

# ACADEMIC POLICIES AND PROCEDURES



2009–2010



BOSTON  
COLLEGE  
LAW

## **INTRODUCTION**

Enclosed in this booklet are some of the Law School's most important academic regulations and policies. Each law student is expected to read and be familiar with the contents of this pamphlet. In the event revisions are made to the Academic Regulations during the year, students will be notified of these changes through *The Counselor* web site, located at <http://counselor.bc.edu/>.

## **ACADEMIC REGULATIONS**

The following academic regulations are presently in effect at Boston College Law School.

**The Law School requires that students not indulge in any form of cheating or breach of professional ethics as they pursue course work or co-curricular activity. The School has adopted a Code of Academic Conduct setting out these standards. All students should carefully review the Code because they are charged with knowledge of its provisions.**

### **Code of Academic Conduct**

The standards of academic conduct for students at Boston College Law School are distributed to all students to insure that there is no gap between students in the conduct of their work at the Law School and the standard of integrity expected of future members of the bar. Furthermore, the community benefits from an explicit statement of standards of academic integrity. However, all language is subject to varying interpretation, and if any question exists in the mind of any student as to proper conduct in any specific instance, the student is required to clarify the matter by appropriate inquiry or to adhere to the strictest possible interpretation.

Infractions of this Code are serious matters which may lead to expulsion, suspension, or other sanctions. They also reflect upon the moral character of the actor, one of the prime considerations for admission to the bar. The School has a duty to reflect in a student's record proven instances of infractions regardless of the disciplinary action taken in the particular case. Repeated absences from classes or lateness with class assign-

ments might lead to Boston College Law School reporting such concerns to applicable state bar offices.

The pursuit of knowledge can proceed only when scholars take responsibility and receive credit for their work. Recognition of individual contributions to knowledge and of the intellectual property of others builds trust within the university and encourages the sharing of ideas that is essential to scholarship. Similarly, the educational process requires that individuals present their own ideas and insights for evaluation, critique, and eventual reformulation. Presentation of others' work as one's own is not only intellectually dishonest, but also undermines the educational process.

The faculty recognizes the educational value of the exchange of ideas and encourages all students to discuss legal concepts and problems among themselves and with the faculty, members of the community, and the bar. The faculty also, however, recognizes its responsibility to the bar, to the community, and to the students to evaluate each student upon his or her own merits. The basis of the Code and the *a priori* assumption of the School is that all work submitted by a student for grading or other evaluation is his or her own work product.

### Standards of Academic Integrity

Academic integrity is violated by any dishonest act which is committed in an academic context including, but not limited to, the following:

**Cheating** is the fraudulent or dishonest presentation of work. Cheating includes but is not limited to:

- the use or attempted use of unauthorized materials in examinations or other academic exercises submitted for evaluation or otherwise;

- fabrication, falsification or misrepresentation of data, results, or sources for papers or reports, as in reporting experiments, measurements, statistical analyses, or other studies never performed; manipulating or altering data or other manifestations of research to achieve a desired result; selective reporting, including the deliberate suppression of conflicting or unwanted data;
- falsification of papers, official records, reports or resumes;
- copying from another student's work;
- actions which destroy or alter the work of another student;
- unauthorized cooperation in completing assignments or communication during an examination;
- the use of purchased essays or term papers, or of purchased preparatory research for such papers;
- dishonesty in making a requests for make-up exams, for extensions of deadlines for submitting papers, and in any other matter relating to a course;
- refusal to obey the instructions of a proctor regarding exam conditions.

**Plagiarism** is the deliberate act of taking the words, ideas, data, illustrations, or statements of another person or source, and presenting them as one's own. Each student is responsible for learning and using proper methods of paraphrasing and footnoting, quotation, and other forms of citation, to ensure that the original author, speaker, illustrator, or source of the material used is clearly acknowledged.

**Collusion** is defined as seeking or receiving assistance or an attempt to assist another student in an act of academic dishonesty. Collusion is distinct from collaborative learning, which may be a valuable component of students' scholarly development. Different levels of collaboration are acceptable in different courses and students are expected to consult with their instructor if they are uncertain whether their cooperative activities are acceptable.

