject to change. Books and/or study aids purchased over the phone may be picked-up during business hours by a person designated by the purchaser **but these items will not be left outside the office.**

All required textbooks for the current semester and a limited supply of study aids (books, audio tapes and audio/computer CD discs) are sold in the school bookstore for your convenience. The purchase price plus

applicable sales taxes for all books and study aids must be paid in full at the time of purchase. **ALL BOOK SALES ARE FINAL.** Returns will be accepted only if the textbook or study aid is defective.

VIII. PARKING

Parking is available in City of Birmingham's Parking Deck Number Six adjacent to the Frank Nelson Building on Second Avenue North between Richard Arrington Boulevard (21st Street North) and 20th Street North for \$45.00 per semester. The parking deck is owned and controlled by the City of Birmingham with parking access leased to the students on a semester-by-semester basis. Parking application forms and electronically coded access badges are available in the school's administrative offices. PLEASE NOTE: All parking space lease payments must be made to "Birmingham Parking Authority." Birmingham School of Law accepts no responsibility for students who park in the City of Birmingham's parking deck. Recommend you do not leave anything of value in your vehicle while parked.

IX. SCHOLARSHIPS AND STUDENT RECOGNITION

Student Scholarships and Awards

Currently there are no scholarships or financial aid packages available to entering students. Our scholarships, awards, and endowments are reserved for currently enrolled students based upon observed academic performance and financial need. In the event of a tie, some scholarships and awards may be split among the recipients. Applications for all scholarships are available in the law library and administrative office and must be submitted no later than the deadline specified. The law school currently offers the following:

The Judge Leigh M. Clark Memorial Scholarship is an annual award honoring the memory of Judge Leigh M. Clark, an outstanding jurist and professor of Torts for fifty years at the Birmingham School of Law. The scholarship consists of the payment of tuition, fees and books for two semesters. Selection is made by review of applications. The criteria for selection include the student's academic record at BSL and financial need. Deadline to apply: May 1.

The Law Enforcement Endowment is a scholarship available to law enforcement personnel enrolled on a full-time basis. [Full-time basis means completing a minimum of 4 courses per semester.] The scholarship pays tuition and fees for three subsequent semesters, beginning in summer. Selection is made by review of applications. The criteria for selection include the student's academic record at BSL and financial need. Deadline to apply: May 1.

The Hugh A. Locke, Jr., Constitutional Law Scholarship is a scholarship award honoring Hugh A. Locke, Jr.'s service to the Birmingham School of Law as Dean for 24 years and professor of Constitutional Law. The scholarship is presented to the student with the highest grades in Constitutional Law I and II in the preceding two semesters and overall highest GPA. Scholarship: \$1500, credit to student account.

Family Law Award is an annual award given by the Family Law Section of Alabama Bar Association and presented to the student with the highest grade in the Domestic Relations course and overall highest GPA. Scholarship: \$500, credit to a student account.

Service to Women Award is an annual award presented by the Women's Section of the Birmingham Bar Association in recognition of the student who has unselfishly given time and energies in the service or promotion of women, either prior to and/or while attending law school. This is a cash award in the amount of \$300. Selection is made by review of applications or nominations. Deadline to apply or nominate: May 1.

Greater Birmingham Criminal Defense Lawyers Association's Award is an annual award of \$500 to a student who plans to pursue a legal career in the Criminal Law area. Selection is made by review of applications. The criteria for selection include the student's academic record at BSL and financial need. Deadline to apply: May 1

Alabama Association for Justice Award is an annual award of \$500 to a student who plans to become a plaintiff trial attorney. Selection is made by review of applications. Selection criteria are: academic record at BSL and financial need. Deadline to apply: May 1

BarBri Bar Review Scholarship is awarded twice annually to a graduating senior. The BarBri Bar Review scholarship covers the cost of the full BarBri course covering the MPRE and the Essay and Multistate portions of the bar exam. The criteria for selection include the student's academic record at BSL and financial need. To apply a student must be scheduled to take the next upcoming bar exam. Deadline for the Feb. bar review courses: Nov. 1. Deadline for the July bar review courses: April 1.

The PMBR Scholarship is awarded twice annually to a graduating senior. The PMBR Scholarship covers the cost of the 6-day PMBR course. The criteria for selection include the student's academic record at BSL and financial need. To apply a student must be scheduled to take the next upcoming bar exam. Deadline for the Feb. bar review courses: Nov. 1. Deadline for the July bar review courses: April 1.

BSL's Minority Scholarship is an annual award of \$500 credited to the minority student's account to be used toward tuition, fees and books. Selection is made by review of applications. The criteria for selection include the student's academic record at BSL and financial need. Deadline to apply: May 1.

Alabama Association of Circuit Judges Scholarship is an annual award that honors the memory of deceased Alabama circuit judges for their dedicated service. The selection is made by the Scholarship Fund Committee's review of applications. The criteria for selection include the student's academic record and financial need. Applicants must submit an application, current transcript and letters of recommendation. Deadline to apply: June [Check the application form for the correct deadline date as it varies slightly each year.]

Magic City Bar Association's scholarships are available to minority law students. Check the Magic City Bar web site for information and details. Applications for this scholarship are usually in the fall and awarded in October.

Bibb Allen Torts Scholarship is an annual award of \$350 credited to the student's BSL account to be used towards tuition, fees and books. This scholarship is awarded to the student with the highest grade average in Torts for the two semesters and highest overall GPA.

Regions Morgan Keegan Trust: Excellence in Estates and Trusts Award is an annual award of \$500 to the graduating senior with the highest combined average in Wills and Trusts and highest combined GPA.

NOTICE

All scholarships funds are to be applied to the recipient's tuition and fees at Birmingham School of Law. Any unused scholarship funds credited to the recipient's account will be forfeited, if the recipient voluntarily leaves, graduates or is dismissed from Birmingham School of Law. **Under no conditions will a cash refund be made for any unused scholarship awards.**

Scholarships are funded annually. If a scholarship is not funded in any particular year, then that scholarship will not be awarded. Any new or one-time scholarships not listed here will be announced on the BSL website in the "News" section and posted on the classroom bulletin boards.

Student Recognition and Awards:

Honor students are students whose academic record indicates a cumulative grade point average of 3.5-3.74 and who have acquired a minimum of 10 credit hours. The recognition is placed on the student's transcript each semester the honor is achieved.

Dean's List scholars are students whose academic record indicates a cumulative grade point average of 3.75 or better and who have acquired a minimum of 10 credit hours. The recognition is placed on the student's transcript each semester.

Honor Graduates are the graduates whose cumulative GPA places them in the top 10-15% of graduating class. [The percentage varies to encompass students who belong to the upper segment of the graduating class.] The Honor

Graduates are announced for the first time at the annual banquet. The Valedictorian [#1], Salutatorian [#2], and Summa Cum Laude Graduate [#3] are selected according to their rank in the group of Honor Graduates and are announced for the first time at the banquet.

The Hugh A. Locke, Sr., Memorial Moot Court Award honors the outstanding student(s) in the Trial Advocacy Skills classes as selected by the Trial Advocacy professors. This is announced at the annual banquet.

The Sigma Delta Kappa Scholastic Achievement Award honors the SDK member with the highest scholastic average in the graduating class. The award is available to the graduate who completed his/her degree in four years or less. This is announced at the annual banquet.

The Birmingham School of Law Property Award honors the BSL graduate with the most outstanding academic record in Real Property I and II, and Statutory Rights and Remedies and highest GPA. This is announced at the annual banquet.

The Birmingham School of Law Governor's Award is a set of the Alabama Code or its cash equivalent awarded to the Valedictorian of the graduating class. This is announced at the annual banquet.

Exceptional Students:

Students whose academic record indicates a grade point average (GPA) of 3.75 or better at the conclusion of each semester will be recognized by the law school as a Dean's List Scholar. This recognition is placed on the student's transcript each semester the honor is achieved.

Students whose academic record indicates a GPA of 3.5 - 3.74 at the conclusion of each semester will be recognized by the law school as an Honor Student. This recognition is placed on the student's transcript each semester the honor is achieved.

In order to receive the recognition indicated above the student must have accumulated at least ten (10) semester hours of credit. Dean's List scholars and Honor Students are announced at the school's annual banquet.

Class Rank:

Each graduate's class rank will be calculated at the time of graduation only. This information will be noted on the final transcript.

X. STUDENT LIFE & ORGANIZATIONS

Student Organizations:

Sigma Delta Kappa [SDK] is a national legal and honorary fraternity organized for the advancement of legal scholarship and ethics. The BSL chapter (Alpha Phi) has been in continuous operation since May, 1936. Students who have accrued at least 10 hours of course credit at BSL and have attained a minimum 3.0 grade point average (GPA) are eligible for membership. Applications for new membership are available in the administrative office and in the law library. As recognition of their membership and support of the school, SDK members wear gold tassels on their tams during commencement exercises. More information can be found on SDK's Westlaw TWEN site.

