



# ACADEMIC POLICIES & PROCEDURE

2011-2012



## **INTRODUCTION**

Enclosed in this pdf 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 via e-mail from Academic Services.

## **ACADEMIC REGULATIONS**

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

**Students shall 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' 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. **All language is subject to interpretation; however, 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. In addition, and because diligence is an important professional attribute, repeated absences from classes or lateness with class assignments may lead to the reporting of such behavior to state bar offices.

The pursuit of knowledge can proceed only when scholars take responsibility and receive credit for their work. Recognition of

an individual contribution 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;
- the alteration or falsification of official records;
- the falsification of personal, professional or academic credentials;
- 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 purchase of or sale of papers, essays or research for fraudulent use;
- 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, in proposals for funding by agency panels or by internal University committees, or as part of a peer editing class assignment;
- the expropriation and/or inappropriate dissemination of personally-identifying human subject data;
- 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: Constitutional 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 is grounds for exclusion from the exam or reduction in the final grade at the discretion of the professor. 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**

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 of 85 credits required for graduation. Students who wish to take fewer than the required 26 credit hours per year or fewer than 12 credit 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.

The maximum credit hours that may be taken in one semester is 17.

Under ABA Standard 304 (b), at least 65 credit hours must be taken in regularly scheduled classes.

### **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 and Academic Advising.

Students may substitute an independent study for up to six credits of course work, and up to a maximum of three credits in any one semester, during their second or third years. Work receiving independent study credit must include a significant writing component of 15 pages per credit granted 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 four 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 five 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. A law degree must be completed with 84 months of matriculation under ABA standard.

## 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

The number of credit hours in which an LL.M student enrolls each semester should be designed to permit the student to earn the LL.M. degree in one academic year (two semesters). LL.M. students normally must enroll in no fewer than ten, and no more than 14, credit-hours per semester. A student may take as few as nine credit-hours or as many as 15 credit-hours in a given semester only with permission in writing from the Director of the 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 apply to all LL.M. students: (a) special permission will be required for enrollment in clinical courses, 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

All LL.M. students must satisfy a written work requirement. This can be done in one of the following two ways:

1. By completing the writing assignments required for the courses The United States Legal System and Legal Research and Writing for LL.M. Students, **OR**
2. By completing a piece of writing of a breadth and magnitude

commensurate with the ABA's upper-level writing requirements 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 of 15 pages per credit granted, and must 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 grad or pass/fail), all deadlines and the amount of the course credit to be given to the project.

#### **E. Completion 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 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, class participation or presentations may be included in the final grade. In classes in which class participation is counted toward the final grade, professors will provide students with clear notice on the course syllabus, and in opening comments made during the first week of classes.

In accordance with the 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.

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

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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, this level of performance is 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, this 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 an 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 an 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 3.7. 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.

D. Pass/Fail Elective

J.D. students may take a total of six credits, in no more than two classes, on a pass/fail basis in their second and third years if such an option is offered by the professor in a particular class. Constitutional Law II and Professional Responsibility cannot be taken on a pass/fail basis.

LL.M. students may take up to three credits, in no more than one class, on a pass/fail basis during the LL.M. year. The United States Legal System and Legal Research and Writing for LL.M. students may not be taken on a pass/fail basis.

Students who wish to exercise this option must obtain the appropriate form from Academic Services. The form must be returned no later than Wednesday, September 7, 2011 for the fall semester and Wednesday, January 18, 2012 for the spring semester. All choices for pass/fail are final and cannot be changed once the deadline has passed.

### **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 J.D. student must maintain a cumulative grade point average of at least 2.0, measured at the end of each academic year, as well as achieve an average of 2.0 for each year's work. In order to remain in good academic standing and not subject to exclusion, an LL.M. student must maintain a cumulative average of at least 2.0, measured at the end of each semester.

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. Exceptions, when appropriate, are 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 an 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 an 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 a 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, the incomplete will be converted to an 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 no longer exist.

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, with the exception of the bar in any jurisdiction to which the student applies for admission. 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.

### Involuntary Leave of Absence

As noted above, a student who fails to maintain a 2.0 GPA at the end of each academic year will be excluded from the Law School. In addition, under University policy, students may also be excluded from the University, and therefore from the Law School, for reasons of health or safety, or when a student's continuance in school poses a significant risk to the student or to others. For a fuller explanation, please refer to <http://www.bc.edu/publications/studentguide/judicial.html>.

### Student Complaints Implicating Compliance with the ABA Standards and Rules of Procedure for Approval of Law Schools

In August of 2011, the ABA adopted a Standard 512 regarding student complaints. A student or group of students at Boston College Law School who believes a significant problem that directly implicates the school's program of legal education and its compliance with the ABA standards has the right to file a complaint regarding that problem. Such a complaint may be filed either with the Associate Dean for Students or the Associate Dean for Academic Affairs. The complaint must be filed in writing and must identify the behavior, action or inaction complained of and the Standard or Standards that is alleged to have been violated. The ABA Standards may be found at [http://www.americanbar.org/groups/legal\\_education/resources/standards.html](http://www.americanbar.org/groups/legal_education/resources/standards.html).