**Other breaches of academic integrity include:**

- the misrepresentation of one's own or another's identity for academic purposes;
- the misrepresentation of material facts or circumstances in relation to examinations, papers or other evaluative activities;
- submission of the same written work in more than one course without prior written approval from all instructors involved;
- the sale of papers, essays or research for fraudulent use;
- the alteration or falsification of official University records;
- the unauthorized use of University academic facilities or equipment, including computer accounts and files;
- the unauthorized recording, sale, purchase, or use of academic lectures, academic computer software or other instructional materials;
- the expropriation or abuse of ideas and preliminary data obtained during the process of editorial or peer review of work submitted to journals or in proposals for funding by agency panels or by internal University committees;
- the expropriation and/or inappropriate dissemination of personally-identifying human subject data;
- the unauthorized removal, mutilation, or deliberate concealment of materials in University libraries, media, or academic resource centers.

Allegations of a breach of the foregoing standards will be subject to Law School procedures governing academic discipline.

Faculty members, proctors, and/or members of the administration observing infractions of the above rules are expected to report these to the Dean or Associate Dean for Academic Affairs. The Academic Standards Committee of the faculty will hold hearings to determine the facts and to make recommendations to the full faculty on sanctions if they are deemed appropriate. The faculty makes the final determination of a case.

Students are reminded that even non-academic conduct that is not covered by the Code of Academic Conduct may reflect on the student's moral character and may thus be fully relevant to admission to the bar of any state. The Law School has the duty in certifying students for admission to the bar to report any evidence that bears on a student's moral character.

### Degree Requirements

Requirements specific to the J.D. and LL. M. degrees follow.

#### **I. Juris Doctor**

All candidates for the degree of Juris Doctor must follow the prescribed schedule of courses and must carry a full course load during the regular academic year. This requirement may be varied for good cause by the Dean, his designee, and/or the Academic Standards Committee. In addition to the prescribed first year curriculum students must take the following courses: Con Law II, Professional Responsibility, a course satisfying the lawyering skills requirement, a course satisfying the perspectives in justice requirement and a course satisfying the upper level writing requirement. Regular and punctual class attendance is required. Failure to attend classes regularly at the discretion of the professor is grounds for exclusion from the exam or reduction in the final grade. It is the responsibility of each student to contact his or her instructor and to request to be excused for any unavoidable situation necessitating absence from classes or to provide the Dean for Students with documentation of the medical or family emergency that may have contributed to an unexcused absence. Furthermore, outside employment of more than 20 hours per week may not be undertaken.

### A. Residency

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The minimum period of residence required for completion of the degree of Juris Doctor is three academic years (six semesters with a minimum of 12 credit-hours per semester). A minimum of 85 credit-hours is required for graduation.

### B. Credit Hours

Second-year students must enroll in a minimum of 12 credit-hours per semester. They are strongly advised to take a minimum of 26 hours for the academic year in order to earn sufficient credits to graduate. Third-year students must enroll in a minimum of 12 credit-hours per semester and a sufficient number for the academic year to achieve the minimum 85 credits required for graduation. Students who wish to take fewer than the required 26 hours per year or fewer than 12 hours for one semester may do so in extraordinary circumstances with permission of the Dean for Students or the Assistant Dean for Students and Academic Advising. However, students should be aware that the American Bar Association requires that a student register for a minimum of 10 credit-hours and pass 9 credit-hours to be considered a student-in-residence for a semester.

The normal maximum of credit hours taken in one semester is 17, but a student may take more than 17 hours with permission in writing from the Dean for Students or the Assistant Dean for Students.

### C. Independent Study

An Independent Study project may be undertaken by second and third year students under the supervision of a faculty member and with the approval of the Dean for Students or Assistant Dean for Students.

Students may substitute an independent study for up to six credits of course work (up to three credits per semester) of their second or third years. Work receiving independent study credit must

include a significant writing component and be supervised and graded by a faculty member. Students will work with their supervising faculty members on all details concerning the scope of the project, the methods of supervising and grading the student's work (whether by letter grade or pass/fail), all deadlines and the amount of course credit to be given to the project.