The American Association for Justice [AAJ] is a national organization focused on plaintiff's rights through trial advocacy with the local chapter focused on education and guest lecturer programs. Membership in this organization is open to any student interested in joining and may be particularly helpful to those students interested in becoming trial lawyers because of the unique training programs in trial advocacy sponsored by AAJ national (see Mock Trial competition below). Additionally, AAJ provides networking opportunities and extra-curricular education to its members' mentoring programs, student newsletters, ambassador program, law student information website, etc.

Check the organization's TWEN site for more information.

The Black Law Students Association is a national chapter of the National Black Law Students Association. The mission of this association is to articulate, promote, and discuss issues of concern of African-American law students and to facilitate interaction among our members, African-American alumni of BSOL and the legal community in Alabama.

The Christian Legal Society is a national organization that is relatively new at BSL. The local chapter intends to focus on service to the BSL community and the general Birmingham community at large. This organization is open to all students without regard to religious affiliation, hours completed or GPA. See the CLS TWEN site for more information.

Extra-curricular Activities

Mock Trials

Students, who are members of AAJ and are interested in mock trials, may compete on BSOL's mock trial competition teams. Team selection is made in the fall semester and is open to all students. During the spring semester, the BSOL competition teams compete in a regional competition sponsored by AAJ [American Association for Justice] Student Mock Trial Competition. Notices will be posted during fall semester each year. For more information, email Assoc. Dean Warren.

[Mock trial members must have the job flexibility to attend multi-day competitions in other cities or states]

Military Appellate Court Oral Arguments [Montgomery]

BSL students annually have an opportunity to travel to Montgomery during late March or early April to attend oral arguments before a special session of the Air Force Court of Criminal Appeals at the Air War College of Maxwell Air Force Base. This is an opportunity to hear and observe a military appellate court sitting in review of the decision from lower military court martial under the Uniform Code of Military Justice (UCMJ). Watch for notices posted on the school website and contact the Associate Dean for more information when notified of the next hearing date.

Alabama Appellate Court Oral Arguments [Birmingham]

BSL students may also have an opportunity to observe oral arguments before the Alabama appellate courts (either civil or criminal) or the Alabama Supreme Court. The Alabama appellate courts often travel to areas outside Montgomery for the purpose of allowing interested citizens an opportunity to observe oral arguments. Similar to the Air Force appeals court discussed above, these cases are argued in Birmingham on a less frequent basis but may involve civil as well as criminal cases. Look for notices posted on the school website for more information.

Other extra-curricular activities are scheduled throughout the year including guest lecturers and speakers. Check the bulletin boards and "News" section of the school website frequently for notification of these activities.

Judicial Volunteer Clerkships,

BSL's students will have the opportunity to ***volunteer*** as clerks for District and Circuit Judges in Jefferson County. These clerkships will provide the student with invaluable legal experience while providing needed assistance to the judiciary in Jefferson County. Notify the Dean's assistant of your interest and availability.

Computer Assisted Legal Instruction (CALI)

CALI is a computer and/or internet based tutorial program intended to assist law students in the study law by augmenting classroom studies. There are approximately 35+ different subject areas available (such as Civil Procedure, Constitutional Law, etc.) with most subjects containing multiple articles and outlines. CALI provides

opportunities for homework or extra reading assignments. Access CALI via the internet (at www.cali.org) or by downloading a CD of CALI material to a personal computer. New students will receive a CD of CALI materials and an access password during orientation program. Student Directory

The name and contact information for all currently enrolled BSL students and active professors is published in a student directory each fall. If you do not want your contact information published in this directory, you must inform the Custodian of Records in writing prior to the publication date.

Alumni Association

All graduates of the Birmingham School of Law are eligible for membership in the BSL Alumni Association.

XI. REQUESTING ACCOMMODATIONS FOR DISABILITIES

Students with a defined/diagnosed disability desiring accommodations at BSL must send a written request for the accommodation to the Associate Dean. The request should be made before the start of law school or as soon as the disability has been defined/diagnosed along with the details the disability, its duration and severity, history of prior accommodations, and the specific accommodation(s) requested.

The Administration will review all requests and decide what accommodation, if any, will be allowed. Certain medical records and supporting medical information may be helpful in the decision process and should be provided upon request. All requests for accommodation are confidential and, if an accommodation is granted, the information will be released only to the Dean, Associate Dean, your professors, and, to the extent required, administrative office personnel.

THE INSTRUCTIONAL PROGRAM

BSL classes normally meet Monday through Friday **6:30 to 8:30 P.M.** for Spring & Fall semesters and **6:30 to 8:45 P.M.** for Summer semesters. Each course meets one time per week. The Senior Seminar classes taken during the students' final two semesters meet on Saturdays. All students will be required to pass an exit exam that is given on Saturdays.

Fall and Spring semesters courses will have a minimum of 15 class meetings which are 120 minutes in length. In the Summer semester, each course will have a minimum of 12 class meetings of 135 minutes in length. Professors, at their discretion, may extend the class meetings during fall & spring semesters only. **All Classes shall end no later than 8:45 pm.** [After 9:00 pm the parking cards deactivate and it will cost \$2.00 to exit the Birmingham Parking Deck.]

BSL offers "Elective Seminar Courses" on Saturdays, which meet for six consecutive weekends. Two credit hour courses shall meet for a minimum of 1,400 instructional minutes in length, not counting the exam.

The curriculum of the Birmingham School of Law is designed to provide students a base of legal knowledge and analytical skills, as well as an understanding of the legal processes and the role of law in our society. Completion of 80 semester hours is required for graduation and the award of the Juris Doctorate (J.D.) degree with a minimum 2.0 GPA. [See additional requirements for graduation in the section, planning for Graduation.]

THREE CLASS GRADUATION PLAN

Students taking three (3) classes per week may graduate in 13 semesters (Fall & Spring starts) and 14 semesters (Summer starts). Exceptional students with a proven track record of academic achievement at BSL may be permitted to schedule as many as four (4) classes per week in order to accelerate their graduation date. This is an exception to the normal scheduling and may be granted upon request and approval of the Dean. Students are required to attend classes every semester until graduation.

DESCRIPTION OF REQUIRED COURSES

[Two Academic Hours per Course]

AGENCY & PARTNERSHIP:

A study of the agency relationship where one person acts for or represents another by authority, either in the relationship of principal and agent, master and servant, or employer and employee; and the partnership relationship where two or more persons agree to carry on, as co-owners, a business for profit

CRIMINAL LAW:

A study of violations of the duties owed to the community. Scope: characteristics and purposes of criminal law; classifications of crimes; burden of proof; defenses to criminal acts; criminal responsibility.

CRIMINAL PROCEDURE: [Prerequisite: Criminal Law]

A study of the procedural steps involved in a criminal case. Examination of the criminal justice system; right to counsel; 6th Amendment; due process; 4th Amendment; search and seizure; exclusionary rule; probable cause; 5th Amendment; privilege against self-incrimination; police interrogation.

CONTRACTS I and II:

A study of contract law; formation of contracts; offer; acceptance; consideration; discharge of contractual duties; grounds of enforcing promises; breach of contract; rights and duties of parties and non-parties.

CIVIL PROCEDURE I and II:

A study of the procedures followed in a civil case. The right to sue; the complaint; venue; amendments; motions; the answer; counterclaims; fictitious parties; interrogatories; discovery procedures; dismissals; defaults; jury trials; final judgments; relief from final judgments.

COMMERCIAL LAW I and II:

A study of the principles and rules contained in the **Uniform Commercial Code**; Article 2 dealing with transactions in goods, or contracts for the sale of goods; Article 9 dealing with transactions founded on a security interest or agreement; Article 3 and 4 dealing with commercial paper or payment systems.

CONFLICTS OF LAW: [Prerequisites: Civil Procedure I and II and Constitutional Law I and II]

A study of the law governing the rights of people whose legal rights or remedies are affected by the laws of more than one state. Where can suit be brought; what law should be applied; the effect of a judgment on suits in other jurisdictions.

CONSTITUTIONAL LAW I and II:

The Constitutional law of the United States which deals with the organization, powers, functions of government, and the fundamental principles which are to regulate the relations of government and citizens. Nature and scope of judicial review; legislative power; distribution and separation of powers; protection of individual rights and freedoms; equal protection; state action; civil rights; limitations on judicial power and review.

CORPORATIONS:

The study of law and procedures involved in the formation of corporations; the Alabama Business Corporation Act,

an overview of State and Federal securities regulation, Alabama Limited Liability Company Act and a detailed analyses of duties, obligations, powers and rights of corporations, directors, shareholders and officers.

DOMESTIC RELATIONS:

The study of the legal aspects of the marital and family relationship. Formalities of marriage; common law marriage; impediments to marriage; marital breakdown; grounds of divorce; annulment; separation; economic consequences of marital dissolution; parent-child relationship upon dissolution.