Upon receipt of a written complaint, the Associate Dean receiving the complaint shall, within 30 business days, meet with the student or students making the complaint and, if necessary, conduct an investigation into the substance of the complaint. Upon completion of any investigation, the Associate Dean shall prepare a written report of his/her findings. Such a report will include a determination as to whether or not a significant problem that directly implicates the school's program of legal education exists. If such a significant problem is found to exist, a recommendation of action to be taken to resolve the complaint shall be included. The student or students filing the initial complaint shall be given a copy of the report.

If the student(s) are dissatisfied with the report of the Associate Dean, the student may request a review of the report by the Dean or his designee.

Please note that in addition to the formal complaint process outlined above, students are always free to raise matters of individual concern with either the Associate Dean(s) for Academic Affairs or Students. Matters involving solely individual concerns will, in most cases, be more appropriately resolved in a less formal way than the complaint process outlined above.

## **SCHOOL POLICY 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 Norah Wylie, Dean for Students, Stuart House, Room M308, 617-552-4255, (e-mail [wylie@bc.edu](mailto:wylie@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 if 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.

### **Discrimination/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, Discrimination 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 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.

First-year students will be e-mailed course assignments. 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 might not receive grades and/or credit if the registration is incorrect.

### Registration

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 e-mail exam numbers to students. By using his or her exam number, the student certifies 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 or has forgotten his/her examination number, the student should come to 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 at 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 dual degree program, he/she must see Dean West to discuss 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 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 participation in 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, 2012 and spring semester coverage ends on August 6, 2012. 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 the law school buildings.

### Law School Animal Policy

Unless required for sight impairment or other documented 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 include the Boston College Law School's main website at *www.bc.edu/lawschool*, and the Boston College email system.

Students will also receive e-mails from Career Services, Financial Aid and Academic Services. Students are responsible for either checking their bc.edu e-mail account on a daily basis or insuring e-mails to that account are forwarded to other accounts on a regular basis. 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. For information about student organizations and events, see the Dean for Students' and the Law Student Association's web site.

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

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.

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, 2011-2012

### FALL SEMESTER, 2011

Second- and third-year classes begin .....	Aug 29
First-year orientation and classes .....	Aug 29-Aug 30
No Classes (Labor Day) .....	Sept 5
No Classes (Rosh Hashanah) .....	Sept 29
No Classes (Columbus Day) .....	Oct 10
Administrative Monday* .....	Oct 11
Administrative Thursday** .....	Oct 19
Thanksgiving Recess.....	Nov 24-25
Classes End .....	Dec 7
Reading Days .....	Dec 8
Exams .....	Dec 9-21
Conflict and Make-up Exams.....	Dec 22

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

### Spring Semester, 2012

All Classes Begin .....	Jan 9
No Classes (Martin Luther King Day) .....	Jan 16
No Classes (President's Day) .....	Feb 20
Administrative Monday* .....	Feb 21
Spring Recess .....	March 5-9
Easter Recess.....	April 5-6
No Classes (Patriot's Day) .....	April 16
All Classes End .....	April 27
Reading Days .....	April 28-April 30
Second and Third Year Exams.....	May 1-14
First Year Exams .....	May 1-17
Law Reviews / UCC Writing Competition (Pick-Up)** .....	May 17
University Commencement.....	May 21
Law School Commencement .....	May 25
Law Reviews & UCC Writing Competition (Return) .....	May 31

(\*Tuesday classes are cancelled and Monday classes substituted)  
(\*\*Writing Competition Participation is optional)

### *Telephone Directory*

Norah Wylie Associate Dean for Students	(617) 552-4255
James Repetti Associate Dean for Academic Affairs	552-4327
Diane Ring, Associate Dean for Academic Affairs	552-0604
Tracey West Assistant Dean for Students, Diversity Initiatives and Academic Advising	552-1883
Elizabeth Rosselot Registrar and Assistant Dean for Academic Affairs	552-4337
Fred Enman, S.J. Special Assistant for the Dean for Students	552-1910
Theresa Kachmar Student & Alumni Records Specialist	552-8695
Brittany Bailey Administrative Assistant, Dean for Students Office	552-4342
Linda Raute Administrative Assistant, Academic Services	552-6077
Gail Hupper Director, LL.M. Program and International Studies	552-4573
Law School, Main Number	552-8550
Dean's Office	552-4340
Academic Services	552-2527
Career Services	552-4345
Financial Aid	552-4243
Bookstore	552-4403
Computer Support (ATR)	552-2604
Development	552-3734
Law Library	552-4434
Boston College Health Services	552-3225
Boston College Counseling Services	552-3310
Campus Escort Services	552-8888
Shuttle Bus Hotline	552-4711
Class Cancellations (Inclement Weather)	552-4636
Boston College Police (Non-Emergency)	552-4440
Boston College Police ( <b>Emergency</b> )	552-4444