#### D. Completion of Degree

No credit hours will be given for a course in which an F is received. Students must receive a passing grade in all first-year courses as a requirement for graduation. Therefore, an F in a first-year course must be removed prior to graduation. The entire program must be completed within 4 academic years following matriculation at the Law School unless this time is extended for good cause by the Dean for Students. Permission to extend the academic program beyond 5 academic years must be given by the Academic Standards Committee. Leaves of absence from the Law School, with the right to re-enter and resume candidacy for the degree, may be granted for good cause by the Dean or his designee.

## **II. LL.M. Degree**

#### A. Residency

The minimum period of residence required for completion of the degree of Master of Laws (LL.M.) is one academic year (two semesters). A minimum of 24 credit-hours is required for graduation.

#### B. Credit Hours

LL.M. students normally must enroll in no fewer than 10, and no more than 14, credit-hours per semester. A student may take as few as 9 credit-hours or as many as 15 credit-hours in a given semester only with permission in writing from the Director, LL.M.

and International Programs.

### C. Course Work

Most of the student's credit hours will be earned through course work in the regular second- and third-year curriculum. The following exceptions to apply to all LL.M. students: (a) special permission will be required for enrollment in clinical courses, moot courts and student law reviews; and (b) with the permission of the Director, LL.M. and International Programs, students may take one graduate level course elsewhere in the University. In addition, the following exceptions apply to foreign-trained LL.M. students: (a) students who do not have significant exposure to U.S. law are required to take the course, The United States Legal System; (b) students are encouraged to take the course, Legal Research and Writing for LL.M. Students; and (c) students may take one first-year course as a matter of right, and a second first-year course with the permission of the Director, LL.M. and International Programs.

### D. Written Work

LL.M. students are required to complete a piece of writing of a breadth and magnitude commensurate with the ABA's upper-level writing requirement for J.D. students. Candidates may meet this requirement by taking at least one course from the list of courses maintained for this purpose by Academic Services. Alternatively, the requirement may be met through an Independent Study project of two or three credits with a faculty member working in a field in which the student is particularly interested.

Work receiving Independent Study credit must include a significant writing component and be supervised and graded by a faculty member. Students will work with their supervising faculty members on all details concerning the scope of the project, the methods of supervising and grading the student's work (whether by letter grade or pass/fail), all deadlines and the amount of

course credit to be given to the project.

#### E. Competition of Degree

No credit hours will be given for a course in which an F is received. The entire program must be completed within two academic years following matriculation at the Law School unless this time is extended for good cause by the Academic Standards Committee. Leaves of absence from the Law School, with the right to re-enter and resume candidacy for the degree, may be granted for good cause by the Dean or his designee. Students contemplating a request for a leave of absence should consult with the Associate Director, LL.M. and International Programs.

#### Grading System

Academic standing is most commonly determined by written examinations conducted at the conclusion of each course. In a number of courses, several written examinations or papers are required during the course. In some elective courses and seminars, a written assignment may be substituted for an examination. In courses such as the clinical programs and trial practice electives, a portion of the course evaluation may reflect performance in the actual or mock trial and office work phases of the course. Whenever attendance and/or class participation is a factor in grading, the professor shall provide students with clear notice on the course syllabus, and in opening comments made during the first week of classes.

In accordance with American Bar Association accreditation standards, work submitted to meet course requirements is retained for one calendar year after the completion of the course. The papers, examination books, and other materials are then destroyed.

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In May of 2002, the faculty reviewed the existing grading

standards and adopted the following policy:

It is the obligation of every member of the faculty individually to strive for the highest possible degree of fairness in the design of the examination or other evaluative device used in a course and in grading students' performance on such tests and devices. It is the responsibility of the faculty collectively to strive for the elimination of disparity among grades given for similar levels of performance.