EVIDENCE I and II:

The rules governing the admission of evidence during trial; relevancy; authentication; hearsay; privileges; presumptions and burdens of proof; federal rules of evidence.

EQUITY I and II:

The study of the rules and principles involving remedies, other than damages that are available for private civil wrongs to individuals. Equitable remedies and defenses to claims for equitable relief.

INCOME TAX:

A study of the tax levied by the U.S. government on an individual's income; gross income; gain or loss dividends; business and personal deductions; alternative tax methods; handling taxes of partnerships, estate and trusts; figuring the corporation tax; overview of federal tax structure.

LEGAL ETHICS:

A study of the professional duties attorneys owe to their clients, members of the Bench and to the Bar. Emphasis on the "Code of Professional Responsibility" and the "Rules of Professional Conduct" of the American Bar Association.

LEGAL RESEARCH & WRITING I and II:

This presents the basics of legal research skills and writing. ***Legal R&W I:*** concentrates on the study of legal research methods, blue book citation exercises and preparation of legal memos and memoranda. ***Legal R&W II:*** concentrates on the preparation of an appellate brief and oral argument.

PLEADINGS AND PRACTICE: [Prerequisites: Civil Procedure I and II, Equity I and II, Evidence I and II]

This course involves the preparation of pleadings involved in civil litigation; complaints, answers, summary judgments and motion practice.

REAL PROPERTY I and II:

A study of the law of real property. History and basic concepts; estates in land; landlord and tenant law; easements; covenants; governmental control on land use; conveyances; title and recording systems.

SENIOR SEMINAR I and II:

This is a comprehensive bar review over the last two semester in preparation for a mandatory **exit exam**. Students will complete the 2,361 multiple choice questions covering torts, contracts, constitutional, property, criminal law / procedure and evidence available in MicroMash Bar Review program over 20 weeks; then pass a six (6) hour exit exam composed of 200 multiple choice questions. Students will have several graded and timed in-class writing assignments in preparation for the written portion of the bar exam.

TORTS I and II:

A study of private legal wrongs for which the law provides a remedy. Intentional torts against the person; intentional interference with property; defenses to intentional torts; negligent torts; defenses to negligence actions; causation; duty; damages; vicarious liability; strict liability; products liability; nuisance; misrepresentation; defamation.

TRUSTS:

A study of the fiduciary relationship which exists when a property right is held by one party for the benefit or use of another. Creation of express trusts, charitable trusts, resulting and constructive trusts; powers and duties of the trustee; alteration or termination of the trusts; remedies of beneficiaries.

WILLS:

The law dealing with the passing of a decedent's property at his or her death to survivors. Intestate succession; execution and revocation of wills; limitations on testamentary power, will substitutes, probate and contest of wills; administration and distribution of estates.

[BSL reserves the right to alter, amend and change the number and courses required to graduate and receive a degree and apply any changes retroactively to students currently enrolled.]

DESCRIPTION OF ELECTIVE COURSES

{Elective Courses are two academic hours unless otherwise specified}

ALABAMA EVIDENCE: [Prerequisite: Evidence I & II]

In depth review of rules of evidence with specific attention to the evidence rules specific to Alabama.

ALABAMA SHOPLIFTING LAWS: [Prerequisite: Criminal Law and Criminal Procedure]

In depth review of shoplifting laws in Alabama.

Alabama Law of Damages: [Prerequisite: Torts I & II]

In depth review of the proof of damages available in Alabama.

Alabama Criminal Practice: [Prerequisite: Criminal Law and Criminal Procedure]

In depth review of practice of criminal law in state courts.

Alabama Family Practice: [Prerequisite: Criminal Law and Criminal Procedure, Juvenile Law recommended]

In depth review of practice in the family courts of Alabama.

Alabama Civil Procedure Practice: [Prerequisite: Civil Procedure I & II]

In depth review of civil procedure practice in Alabama.

Admiralty Law: [Prerequisite: None]

Study of admiralty law in application to torts that occur on navigable waterways

ADMINISTRATIVE LAW: [Prerequisite: Research & Writing I]

A study of the procedural requirements of administrative agencies and how they affect private interest through their rule making, investigation, prosecution and adjudication processes.

ADVANCED EVIDENCE: [Prerequisites: Evidence I and II]

A practical course aimed at teaching students to apply concepts of evidence to the resolution of trial problems.

ADVANCED LEGAL WRITING: [Prerequisites: Civil Procedure I & II, Research & Writing I & II]

This course is designed to introduce students to trial and appellate briefs. All aspects of writing will be dealt with – writing, drafting, re-writing, grammar, style, persuasive theory

ALTERNATIVE DISPUTE RESOLUTION: [Prerequisite: None]

In-depth review of alternative dispute resolution processes with major emphasis on mediation.

APPELLATE PRACTICE: [Prerequisite: Civil Procedure I & II and Criminal Procedure]

Practice and procedure in the appellate courts in Alabama.

BANKRUPTCY: [Prerequisites: Commercial Law I and II]

A study of the federal bankruptcy law for the benefit and relief of creditors and debtors in cases where debtors are unable to pay their debts.

CRIMINAL PRACTICE, [FEDERAL]: [Prerequisite: Criminal Law]

This course is an analysis of the federal criminal system with an emphasis on the federal criminal code and procedure. The study includes the areas of the criminal law under the jurisdiction of the federal courts, where the state and federal charges conflict, and the rules of criminal procedure from a practice standpoint. The Federal Sentencing guidelines and their application in light of recent Supreme Court decisions will also be covered.

CRIMINAL PRACTICE, [STATE]: [Prerequisite: Criminal Law]

This course is an analysis of the state criminal system with an emphasis on the state criminal code and procedure. The study includes the areas of the criminal law under the jurisdiction of the state courts, where the state and federal charges conflict, and the rules of criminal procedure from a practice standpoint.

DAMAGES: [Prerequisites: Civil Procedure I and II, Torts I and II]

A study of the general principles of damages including nominal, compensatory and punitive damages.

DEATH PENALTY: [Prerequisites: Criminal Law and Criminal Procedure]

General principles and procedures involving the death penalty sanction.

DEBTOR/CREDITOR LAW: [Prerequisite: Contracts I or Commercial Law I]

Debt collection with emphasis on remedies available for protection of debtors both under state and federal law. The course will cover extraordinary remedies such as recognizing and avoiding a fraudulent conveyance of property.

DISABILITY LAW: [Prerequisite: None]

Disability Law provides a comprehensive overview of the major laws relating to rights of individuals with disabilities. The course materials focus on issues of rights and non-discrimination in areas of employment, government programs/services, public accommodations, education, housing and health care. Major topics not addressed relate primarily to entitlements/benefits, such as Social Security and Workman's Compensation.

DISCRIMINATION LAW: [Pre-requisites: Contracts I and II, Torts I and II, Constitutional Law I and II]

This course covers topics related to pursuing remedies under employment discrimination laws including Title VII, Age Discrimination in Employment Act, Section 1981, and Americans with Disabilities Act.

EDUCATION LAW: [Prerequisite: Research & Writing I & II]

A study of the law of public education to include the areas of student rights; employee issues of tenure, transfers and dismissals, school board authority; student injuries; religious activities on school campus; athletics; instructional programs and achievement tests; rights of custodial and non-custodial parents; special education; Section 504 and other current issues in school law.

ELDER LAW: [Prerequisites: Wills, Trusts, Income Tax, Estate & Gift Tax]

This course addresses a number of topics related to serving senior clients, including: determining your client's capacity, Powers of Attorney and surrogate decision making, Advance Directives/Health Care Proxies/Living Wills, levels of care in health care maintenance, financing health care needs-who pays, Medicaid qualification and appeals, involuntary commitments, guardianships and conservatorship, survey of Income, Estate and Gift Tax issues, and conveyances of real property interests.

EMPLOYMENT LAW: [Prerequisites: Contracts I and II, Torts I and II, Constitutional Law I and II]

This course is an introduction to the many statutes, regulations and cases that govern the employer-employee relationship, including: National Labor Relations Act, the federal and state discrimination laws including the Age Discrimination Employment Act, the Americans with Disabilities Act, the Equal Pay Act, Title VII of Civil Rights Act of 1964 and others. Guest speakers and hypothetical examples demonstrate how these laws interact in real-world situations involving both counseling and litigation.

ENVIRONMENTAL LAW: [Prerequisite: Research & Writing I & II]

This course provides an overview of environmental law and regulation including hazardous waste law, toxic torts, coastal area development litigation in Alabama and other area states and recent developments in the law. Emphasis on rules and regulations, land development, recent case law, remedies, and the practical aspects of regulation litigation. This course includes a legal research paper.

HEALTH CARE LAW: Prerequisites: Research & Writing I & II]

This course examines the major legal and regulatory issues, including the regulation of health care quality, professional liability, and access to health care, professional relationships in health care, and life and death decisions.