The grading system of the Law School is as follows:

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<b>A</b>	=	<b>4.0</b>	<b>C</b>	=	<b>2.0</b>
<b>A-</b>	=	<b>3.67</b>	<b>C-</b>	=	<b>1.67</b>
<b>B+</b>	=	<b>3.33</b>	<b>D</b>	=	<b>1.0</b>
<b>B</b>	=	<b>3.0</b>	<b>F</b>	=	<b>0</b>
<b>B-</b>	=	<b>2.67</b>	<b>I</b>	=	<b>Incomplete</b>
<b>C+</b>	=	<b>2.33</b>	<b>W</b>	=	<b>Withdrawal</b>

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#### I. Grade definitions by verbal descriptions

The following descriptions explain the meaning of the grade labels used at Boston College Law School. Faculty members should assign grades consistently with this explanation.

**A, A-** Exceptional work which demonstrates a superior level of academic accomplishment in the area of study.

**B+, B, B-** Good work, which demonstrates achievement of a level of academic accomplishment in the area of study distinctly above that expected of a minimally competent graduate of an accredited American law school. Given the standards of Boston College Law School, such a level of performance is that expected of most graduates of the law school.

**C+, C** Competent work, which demonstrates achievement of a level of

academic accomplishment in the area of study expected of a minimally competent graduate of an accredited American law school. Given the standards of Boston College Law School, such a level of performance is below that expected of most graduates of this law school.

**C-, D** Unsatisfactory work, which does not demonstrate achievement of the minimum level of competence expected of any graduate of an accredited American law school but which demonstrates enough potential for improvement that the student could reasonably be expected to achieve such a level by conscientious study.

**F** Failing work, which reflects a level of learning and ability in the area of study so low as to indicate that the student has failed to perform the work, reading, and study expected of students enrolled in the course. No credit is given for a course in which a F is received, although the F will be used in computing cumulative and annual averages.

**I** Incomplete, which is given when the student has not completed course requirements. The student must arrange with the professor to satisfy the course requirements within one semester. An incomplete becomes a F if the incomplete is not removed within the agreed-upon time.

## II. Grade definitions by statistical distribution

### A. Classes evaluated by examination:

For all classes in which students are evaluated by examination, the mean grade should be approximately 3.2, and the distribution of grades should be approximately as follows:

A	A-	B+	B	B-	C+ and below
10%	15%	25%	35%	10%	5%

If an instructor concludes that the performance of the class being graded

does not justify the above distribution of grades, the percentages set out in the table need not be followed. It is anticipated such circumstances will arise more often in classes with smaller enrollments, and that larger divergence from the prescribed mean will be justified more often in classes with smaller enrollments. Accordingly, instructors have discretion to vary the mean grades for their classes as follows:

1. For classes with enrollments of 40 or more, the mean grade may be as high as 3.30 or as low as 3.0.
2. For classes with enrollments of fewer than 40, the mean grade may be as high as 3.4 or as low as 2.9.

Instructors who wish to assign grades with means outside these ranges must consult with the Associate Dean for Academic Affairs before doing so. If good cause for divergence outside the prescribed range does not exist, the Associate Dean shall urge the instructor to adjust his or her grading approach so as to bring it into conformity with the grading standards set forth above.

B. Classes with enrollments of less than 25 and evaluated by means other than examination.

For classes with enrollments of less than 25 in which students are evaluated by means other than examination (including seminars and clinics), the suggested mean grade is 3.5. If an instructor concludes that the performance of the class being graded does not justify a mean grade of 3.5, the instructor may assign grades with a mean in the range of 3.4 to 3.6. Instructors who wish to assign grades with means outside these ranges must consult with the Associate Dean for Academic Affairs before doing so. If good cause for divergence outside the prescribed range does not exist, the Associate Dean shall urge the instructor to adjust his or her grading approach so as to bring it into conformity with the grading standards set forth above.

C. Optional pass/fail grading for classes with enrollments of less than 25 and evaluated by means other than examination.

Instructors in classes with enrollments of less than 25 and evaluated by means other than examination may, after consultation with the Associate Dean for Academic Affairs, offer such classes on a pass/fail basis. Such option must be announced to students before registration. Students in a pass/fail class may not opt for a letter grade, nor may the instructor change the class from pass/fail to letter grades.