IMMIGRATION AND NATURALIZATION LAW: [Prerequisite: Research & Writing I & II]

Survey course on early U.S. immigration laws and policies from the beginning of the 20 Century until present. Major topics include: numerical limitations & family exemptions, preference immigrants, the Department of Labor connection, temporary workers, treaty trader & business investors, foreign students, overseas consular processing versus adjustment of status to permanent residence in the U.S. (The green card path), deportations and the naturalization process from an immigration law office perspective.

INSURANCE: [Prerequisite: None] **NOTE:** Contracts I & II Helpful but Not Required.

A study of insurance law and principles including regulation of insurance companies and agents: interpretation of insurance contracts; bad faith; first party and third party insurance; classification of insurance; sale, solicitation and marketing of insurance.

INTELLECTUAL PROPERTY: [Prerequisite: Civil Procedure I and II]

This course covers copyright, patent and trademark law and related topics such as unfair competition and trade secrets.

INTERNATIONAL LAW: [Prerequisite: None]

This is a brief survey of the scheme of international law. Basic concepts covered are: the place of international law in resolving disputes between nations and the interplay between national law and international law. Introduction to immigration law issues and procedures.

JUVENILE LAW: [Prerequisites: Civil Procedure I and II]

Juvenile Law is a practice-oriented course designed to provide students with the knowledge and skills necessary to prepare for and represent the state, children and parents in delinquency, abuse, neglect, dependency and termination of parental rights cases.

LANDLORD & TENANTS LAW: [Prerequisites: Property I & II]

Survey course and cases involving Alabama's Landlord-Tenant Act

LAW & MEDICINE: [Prerequisites: Civil Procedure I and II, Contracts I and II]

The subjects considered will include: doctor/patient relationships, informed consent/duty to disclose/patient's right to know and standard of care/negligence.

LAW OF POLITICS: [Prerequisite: Constitutional Law I and II]

This examines federal constitutional and statutory law governing the American political process; master the essential rules of federal campaign and election law, and describe different potential theories of democracy as they have emerged in American legal history such as legislative apportionment, the Voting Rights Act of 1965, political party primaries and procedures, ballot access and candidate qualifications, campaign finance and campaign speech and their relationship to the First Amendment, and election contests under Alabama law.

LAW OFFICE PRACTICE: [Best taken in last year of law school]

The course is a study in the basics of "How To" in the practice of law, from opening an office to the day to day handling of cases such as divorce, adoption, personal injury cases, and various probate matters, as well as how to make money, pay bills, and file your taxes.

LAWYERING SKILLS: [Prerequisites: Student must have at least 50 hours academic credit]

This course prepares the student to perform entry level Lawyering skills. It covers legal analysis, fact analysis, problem solving, resolution of ethical dilemmas, organization and management of legal tasks and written communications.

LEGAL METHODS AND PROCESS: [Reserved for first semester Spring & Summer students only]

This course covers materials and methods of the study of law, anatomy of a legal dispute, analysis and synthesis of judicial decisions, overview of the criminal process, interpretation of statutes, and the role of courts.

MEDIATION: [Prerequisites: None]

This course covers the practice of conducting mediations, mediation skills and techniques, position statements and mediation procedures.

MUNICIPAL COURT LAW: [Prerequisite: Criminal Law and Procedure]

Class involving criminal cases heard in municipal courts; DUI, Domestic Abuse.

POVERTY LAW: [Prerequisites: Research & Writing I]

This class encompasses a broad study of poverty, poverty programs, and poverty's interaction with the U.S. civil justice system. Class topics include the history of access to justice, the demographics of poverty in the U.S., and substantive topics on poverty programs involving housing, public benefits, consumer, and family law.

THE PRACTICE OF LAW: [Prerequisites: Civil Procedure I & II, Research & Writing I & II]

This course covers a broad range of practical issues involved in the practice of law including lawyer/client relationships, negotiations, preparation for trial advocacy, etc. Ethical issues will be examined alongside other topics.

REAL ESTATE TRANSACTIONS: [Prerequisite: Legal R & W I & II, Real Property, helpful, but not required.]

Responsibilities of attorneys in closing real estate transactions. The primary emphasis is on residential transactions, will cover the closing process from the execution of a sales contract to the disbursement of closing funds.

STATUTORY RIGHTS AND REMEDIES IN LAND: [Prerequisites: Real Property I and II]

This course concentrates on Alabama statutory law of real property rights and remedies. It covers establishing and protecting ownership, possession and use of real property through topics such as adverse possession and prescription, quieting title, partition, construction of written instruments, ejectment, forcible entry and unlawful detainer, trespass, nuisance, rights and remedies of debtors and creditors and the government, etc.

TRIAL ADVOCACY SKILLS: [Prerequisites: Civil Procedure I and II, Evidence I and II, Equity I and II]

Litigation skills are developed through the preparation for and trial of civil and/or criminal cases.

WORKERS' COMPENSATION: [Prerequisite: Research & Writing I & II]

This course begins with an overview of employee benefit legislation and quickly focuses on the remedies available under the Alabama Worker's Compensation Act for employment related injuries. Subjects covered include: employee-employer relationship, employments covered, compensability of injury, and calculation of benefits. Emphasis is on the practical problems of handling workman's compensation cases.

Notice: Some classes may be closed quickly due to space limitations and may not be offered on a regular basis.

INTERNSHIPS AND COURSE CREDIT:

Legal and judicial internships provide an excellent opportunity for law students to observe and/or participate in the practice of law while continuing their formal education. Under rules established by the Alabama Supreme Court and administered by the Alabama State Bar, law students participating in the legal internship program receive practical firsthand experience in the internal workings of a law office or court and may appear before any court or administrative tribunal in Alabama to act as an advocate on behalf of the client. Judicial interns operate under rules established by BSL. Both types of student interns may also earn academic course credit, as an elective, when additional documents and the required administrative steps are completed. An added benefit of the program is the ability to continue internship activities after graduation up until the date the results of first scheduled bar examination post-graduation are announced.

More information and forms/sample documents may be found on the internship TWEN site.

RESEARCH AND THE LIBRARY:

The Birmingham School of Law's library is located on the fifth floor. The law library is open on all days classes are scheduled beginning at 11:30 a.m. to 6:15 p.m. The library will be open on weekday nights from 6:15 until 8:30 P.M. (subject to demand and availability of night librarians). Check the web site and the library bulletin board for future announcements. The library is also open on Saturday mornings from 10:00 A.M until 2:00 P.M. The law library is closed on all holidays as well as when classes are not in session.

Librarians are available to assist students in locating research material and to make photocopies. The library phone is 205-322-8497. **Students and Professors have wireless access to the internet; BSL passwords are available from the librarian.** In addition, after completing WESTLAW training taken during the Research & Writing I class, students will have access to WESTLAW information services through a home computer as well as library computers. [access is given to students to access the TWEN site.] The WESTLAW representative posts in the library the hours he/she is available to assist students in using WESTLAW.

PLANNING FOR GRADUATION

GRADUATION REQUIREMENTS:

Upon favorable recommendation of the faculty and approval of the Dean, the degree of Juris Doctorate will be conferred upon students who have satisfactorily completed a course of law studies and earned at least eighty (80) semester hours credit in law, including all required courses, with a final grade point average of at least 2.0 ("C") in all law work undertaken. For a course to count toward the graduation requirements, the course must have been satisfactorily completed within six years of the date of graduation. In addition, the students must be in good standing under the BSL rules and all financial obligations to BSL must be satisfied.

At the time of a student's application for candidacy to graduate, the student's overall record, including, but not limited to, academic performance, financial responsibility and fundamental character will be evaluated by the Dean to determine whether the candidate displays the traits of character and personality to be an effective and honorable attorney. **The Dean has the sole discretion to decide if the candidate should graduate based upon the student's record.**

DUAL TRACK PROGRAM:

All students will be required to elect to pursue the **Diploma** or **Diploma plus Certificate** track at BSOL.

Students who opt for the **Diploma** track will be not be required to take the Senior Seminar I & II courses nor will they be required to take the comprehensive exit exam. They will be required to substitute two electives in place of the two Senior Seminar courses to complete the eighty (80) hours academic requirement. They will be awarded the same diploma as other graduates but they will not be issued the Dean's Certificate upon graduation and will not be certified to sit for the Alabama bar exam.

[The Dean's Certificate is necessary for one to be eligible to sit for the Alabama bar exam.]

All students who opt for the **Diploma plus Certificate** track are required to complete the Senior Seminar I & II courses, including the comprehensive exit exam, with a passing grade. Senior Seminar I & II is a comprehensive review of the law program designed to ensure that the student has mastered the basic legal principals and to prepare the student to sit for the Alabama bar exam.

Students who have completed the Senior Seminar I assignments will have a maximum of three opportunities to take and pass a multi-state type exit exam. **Students who fail to pass the exit exam will be required to repeat Senior Seminar I and II when next offered.**

APPLICATION FOR GRADUATION:

Application for graduation and payment of a graduation fee of \$75.00 must be made on the "Current Student Registration Confirmation Deadline" of the student's last semester. When the application is received, the administration reviews the student's transcript and makes any necessary recommendations regarding graduation requirements. A graduation application can be obtained from the office.

GRADUATION PLANS:

All first year students will be assigned a Three (3) Class Graduation Plan.

When a change is necessary, the student should contact the Associate Dean at least 4 weeks prior to the "Current Student Pre-registration Deadline" [See Academic Calendar] to request a change in his/her graduation plan. Otherwise, the student must make an appointment during the pre-registration period, to request a change in his/her graduation plan. Note: Students making changes during the pre-registration period will be limited to courses where space is available.

First year law students with exceptional grade averages at BSL may be eligible to accelerate to a Four (4) class plan. Students eligible to accelerate to a Four (4) Class plan will be notified.

Three (3) Class Graduation Plans: This plan allows students to graduate in thirteen (13) semesters, assuming they begin class in the Fall or Spring semesters, [fourteen (14) with a Summer start]. This plan requires students to attend class three nights a week. The nights off will depend on the courses required to be taken that particular semester.

Four (4) Class Graduation Plans: This plan allows student to graduate in ten (10) semesters, assuming they begin class in the Fall or Spring, [eleven (11) semesters for Summer start]. This plan requires the student to attend class four nights a week. The night off will depend on the courses required to be taken that particular semester. Students must maintain a minimum 3.0 GPA to continue on the Four (4) class plan.

Any deviation from a graduation plan must approved by the Associate Dean. Prerequisites and administrative rules govern the creation and revision of graduation plans. Only minor changes to the set plans [i.e., those shown on the school's website] are permitted.

Graduation plans are to assist the student in devising a course of study and are not a guarantee of graduation by a particular date. Each student must ensure that he/she fulfills the requirements for graduation. The Dean or Associate Dean may unilaterally modify a graduation plan and reduce the number of classes per week of any student.

REGULATIONS

ACADEMIC STANDARDS

BSL requires students to maintain a minimum overall grade point average of 2.0 ("C") for all course work.

ACADEMIC PROBATION

Students who do not have an overall GPA of 2.0 or better at the end of any semester are automatically placed on academic probation for the next two semesters. At the end of that second semester, the student must have attained an overall 2.0 GPA or be dismissed from the law school. [It does not matter if 2.0 GPA is reached prior to the end of the probationary period. The overall GPA must be 2.0 at the end of the second semester.]

The law school will attempt to notify a student who is placed on academic probation; however, this paragraph will serve as notice to those students who have less than a 2.0 GPA and do not receive their notification of probation. Students who are dismissed from school as a result of academic probation will be barred from re-application for two semesters. {Current students on academic probation prior to August 2007 will continue to follow the probation rules that were in effect at the time they were placed on probation.}

FIRST YEAR STUDENTS

All first year students must register and complete the LawBoost course prior to beginning class at BSL. This program is only offered online at www.LawBoost.com.¹

All first year students are required to take Research & Writing I & II during their first two semesters of attendance. These two very important courses, which form the basis for law studies, must be satisfactorily completed within the first year of law school.

SPECIAL ADMISSION PROBATION

Applicants with an undergraduate GPA below 2.75 may be admitted to BSL under "Special Admission Probation". [Applicant's undergraduate GPA (not graduate) is relied upon for this determination]

Special Admission students are also required to maintain a 2.0 cumulative GPA each semester, for the first

¹ LawBoost is a copyrighted name and company

three semesters at BSL and must complete a minimum of three courses per semester during their first three semesters at BSL.

If Special Admission students' GPA drops below a 2.0 during these first three semesters, the student may be dismissed from school. Students admitted under the "Special Admission Probation" plan are notified in their acceptance letter of the limitation of their admission. The admission of these students is understood to be conditioned upon agreement to this probationary plan.

THREE COURSE MINIMUM RULE

Students are required to complete a minimum of three courses per semester, three semesters of a calendar year. Students may be granted an exception to the three-course rule (for fewer than three courses per semester) two times during their matriculation at BSL. Requests for an exception should be in writing and sent to the Dean of the school. Students who fail to complete three courses per semester more than two times during their matriculation are subject to immediate dismissal.

NOTE: An exception or waiver of the "three-course minimum" rule is never granted in the first semester of attendance.

EXAMINATIONS

Final examinations are given in all courses. Additional examinations, papers and other course work may be assigned at the discretion of the professor.

All final examinations must be taken on the date and at the time scheduled by school administrators. **Under no circumstances shall a final examination be taken before the scheduled exam date.**

Professors **DO NOT** have authority to waive this rule; please do not ask your professor to do so. Deferred examinations must be given after the normally scheduled exam time.

When a student, without the permission of the professor, fails to complete an examination on the scheduled exam date, that student will automatically receive a grade of "F". Emergency circumstances will be reviewed by the Dean to determine if they warrant an exception.

DEFERRED EXAMINATIONS:

Deferred examinations are examinations deferred to a date and time later than the originally scheduled final exam. Deferral examinations will be permitted only when approved by the professor and/or Dean for good cause. All deferred examinations must be completed within one week of the scheduled exam date unless circumstances dictate a longer delay.

A grade of "Incomplete" [I] will be given if the exam cannot be completed within a week of the scheduled exam. Under all circumstances, grades of "Incomplete" will automatically convert to grades of "Failure" [F] if the "Incomplete" is not cleared by the date of the last scheduled final exam in the next subsequent semester.

GRADES:

Academic performance is graded by a system of letter grades with quality points assigned as follows:

Letter	Quality Points
A	4.0
B	3.0
C	2.0
D	1.0
F	0

[Grade Point Average (GPA) is figured by averaging the quality points attained.]

An “S” or “Satisfactory” indicates satisfactory completion and course credit in Practice Court courses. An “S” contributes no quality points to your grade point average. A grade of “I” or “Incomplete” is given to indicate an authorized deferral of an examination or required course work.

“Incomplete” or “I” grades will automatically be converted to an “F” if the required course work or deferred examination is not completed within the semester following the completion of the course in which the student receives the “Incomplete” grade.

A student will repeat courses in which he/she received an “F” at the earliest possible time.

NOTIFICATION OF GRADES:

PLEASE DO NOT CALL THE ADMINISTRATIVE OFFICES REGARDING GRADES. Transcripts with final grades are emailed to students at their BSL email addresses within 3 weeks of the last final exam but delays in receiving grades from professors may delay the mailing date further. **Grades will not be posted.**

Professors have the option to email grades to individual students upon request.

GRADE CONCERNS:

Questions about grades given by a professor need to be directed to the professor. School administrators do not have the requisite information or ability to answer questions concerning the professor’s grading standards, the subjective/objective grading criterion applied to a specific test or assignment, or whether the test score was computed correctly. Only professors can address these concerns. Professor’s office phone numbers are available on the class syllabus or the Alabama State Bar’s member directory at www.alabar.org.

If a student believes there is an error on their transcript, send a written request to the Associate Dean for a review and verification of grades. Upon receipt of the written request, the Associate Dean will verify the accuracy of the transcript and will provide feedback.

ATTENDANCE AND VISITOR POLICY:

There are no “excused” absences for illnesses, employment conflicts, etc. All absences carry the same weight without regard to the specific reason for the absence. Students are encouraged to manage their absences accordingly.

Any student absent for more than one-third of the semester’s class meetings will be dropped from the class roll, may not take the final exam, will receive a grade of “F” in the course and will not receive course credit. The summer semester has 12 class meetings with **4 absences** allowed and fall/spring semesters have 15

class meetings with **5 absences** allowed; however, the actual number of scheduled classes will dictate the maximum number (1/3 of total) of absences allowed. There are no absences allowed for Summer seminar courses that meet for only six (6) meetings absent extreme circumstances.

NOTE: The names of students who miss three or more classes during one semester will be reported to the Dean's office for review and possible conference.

Visitors are not allowed in the classrooms during class periods without permission from BSL. Students may not bring friends, relatives or other persons to class meetings without prior coordination and permission from BSL. Prospective students who wish to visit and observe a class session are welcomed but must make prior arrangements with BSL prior to attending any class meetings.

Student groups or professors sponsoring guest speakers must make prior arrangements with BSL. Requests for an honorarium for the speaker should also be made to BSL in advance.

ADMISSION TO FACILITIES:

TO GAIN ADMISSION TO THE FRANK NELSON BUILDING AFTER 4:30 P.M., STUDENTS AND FACULTY MUST PRESENT THEIR BSL IDENTIFICATION BADGE.

Students not showing badges will be required to wear a guest badge after signing in and showing a driver's license as proof of ID to the security guard. This guest-badge option will be allowed only two times during a semester, and then the student will be denied admission to the building for any subsequent events. Students are required to present their badge upon request at any time after 4:30 P.M. The names of students who fail to bring their ID badges will be reported to the Dean's office after the second occurrence during a semester.