III. Grade Change Policy

Students are encouraged to review the results of examinations or other work for classes with their instructors, and instructors are encouraged to offer students constructive feedback about the nature and quality of work performed. However, an instructor shall not change a student's grade without a faculty vote, except in cases of mechanical or clerical error.

Good Academic Standing

In order to remain in good academic standing and not subject to exclusion, a student must maintain a cumulative average of at least 2.0, measured at the end of each academic year, as well as obtain an average of 2.0 for each year's work.

Any student unable to take an examination or fulfill any academic assignment, or who will be absent from classes for an extended period of time for good and sufficient reason such as religious beliefs, family emergency, or illness, shall report the matter as soon as possible to the Dean for Students and request to be excused. In case of illness, a doctor's or health care professional's note will be required to support the request to be excused. Absence will be excused for religious observances and for any reasons judged by the Dean for Students to be sufficient. An excuse will be granted by the Dean for Students, who will notify the professor(s), Student Records, and such other persons as

need to be informed of the fact. The student shall be provided with an opportunity to make up the examination or other academic assignment under conditions and at such times as the Dean for Students may designate and which will not create an unreasonable burden on the University. The Dean for Students' discretion in such matters shall be final. A student who misses an examination and does not receive permission to take the examination at a later date will receive a F in that course. A student who receives permission to take an examination at a later date will receive an incomplete which will be removed when the instructor submits a grade. If the student fails to complete the course requirements by the designated time, the grade will automatically become a F.

A student with an unsatisfactory grade (F, D, C-) in a course, if otherwise in good standing at the Law School, has the privilege of removing this unsatisfactory grade. A student seeking to remove an unsatisfactory grade must contact the instructor when the course is next offered to determine the requirements of the course. The student must complete all work required by the instructor for the course in which the unsatisfactory grade was received, including examinations, written work, and such other activity that the instructor grades as part of the course evaluation. The student will receive a new grade for the course, which shall be determined by the student's most recent performance on the course requirements; provided, however, the student may not receive a grade of higher than C. A student may not retake an examination more than once in the same course.

No examinations or other course requirements can be taken or performed after graduation. Hence, if a student is unable to remove a grade of less than a C, either because there is no other regularly scheduled examination in that course before his/her graduation or the instructor concerned does not give a special examination, the original grade remains on the transcript and cannot be removed. A student who receives an incomplete grade in a course must remove this prior

to graduation. If an incomplete remains on a student's record at the time the faculty votes on his/her eligibility for graduation, that will be converted to a F. Graduation will then be possible if all other requirements have been met. A student in these circumstances will be unable to remove this F after graduation.

### Reinstatement

A student who has been excluded from the Law School because of unsatisfactory grades has the privilege of petitioning the Academic Standards Committee of the faculty for reinstatement. The student may appear before the Academic Standards Committee to supplement his/her written petition through oral testimony. The purpose of this privilege is solely to provide the excluded student with an opportunity to present to the Committee specific facts, not contained in the academic record, which rebut the presumption of the record. Reinstatement may be granted if the petitioner sustains the burden of proof that extraordinary circumstances, beyond the control of the student, have deprived him or her of a reasonable opportunity to prepare for the examination, examinations, or other evaluative work which resulted in exclusion, and that these extraordinary circumstances are no longer operative. It is thus necessary for an excluded student to include in his or her petition all relevant factors that may have constituted extraordinary circumstances. The proceedings and petition are confidential and are not revealed to any person other than members of the Academic Standards Committee without the consent of the student.

No re-petition for readmission will be considered unless the student has new evidence which he or she could not present at the time of the original petition.

## **POLICIES AND PROCEDURES**

### Students With Special Needs, Disabilities, or Handicaps

Students who have special needs such as physical limitations, particular health requirements, or documented learning disabilities may be entitled to certain individual accommodations. If special accommodations are required for classes, examinations, co-curricular activities, or other matters, the need for these accommodations should be brought to the attention of Tracey West, Assistant Dean for Students and Academic Advising, Stuart House, Room M308, 617-552-1883, (e-mail westtr@bc.edu) as soon as possible.