FIREARMS POLICY:

No guns are allowed in the building. This policy applies equally to all, including law enforcement officers. To help ensure that our law school continues to provide a safe environment in which students can study, random scans of students may be conducted through the use of a non-invasive hand-held metal detector. Admission to the building after 4:30 P.M. is contingent on cooperation with this safety procedure.

ADDING COURSES:

Following pre-registration, courses may be added on a space available basis during a "Current Students Late Registration" day. [Check the Academic Calendar.] A late registration fee of \$25.00 will be levied for each additional course added.

WITHDRAWING FROM COURSES:

To withdraw from a course, a student must notify the Custodian of Records (Kerri Stone kstone@bsol.com) in writing, either by mail or email. There is no exception to this requirement. The **effective date** of withdrawal is the date the Custodian *receives written notice of withdrawal.*

Withdrawal from a course during the first four weeks of the semester will result in a grade of W/P (Withdrawn/Passing). Withdrawal from a course after the first four weeks will result in a grade of W/F (Withdrawn/Failing). A W/F grade will impact a student's overall GPA until the course is subsequently retaken. See the Academic Calendar for specific deadlines for each semester.

WITHDRAWAL POLICIES REGARDING INITIAL DEPOSITS, TUITION REFUND, AND FEES:

New students (those students in their first semester of law school) who fail to complete their initial semester of school will forfeit their initial deposit and student fee without regard to any refunds they may otherwise be eligible to receive. Normally, tuition and student fees are refunded according to the following schedule

for early withdrawal during the semester (based upon the number of classes for which you register and not the actual amounts paid under the installment payment plan):

- a) Under no circumstances will a refund be given for semester student fees.
- b) Withdrawal during first week of the semester – 100% of the tuition cost [except for new students, see above]
- c) Withdrawal during second week of the semester – 75% of the tuition cost
- d) Withdrawal during third week of the semester – 50% of the tuition cost
- e) Withdrawal during fourth week of the semester – 25% of the tuition cost
- f) Withdrawal during fifth week of the semester and thereafter – 0% of the tuition cost

[NOTE]: The amount to be refunded is based upon the total amount you owe for the number of courses registered and not the actual amount of money paid through the date of withdrawal. If you are on the installment payment plan, there may be situations where you will owe additional monies after withdrawal because your installment payments are insufficient to cover the cost of tuition owed.

RE-ADMISSION:

Students, who have voluntarily withdrawn from the law school with at least a minimum “C” grade point average, will not be automatically readmitted, but they may be readmitted at the discretion of the Dean the next semester. Applicants for readmission must satisfy all admission and graduation requirements in effect at the time of their readmission. Credit will only be given for courses satisfactorily completed within two years of the re-admission date.

Note: Students who are dismissed for academic reasons will be barred from re-admission for at least two semesters prior to filing an application for admission to BSL.

TRANSFER STUDENTS:

Transfer students may be admitted at the discretion of the Dean. Students applying for transfer must satisfy all admission and graduation requirements in effect at the time of their transfer to the BSL. Transfer students must be in financial and ethical good standing with their current law school. Transfer students may be given credit for any course with a “C” or better grade and which is the same or equivalent to any course at BSL. Such credit will be granted for courses completed within two years of the student’s admission to BSL. Course work transferred is not used to compute the student’s grade point average at BSL.

In order to graduate, a transfer student must take a minimum of **thirty (30) semester** hours at BSL.

TRANSIENT STUDENTS:

Transient students from other law schools may be admitted at the discretion of the Dean. Students applying to take one or more courses at BSL must satisfy all admission requirements. Transient students must be in financial and ethical good standing with their current law. **Transient students must provide written permission from their other law school that it will accept the transfer of credit from BSL for the designated courses as a pre-requisite to registration. The BSL three class minimum rule does not apply to transient students.**

APPENDIX

TABLE OF CONTENTS

- I. Rules Governing Internships
- II. Honor Code and Procedure Guide
- III. Avoiding Plagiarism
- IV. Course of Study Chart

LEGAL AND JUDICIAL INTERNSHIP RULES

Consult the *Internship Programs (Legal & Judicial)* TWEN site for specific eligibility rules and application procedures.

BSL HONOR CODE

The purpose of this honor code is to establish principles by which the students of Birmingham School of Law will govern their conduct. Since honesty and integrity are essential qualities in the practice of law, the students of the Birmingham School of Law are required to maintain good character and perform their work to reflect honor upon themselves and the school.

Birmingham School of Law expects all students to be law abiding and honest citizens, to respect the rights of others, and to refrain from behavior which tends to bring disrepute upon the school's reputation in the community. Students who have committed an act or acts which adversely reflect on their honesty and ability to study or practice law and/or bring disrepute to BSL's reputation in the community will be disciplined and may forfeit their right to attend BSL.

VIOLATIONS

STUDENT CONDUCT:

As a condition of admission and continuation, each student agrees to abide by the rules, regulations, practices, and policies of the law school as they exist at the time of admission, and as they may be changed during the student's continuation. Each student agrees to abstain from any behavior or acts that may bring dishonor or bad publicity upon the legal community in general and upon the Birmingham School of Law in particular. **Any violation of this duty to be honest in all personal and professional aspects of the student's life will be considered a violation of the condition of admission and continuation, and subject the student to immediate dismissal from BSL.**

Since honesty and integrity are essential qualities in the practice of the law, students at BSL are required to maintain good character and perform their work and conduct their life to reflect honor upon themselves and the school. In conformity with the canons of legal ethics and the ideals of the legal profession, the school reserves the right to dismiss a student at any time on whatever ground the Dean deems advisable. Each student by his/her admission to the school recognizes this right. The continuance of any student on the roster of the school, the granting of course credit or of a degree rests solely within the discretionary powers of the school.

SUBSTANCE ABUSE AND DEPENDENCY:

Substance abuse and dependency will not be tolerated at BSL. No alcohol will be allowed on school premises. If any illegal drugs are found on school premises, the police will be called. BSL will give permission to any law enforcement agency to search school grounds and property.

Any BSL student suspected of substance abuse or dependency (prescription or non-prescription drugs) may be

required to undergo testing and/or treatment as a condition of acceptance or continued attendance at the Birmingham School of Law.

The decision to require drug testing and/or treatment as a condition of acceptance or continued attendance at BSL may be made by the Dean, with or without referral to the Honor Court.

Any student who presents themselves for class in an impaired state (including over medicating with prescription drugs) is subject to being dismissed from class by their professor and subject to possible dismissal from BSL.

The decision to dismiss a student from BSL may be made by the Dean, with or without referral to the Honor Court.

All law students at BSL are required to register with the Alabama Bar Association upon beginning law school. All BSL students are subject to the Alabama Bar Association's rules regarding substance abuse and dependency. If any student suspects another BSL student of having a substance problem, they are to report this to Assistant Dean. If any BSL student has a substance problem, they should confide this information to the Assistant Dean prior to being reported or arrested.

SPECIFIC VIOLATIONS:

The following acts are violations under the Code. The acts listed in this section are not exhaustive or exclusive. It shall be a violation of this Honor Code to engage knowingly, recklessly or negligently in any of the following:

1. Giving, obtaining or soliciting unauthorized assistance or using unauthorized materials in the preparation of material to be submitted or presented in a class or other activity associated with the school. [If the Professor does not **specifically authorize** students to consult outside materials to answer questions and/or prepare written assignments, and you use outside materials, then this violates Rule 1.]
2. Concealing or stealing library books or other library materials. Removing library books or materials from the library without proper authorization. Defacing library books or materials. Unauthorized use of the library computer and/or printer.
3. Violating the "Westlaw User Agreement for Law School Students".
4. Plagiarism, defined as representing, either expressly or by conduct, the work of another to be one's own work. [If you **fail to put quotation marks and cite** the materials to the appropriate source, you have violated Rule 4.]
5. Copying the work of another during an examination or giving, soliciting, offering, or receiving any unauthorized assistance or information during an examination. Using unauthorized materials in any way during an examination. Improperly obtaining or possessing an examination, assignment, answer sheet or similar material in advance of such time as the student is privileged to possess it.
6. Making a material misrepresentation or knowingly issuing a false oral or written statement to the BSL administration, BSL professor (This includes any representation on a class roll or roster of the presence of a student in class, who is not in fact present.) or the Alabama State Bar Association.
7. Revealing or disclosing the identity of any person(s) accused or adjudicated of violating the Honor Code, or any other information about an ongoing investigation or prosecution under the Honor Code, to any person other than the Dean or the Associate Dean of BSL. This would include discussing any potential or actual Honor Code violation, investigation, action or results with anyone except the Dean or the Associate Dean. [You are to discuss Honor Code violations, allegations, investigations and hearings only with the Associate Dean. To discuss with anyone else is a violation of Rule 7]
8. Conduct for which one would be subject to disciplinary action under the Alabama Rules of Professional Conduct. Conduct that adversely reflects on fitness to study or practice law, including, but not limited to,

commission of offenses that expose the violator to criminal sanctions, whether or not those sanctions are pursued by civil or other authorities.

Note: Negligent acts mentioned above is defined to include acts that allow others to violate the honor code, without intent on one's part that a violation would occur. For example; if a student in another class asked to review your assignment and, if that behavior is forbidden by the other professor's instructions, there is a violation even if the student was not aware of the other student's professor's instructions.

SEXUAL HARASSMENT

Sexual harassment runs counter to the principles on which BSL operates. This is a center for professional studies and we expect every student to conduct themselves in a professional manner. We believe that each student should be free to develop his or her potential, neither hindered by artificial barriers.

Sexual harassment occurs when a student/professor makes unwelcomed verbal advances, abusive and/or unwelcomed physical contacts, or repeated comments or gestures of a sexual and/or non-professional nature which create a hostile or intimidating environment which interferes with the victim student's academic performance.

While we recognize that most students/professors would never consider engaging in such conduct, we wish to make it clear that BSL will not tolerate any sexual harassment of its students any time. All students and faculty are expected to use good judgment and avoid even the appearance of impropriety in all of their dealings with BSL students and faculty. Examples of behaviors that are inappropriate include but are not limited to making harassing remarks or jokes, kissing, grabbing, hugging, touching, and using threatening language or behavior.

All reports of sexual harassment should be immediately made to the Associate Dean. This report should include the name of the victim, perpetrator and any witness(es.) After an initial investigation, a decision will be made as to whether the matter should be handled informally or referred to the Honor Court. All sexual harassment reports shall be governed by the privacy provisions of the Honor Code. **Once a sexual harassment event has occurred, there is to be no discussion of accusations, reports, investigations and results/sanctions with anyone other than the Associate Dean.**

Note: If a student feels they are in physical danger at any time while at BSL, they should notify the guards on the first floor of the Frank Nelson Building and/or the Birmingham Police Department. { Call 911 }

FRANK NELSON BUILDING AND BSL POLICIES

Failure to observe these policies regulating the use of the physical facilities at the Frank Nelson Building or other resources of the law school may result in suspension or expulsion from BSL.

- 1 Behavior which causes, or can reasonably be expected to cause, physical harm to any person, including the accused.
- 2 Physical or verbal threats against or intimidation of any person which results in limiting her/his full access to all aspects of life at the law school.
- 3 Destroying, impairing or wrongfully appropriating Frank Nelson or BSL real or personal property.
- 4 Possession and/or consumption of alcohol or illegal drugs by BSL students.

STANDARD TO REPORT A SUSPECTED HONOR CODE VIOLATION:

A person with first-hand “factual” knowledge concerning a suspected Honor Code violation has a duty to report said violation. If this person fails to report a suspected Honor Code violation, they are subject to all penalties except expulsion or suspension. All reports of suspected Honor Code violations will be made according to the procedures set out below. No anonymous reports will be accepted or investigated.

No student is to speculate or guess that a violation has occurred. Proof positive will be required to move forward with any investigation. All investigations will be conducted by the Administration. No information regarding any investigation or determination will be released to the person reporting the violation.

PENALTIES

If the accused is found to have violated the Honor Code or admits to a violation of the Honor Code, the student will be subject to the following penalties, alone or in combination:

- 1 Permanent Expulsion.
- 2 Suspension for a specified or indefinite period of time.
- 3 No credit and a grade of “F”, if the violation occurred in a course.
- 4 Written reprimand made part of the student’s permanent record.
- 5 Conduct probation, including the understanding that any future indication that the student is unfit for the practice of law would result in the student’s immediate dismissal. Probation may also include a loss of privileges such as the privilege to run for or serve as an officer or member in a student organization or participate in a student event or become a legal or judicial intern.
- 6 Requirement that the student send a notification to the Alabama State Bar’s Character and Fitness Committee detailing the student’s violation, character and fitness record at BSL.
- 7 In most cases, notation of an honor code violation placed on the student’s transcript.
- 8 Withholding of diploma pending remedial measures completed to satisfaction of the Dean.
- 9 Any other penalty, or any variation of the above penalties, deemed appropriate by the Dean.

[Following the imposition of penalties, the Dean may publish to the public any conclusions as to guilt and the penalties imposed.]

REPORTING OF VIOLATIONS

Any student, professor or member of the administration having first-hand information or proof positive indicating a probable violation of this Code has occurred is bound by this code to report the alleged violation by:

1. Submitting a signed written report to the Associate Dean at the earliest reasonable opportunity, not to exceed twenty one **(21) days** from its date of discovery.
2. The written report shall contain the following:
 - Date, time, location, and description of the incident

- Names of all parties involved and any other probable witnesses
 - Supporting facts
 - Alleged specific honor code section or rule violated. (General allegations of wrongdoing will not support a charge of Honor Code violation)
 - Date and signature, address and phone numbers of the person(s) making the charge
3. Any student who witnesses a violation of the Code during an exam is strongly encouraged to report the suspected violation to the professor while they are proctoring the exam. This report should be made to the professor or proctor outside the presence of the class to maintain privacy. The student should also make an initial email report to the Associate Dean of the event as soon thereafter as possible.

HONOR COURT PROCEDURE GUIDE

I. BSL's Honor Court is a Sigma Delta Kappa (SDK) student-operated, advisory body to the administration of the law school. The Honor Court shall comprise all SDK members who volunteer from the entire SDK membership to serve on the Honor Court. The Chancellor of SDK is charged with the responsibility of maintaining a list of SDK members who would be willing to serve on either the Investigating Team and/or Hearing Board.

It is the responsibility of the Chancellor of SDK to replace any SDK member that is deemed by the Chancellor to be impeding the Honor Court process. The Chancellor of SDK may, with permission of the Associate Dean, consult with a faculty member regarding administration and execution of his duties, but under no circumstances shall the substance of the accusations or identity of the accused be revealed without the written permission of the Associate Dean.

- a) For each alleged Honor Code violation the Chancellor of SDK shall appoint an Investigating Team **within 14 days** of receipt of a referral from the Associate Dean.
- b) In the event of a hearing, the Chancellor of SDK shall appoint five members to the Hearing Board **within 14 days** after the Investigating Team concludes their work and issues their recommendations.
- c) Each Hearing Board should conduct a hearing **within 30 days** of the date the Hearing Board's appointment.

The procedures outlined in this guide are designed primarily to deal with a situation where a single student is accused of a violation of the Honor Code. These procedures may require adjustment to meet the particular circumstances. The intent of these provisions is to allow flexibility on the part of the Court consistent with the principles of fairness, but provisions of the Honor Code are the rule and must be followed.

The rules published by this Court are meant to be as concise and manageable as possible, so as not to burden the court with tedious, time-consuming technicalities present in civil, quasi-criminal, or criminal proceedings. It is recognized that the circumstances and facts of each case may present novel, even unique problems to the court for resolution in various stages of the proceedings. These rules, therefore, are intended to leave with the Chancellor of SDK and the Court, some degree of discretion in guiding the progress of the proceeding from its inception through its final resolution. The principles of fair-play and justice should guide the Chancellor of SDK during any Honor Court proceeding.

[Note: Any procedural changes must be approved by the Associate Dean.]

II. Any BSL student, faculty member, or staff member may report a violation of the Honor Code to the Associate Dean of the law school. The Associate Dean will ensure that the information that he/she is being given is first hand information. If the information is other than firsthand, the Associate Dean will inform the reporting party

that the information cannot be accepted. If the information is first hand, the Associate Dean should then ask the reporting party to reduce the report to a signed writing that includes the information outlined in the Honor Code.

III. The Associate Dean will review the allegations and make a determination whether the matter should be referred an Honor Court investigation or handled through BSL's administrative process.

IV. Upon receipt of a referral of a complaint to the Honor Court from the Associate Dean, the Chancellor of SDK will provide the accused student with written notification of the allegation that he/she has violated the Code. Said notification will be by regular U.S. mail and/or hand delivery plus by email to the student's BSL email box.

At a minimum, the written notification will contain the date, time, and place of the alleged violation, sufficient circumstances to allow the alleged violator to begin preparation of a defense, and the date of the investigating team meeting. If the report of an alleged violation is received during a scheduled examination-period, the accused student will not be notified until after the last examination the student is scheduled to take during this period.

V. Within 14 days of receipt of notice of an Honor Code violation, the Chancellor of SDK shall select, without bias, three students to be on the Investigating Team. The Chancellor of SDK shall not serve as a member of the investigating team. This team may be selected prior to notification to the alleged violator, but will hold no hearings prior to said notification and provision of an opportunity (at minimum, three days following notification) for the alleged violator to obtain counsel.

One member of the team selected shall be a student with a minimum of 50 credit hours who shall serve as Chairperson of the Investigating Team and, in the event a hearing by the Honor Court is recommended, he/she shall also serve as the Prosecutor or the Honor Court. The remaining two members of the Investigating Team may be selected from the group of all SDK members who have volunteered to serve on the Honor Court. Any selected individual may petition the Chancellor of SDK for removal from consideration for the investigating team where there is a definite conflict of interest.