### Students for Whom English is a Second Language

I. J.D. Students for whom English is a second language should meet with Tracey West, Assistant Dean for Students and Academic Advising, during the first two months of school to determine if any special accommodations, such as use of a dictionary during an examination, may be appropriate. Extra time on first year examinations may be granted only in which a student has never studied at or received a post secondary degree from an institution at which English was the primary language of instruction.

II. LL.M. students in this situation should meet with the Director, LL.M. and International Programs.

### Discriminatory Harassment Policy

The problems of discrimination and harassment based on gender, race, color, national origin or ethnicity, religion, sexual orientation, age, disability, and/or marital, family, or military status are not new in our society. The University is opposed to all forms of such harassment and discrimination and has adopted a policy that covers harassment and discrimination. Law students are provided protection under and are

subject to this policy. For a full copy of this policy, please refer to University policy 1-200-025, Discriminatory Harassment, in Section 1 of the Boston College Policies and Procedures Manual, which is available online at [www.bc.edu/policy](http://www.bc.edu/policy). Any Law School student with questions or concerns pertaining to the Discriminatory Harassment Policy should contact Norah Wylie, Dean for Students, Stuart House, Room M308, 617-552-4255, [wylie@bc.edu](mailto:wylie@bc.edu).

### Computer Center Privileges

The computer center is available to further enhance the academic program offered by the Law School. Under extreme circumstances, a user may lose computer facility privileges. Such loss of privileges may be at the discretion of the monitor on duty, the Dean for Students, or the the Boston College Police Department. Any of the following acts will result in the suspension or permanent loss of computing privileges.

- Destruction or tampering with any of the equipment.
- Violation of copyright laws, including, but not limited to, copying software or copyrighted documentation.
- Installation of personal software or tampering in any way with the system configuration on any Law Library workstation.
- Attempted theft or removal of any equipment or materials from any facility. Such attempts will be reported to the Boston College Police Department.
- Attempted use of false and/or altered identification. Such attempts will be reported to the BC Police Department.
- Repeated or serious violation of Library policies or repeated disruption of any of the Library's computing facilities.
- Violation of any of the University's policies on ethical use of computing and communication services.

### Registration

First-year students will receive initial course assignments in their orientation packets. Upper-level students will pre-register for courses on the dates announced during the school year. Students will be informed of the drop/add dates during the school year.

Under the AGORA computerized registration system, students can verify the courses in which they have registered. It is imperative that all students check the accuracy of their registration and notify Theresa Kachmar, Student and Alumni Records Specialist, M308, 617-552-8695, of any problems encountered. Students may not receive grades and/or credit if the registration is incorrect.

The University Registrar must have on file the state-mandated verification of immunization before a student registers, or a student will lose his or her registration time and slots in limited-enrollment classes. Students with questions about the state law governing immunization should call University Health Services at 617-552-3225.

### Examination Numbers

Most grading is completed utilizing student exam numbers rather than names to preserve student anonymity. Every year, each student is provided a four-digit examination number which the student uses in lieu of the student's name on examinations and any papers that are submitted confidentially to a professor. This 4-digit number begins with a "1", "2", or "3" to correspond to the student's status as a first, second, or third-year student.

In the fall, Academic Services will distribute exam numbers to students. Students will be instructed when to pick up an envelope containing their

exam number for that year. If a student forgets his or her exam number, he or she should come to Academic Services, Stuart M308. At the time his/her exam number is picked up student's must sign a statement clarifying that he/she has read the Academic Policies and Procedure guidelines.

The number should be used for both the fall and spring semesters. **A new examination number is issued each year.** Failure to use the correct examination number may jeopardize entry of a student's examination grades. Students are responsible for using the correct examination number at each exam. If a student has any questions about his/her examination number, the student should come to the Academic Services, before the examination.

### Obtaining Transcripts and Grade Reports

The Law School cannot issue official transcripts. Transcripts must be obtained from the Student Services Office, located in Lyons Hall, 617-552-3300 on the Chestnut Hill campus, or by logging on to AGORA. Mid-term grades or any informal course evaluations will not appear on transcripts.