VI. If a hearing is to be conducted, the Chancellor of SDK shall serve as the Chief Justice. Each member of the Honor Court is under a duty not to discuss any information pertaining to charges that are presently, or which have been before the court with any other student, including fellow Honor Court members. Members of the Investigating Team may discuss the allegations among themselves, or with the Chancellor of SDK, but they may not discuss it with anyone else. If faculty or administration's assistance is needed by the Investigating Team, it will be requested through the Chancellor of SDK.

VII. After reviewing all material evidence available to it, the Investigating Team, by majority vote, will report its recommendations to conduct a Hearing or dismiss the allegations to the Chancellor of SDK.

VIII. If the Investigating Team's recommendation is that a Hearing not be held, this fact will be reported to the Chancellor of SDK, and the action shall be dismissed by the Chancellor of SDK and reported to the Associate Dean. Should the Investigating Team recommend that a Hearing beheld, the Chancellor of SDK shall serve as Chief Justice.

IX. At the beginning of each semester of school, the Chancellor of SDK shall arrange with the Associate Dean of the law school to ensure the availability of a listing of students currently enrolled during the semester to be used by the Chancellor of SDK in selecting members of the Hearing Board from the student body, should there not be sufficient numbers of Honor Court members available.

X. If a Hearing is recommended, the Chancellor of SDK shall serve as Chief Justice and within 14 days select five members of the Honor Court to serve on the Hearing Board. The chairperson of the Investigating Team shall be designated as the Prosecutor of the case. The Investigating Team is not eligible for membership on the Hearing Board. Any individual has the right to petition the Chief Justice for removal from consideration for the Hearing Board where there is a definite conflict of interest. A **Hearing** shall be scheduled within 30 days of the date the Hearing Board is selected.

XI. The Chief Justice shall notify the alleged violator of the hearing date, time, place, and the specific charge by

way of hand delivered or unregistered mail and email addressed at the BSOL email address on file at BSL. The Chief Justice may allow additional time, for good cause, for each of the Honor Court procedures. The Chief Justice will also notify the Associate Dean of the name of the alleged violator, the hearing date, time, place, and specific charge.

XII. The **Chief Justice** is the **judge of the law**. The Chief Justice may consult with the Associate Dean in regard to clarification of the honor code. The Chief Justice will consult with no other individual regarding the meaning of the honor code. The **Hearing Board** is the **trier of the facts**, and as such, may not consult the Chief Justice or any other member of the Court or student body at large as to the facts during their deliberation. The Hearing Board may consult the Chief Justice in the open hearing as to the particulars of the rules for the hearing, and may consult the recording of the hearing as to any testimony about which they have a question.

XIII. The Honor Court hearing will be closed to all individuals with the exception of the alleged violator, his/her attorney, members of the Hearing Board, the Prosecutor, the Chief Justice and the Associate Dean. Witnesses will be admitted only at the time of their testimony.

XIX. The alleged violator may retain the services of an attorney to act as an advisor only. Their attorney will have no contact with the BSL administration, the Honor Court or any witnesses to the infraction. The alleged violator will have no contact with any member of the Honor Court or any witnesses to the infraction prior to the hearing. The alleged violator must assume the responsibility for statements and questioning of witnesses during the hearing. The alleged violator may ask for a brief recess to consult with his/her attorney.

XV. The procedural order of the hearing will be:

- (1) Opening remarks of the Chief Justice, identifying the purpose, date and time of the hearing;
- (2) Opening statements by the Prosecutor and the accused student;
- (3) Direct testimony of the witnesses brought by the Prosecutor, with an opportunity for cross-examination by the alleged violator;
- (4) Direct testimony of the witnesses brought by the alleged violator, with an opportunity for cross-examination by the prosecutor;
- (5) Closing statements by the Prosecutor and the alleged violator. Members of the Hearing Board or the Chief Justice may ask questions of the witnesses.

The Chief Justice will assume responsibility for recording the hearing, identifying and preserving the record until transferred to the Associate Dean. The Chief Justice may choose to record the hearing by use of a video/audio recorder or audio recorder.

Note: The Associate Dean may attend and ask any witness and the alleged violator any questions deemed necessary.

XVI. The Hearing Board shall report its findings of guilt or not guilty in a hearing open to individuals entitled to attend the original hearing. If the finding is not guilty, the hearing will be closed, and the record forwarded to the Associate Dean with a recommendation that the case be closed.

XVII. If the finding is guilty, the Hearing Board returns and begins the deliberation of sanctions to be recommended to the Dean. The sanctions must be approved by a majority of the Hearing Board. Those recommendations shall be reduced to writing and signed by all the members of the Hearing Board. The Hearing Board's recommendations will not be published.

Sanctions recommended shall be limited to those set out in the BSL Honor Code in the section entitled **PENALTIES**. Members of the Hearing Board who dissent from these recommendations may submit a written dissent. The recommendations shall be submitted to the Dean within three (3) working days of the date of the decision. The Dean will review recommendations and may confirm, modify or reject the recommendations. **The**

final decision in each case lies within the sole discretion of the Dean.

XVIII. Law students are familiar with a trial-form of hearing. Since this is purely an advisory proceeding, a less formal atmosphere is appropriate. The purpose of the hearing is to protect the rights of the alleged violator, and to arrive at the truth.

XIX. The Chief Justice shall remind the student witnesses of their duty under the Honor Code as each witness is called before the hearing board. Witnesses who are not students of BSL should be required to swear or affirm that they will tell the truth, the whole truth, and nothing but the truth.

NOTICE

The Dean retains the right to punish, sanction, including dismissal of a student, at any time on whatever grounds the Dean deems advisable, with or without the use of the Honor Court Procedure. Each student by his admission to the law school or continued pursuit of a law degree at BSL recognizes this right. The presence of any student on the roster of BSL, the receipt of academic credit, the granting of a degree, etc., rest solely within the power and discretion of the Dean.

AVOIDING PLAGIARISM

Plagiarism is a serious offense that can lead to dismissal from law school. **Most students who face the Honor Court are there because of allegations of plagiarism.** Therefore, all students should be vigilant in their efforts to avoid plagiarizing any material. There are a number of websites dedicated to assisting students in this endeavor. One particularly useful site is www.plagiarism.org (look under “**Research Resources**”). The following was excerpted from that section:

What is Plagiarism?

Many people think of plagiarism as copying another’s work, or borrowing someone else’s original ideas. But terms like “copying” and “borrowing” can disguise the seriousness of the offense:

According to the Merriam-Webster dictionary, to “plagiarize” means:

- to steal and pass off (the ideas or words of another) as one's own
- to use (another's production) without crediting the source
- to commit literary theft
- to present as new and original an idea or product derived from an existing source.

In other words, plagiarism is an act of fraud. It involves both stealing someone else’s work and lying about it afterward. All of the following are considered plagiarism:

turning in someone else’s work as your own, copying words or ideas from someone else without giving credit, failing to put a quotation in quotation marks, giving incorrect information about the source of a quotation, changing words but copying the sentence structure of a source without giving credit, copying so many words or ideas from a source that it makes up the majority of your work (whether or not you give credit to the original author - see the section on “fair use” rules)

Attention! Changing the words of an original source is not sufficient to prevent plagiarism. If you have retained the essential idea of an original source, and have not cited it, then no matter how drastically you may have altered its context or presentation, you have still plagiarized.

Most cases of plagiarism can be avoided, however, by citing sources. Simply acknowledging that certain material has been borrowed, and providing your audience with the information necessary to find that source, is usually enough to prevent plagiarism.”

COURSE SCHEDULE

FALL SEMESTER

MONDAY	Torts I	Equity I	Commercial Law II	
TUESDAY	Criminal Law	Constitutional Law I	Income Tax	
WEDNESDAY	Contracts I	Real Property I	Agency & Partnership	Domestic Relations
THURSDAY	Civil Procedure I	Evidence I	Wills	
FRIDAY	Legal Research & Writing I & II		Pleadings & Practice	Conflicts of Law
SATURDAY				Senior Seminar I & II

SPRING SEMESTER

MONDAY	Torts II	Equity II	Legal Ethics	
TUESDAY	Commercial Law I	Constitutional Law II	Estate & Gift Tax	
WEDNESDAY	Contracts II	Real Property II	Corporations	
THURSDAY	Civil Procedure II	Evidence II	Trusts	
FRIDAY	Legal Research & Writing I & II	Criminal Procedure		
SATURDAY				Senior Seminar II

SUMMER SEMESTER

MONDAY	Commercial Law II	Domestic Relations		
TUESDAY	Criminal Law	Agency & Partnership	Conflicts of Law	
WEDNESDAY	Corporations	Legal Research & Writing II		
THURSDAY	Commercial Law I	Pleadings & Practice		
FRIDAY	Legal Research & Writing I	Criminal Procedure		
SATURDAY				Senior Seminar I

[Subject to change without notice.]