The University will not issue transcripts to students who are delinquent in paying their accounts or have any outstanding charges (e.g., library fines, parking fines) at the time a transcript is requested.

Whenever they receive an official grade report or transcript copy, students should check the document carefully. Students are responsible for confirming that the course names, course numbers, credits, and grades earned are accurate. Students who believe that there are any inaccuracies should notify Academic Services, 617-552-2527, immediately.

The University issues an official grade report to each student when it has received all grades from all courses taken at Boston College Law School. In general, students will not receive official grade reports

sooner than eight weeks after the last day of the examination period.

Leaves / Visits Away / Joint Degree / Study Abroad

Any student contemplating a change of status such as a leave of absence, transfer, or visit away, must see Norah Wylie, Associate Dean for Students, or Tracey West, Assistant Dean for Students in Room Stuart M308.

If a student wishes to participate in a joint degree program, he/she must see Dean West to discuss and arrange this change. If a student is interested in studying abroad, he/she should first meet with Gail Hupper, Director, LL.M. and International programs.

Boston College Law School students may be allowed to visit away at another ABA approved Law School during either their second or third year of their Boston College Law School program, provided that they have: 1) received prior approval from the Boston College Law School Dean for Students; and 2) applied and been accepted at the other law school. Permission will be granted to visit away only for reasons of serious and unforeseen hardship, including but not limited to medical emergency, unexpected relocation of a family member or life partner, or financial catastrophe. Credit for classes taken at the other law school will be applied towards the student's Boston College Law School degree, and grades received will be reflected on the Boston College Law School transcript; however, grades at the host institution will not be factored into the student's grade point average for any purpose.

To obtain a Boston College Law School degree, students must be in residence full time at Boston College Law School for four semesters. Thus, students who transfer to Boston College Law School after their first full year at another institution are not eligible to visit away during any part of the last two years of their law school program. Students who participate in study abroad through a Boston College or Boston College Law School program may count these semesters of study

toward the four resident semesters. For the purpose of this four semester residency requirement, “in residence” includes students enrolled in a joint degree program with the Law School and another Boston College graduate program.

Students who visit way at another institution pay the tuition of the host institution, not Boston College Law School’s tuition, for the semester or semesters enrolled. However, an administrative fee of \$750 per semester will be assessed for any student who visits away at another law school. The Boston College Law School fee is intended to cover the administrative costs associated with services provided by Boston College Law School for its students while studying at another institution, such as financial aid and student service counseling, degree audits and transcript preparation, and commencement activities.

#### Continuation of Health Insurance of Students on Medical Leave of Absence

Health insurance coverage under the Boston College Student Injury and Sickness Insurance Plan remains in effect until the end of the period for which a student has paid the premium. Fall semester coverage ends on January 14, 2010 and spring semester coverage ends on August 6, 2010.

One additional semester of medical insurance may be available to students who take a medical leave of absence. For more information, and to see if you qualify, please contact Jeffrey Beardsworth, Associate Director of Student Accounts, Office of Student Services.

#### University Smoking Policy

Smoking is banned in all academic and administrative buildings at Boston College. Smoking is permitted only in non-hazardous open areas outside buildings.

### Law School Animal Policy

Unless required for sight impairment or other documented physical disability, students may not bring pets (dogs, cats, etc.) in the law school buildings.

### Law School Communication with Students

The primary sources of official information at the Law School will include the Boston College Law School's main website at [www.bc.edu/lawschool](http://www.bc.edu/lawschool), and the Counselor at <http://counselor.bc.edu/> which is the Law School's online community forum. Notices will also be posted on the bulletin boards on the third floor of Stuart House outside of room 315.

The *Counselor* contains important information on subjects such as courses, meetings, committees, speakers, and social activities. The Counselor is the formal record of notices concerning the Law School with links to other important web sites, such as the Academic Services homepage and the Law Students Association web site as well as many useful legal and Boston area links. All students are responsible for familiarity with its contents. Many critical announcements, such as deadlines for registration, financial aid, and course selection are posted on this site.

Notices as to exam schedules, and course changes will be posted on the Academic Services web site. Financial aid information will be posted on the Admissions and Financial Aid web site and in *The Counselor*. For information about student organizations and events, see the Dean for Students and the Law Student Association web site.

Notices, ads, signs, or other materials may not be placed on any academic boards without permission from Brittany Collins, Administrative Assistant, Stuart M308. Furthermore, notices and signs may not be posted on any doors and walls. Improperly posted notices will be

Faculty members, the Dean for Students and other members of the Law School community often communicate with individual students by emailing students at their bc.edu address and/or placing materials in students' in-house mailboxes located in the area outside of the Snack Bar. Students should check their mailboxes at least once daily. If students also maintain separate email accounts, it is their responsibility to insure all mail addressed to their Boston College accounts is forwarded promptly.

In the event of a snow emergency, students are advised to listen to WBZ (1030 AM) or WHDH (850 AM) between 6:30 a.m. and 8:30 a.m. or check the Counselor bulletin at the top right corner of the page. A decision that Boston College will not hold classes applies to the Law School as well. If the administrative offices are to be closed, the announcement will so specify.

## ACADEMIC CALENDAR, 2009-2010

### FALL SEMESTER, 2009

Second- and third-year classes begin.....	Aug. 31
First-year orientation and classes.....	Sept. 1
No classes (Labor Day).....	Sept. 7
No classes (Yom Kippur).....	Sept. 28
No classes (Columbus Day).....	Oct. 12
Administrative Monday* .....	Oct. 13
Thanksgiving recess.....	Nov. 26-27
Second- and third-year classes end.....	Dec. 7
Second- and third-year reading days.....	Dec. 8-9
Second- and third-year examinations.....	Dec. 10-23
First-year classes end.....	Dec. 8
First-year reading days.....	Dec. 9-10
First-year examinations.....	Dec. 11-22

(\*Tuesday classes are cancelled and Monday classes substituted.)

### SPRING SEMESTER, 2010

All classes begin.....	Jan. 11
No classes (Martin Luther King Day) .....	Jan. 18
Spring recess.....	March 1-5
Easter recess.....	April 2-5
Administrative Monday* .....	April 6
No classes (Patriots Day).....	April 19
Classes end.....	April 30
Second and third year reading days.....	May 1-3
Second and third year exams.....	May 4-17
First year reading days.....	May 1-3
First year examinations.....	May 4-21
Law Reviews/UCC Writing Competition (Pickup)**	May 21
Univeristy Commencement.....	May 24
Law School Commencement.....	May 28
Law Reviews/UCC Writing Competition (Return)**	June 3

(\*Tuesday classes are cancelled and Monday classes substituted)

(\*\*Participation in Law Reviews/UCC Writing Competition is optional)

### *Telephone Directory*

Boston College Law School Main Number	(617) 552-8550
Dean's Office	552-4340
Academic Services	552-2527
R. Michael Cassidy, Associate Dean for Academic Affairs	552-4343
Elizabeth Rosselot, Assistant Dean for Academic Affairs and Registrar	552-4337
Theresa Kachmar, Student & Alumni Records Specialist	552-8695
Linda Raute, Administrative Assistant	552-6077
Norah Wylie, Associate Dean for Students	552-4255
Tracey West, Assistant Dean for Students and Academic Advising	552-1883
Fred Enman, S.J. Special Assistant to Dean Wylie	552-1910
Brittany Collins, Administrative Assistant	552-4342
Gail Hupper, Director, LL.M. Program	552-4573
Nayla Raffol, Administrative Assistant, LL.M.	552-2127
Computer Support (ATR)	552-2604
Law Library	552-4405
Boston College Health Services	552-3225
Boston College Counseling Services	552-3310

Campus Escort Service	552-8888
Shuttle Bus Hotline	552-4711
Class cancellations (Inclement Weather) (4636)	552-INFO
Boston College Police, Emergency	552-4444
Boston College Police, Non-Emergency	552-4440

BOSTON COLLEGE LAW SCHOOL  
OFFICE OF ACADEMIC SERVICES

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