

HIGH POINT UNIVERSITY

The Premier Life Skills University®

Kenneth F. Kahn School of Law

STUDENT HANDBOOK

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I. INTRODUCTION

The Kenneth F. Kahn School of Law is an independent academic unit of High Point University and has its own policies and procedures that affect students and faculty. The purpose of this handbook is to inform students and others associated with the law school of the policies, practices, and procedures concerning the governance and operation of the law school.

The law school Academic Policies Committee is responsible for keeping this Student Handbook updated. The handbook must be updated at least once a year. Any changes or updates to the handbook must be approved by the Academic Policies Committee and then by the full faculty.

This handbook is provided to students and others for their general guidance only. It does not constitute a contract, either express or implied. Please note that the entire handbook is amended only periodically and that existing policies may be revised or new policies adopted at the law school's and university's discretion. Those policies may not yet be included in this handbook. Moreover, the policies in this handbook are supplemented by the School of Law Honor Code and by the High Point University *Graduate and Professional School Bulletin* (<https://www.highpoint.edu/graduate/bulletins/>) and by other University policies and procedures. Please note that law school student policies will control if in conflict with university policies. Specific questions regarding law school policies should be directed to the law school administration.

II. MISSION

The Kenneth F. Kahn School of Law at High Point University seeks to foster an environment in which students, faculty, and staff are free to engage in robust, uninhibited, and respectful discussion and debate, employing critical analysis and reasoned argument to equip students with the legal knowledge, skills, and values necessary to become lawyer-leaders who serve their clients and communities with civility and grace.

To accomplish this mission, the law school has established the following program learning outcomes.

Upon completing the Juris Doctor degree at the Kenneth F. Kahn School of Law at High Point University, students will be able to:

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|---|
| 1. Demonstrate knowledge of the law and the legal profession, including an understanding of <ol style="list-style-type: none">Substantive and procedural lawPrincipal sources of lawThe structure of the legal profession and its role in society |
| 2. Interpret and apply the law effectively by <ol style="list-style-type: none">Identifying and articulating the legal issues presented in a fact situationIdentifying and applying the relevant rules of lawDrawing and explaining appropriate legal conclusions |
| 3. Engage in successful legal research and problem solving by <ol style="list-style-type: none">Finding legal authority relevant to the legal issues in a particular context |

b. Identifying the relative weight of authority for primary and secondary sources available for given subject areas c. Using various sources to address and resolve complex legal issues
4. Demonstrate effective and appropriate written and oral communication skills in legal contexts by a. Speaking and writing in a clear, logical, and effective manner appropriate to the audience and purpose b. Presenting a persuasive formal argument, both orally and in writing, to an impartial tribunal
5. Demonstrate the ability to identify and meet professional and ethical responsibilities through an understanding of a. The values of the profession and the rules and standards governing lawyers' professional conduct b. How moral principles, faith, and values can be integrated with lawyers' professional responsibilities
6. Reflect the development of a professional identity, including the ability to a. Articulate a decision-making framework that will guide the graduate in making ethical decisions in the practice of law b. Articulate a strategic plan for achieving the graduate's career goals c. Understand practices for maintaining personal well-being while pursuing the graduate's professional pathway d. Understand principles for effective leadership in organizational contexts
7. Exhibit cross-cultural competence when exercising legal skills, including the ability to a. Engage inclusively and effectively with clients, lawyers, and others who have different life experiences and viewpoints b. Identify ways to improve access to justice and the quality of justice in the legal system

III. LAW SCHOOL GOVERNANCE

The School of Law is governed by the Dean and the law school faculty. The leadership team of the school can be found on the law school's website at <https://www.highpoint.edu/law/leadership-team/>.

Note: wherever this handbook refers to "Associate Dean" with no further designation, this term means the administrator who has been assigned by the Dean as having primary responsibility for student affairs and services, however titled.

IV. ADMISSIONS POLICIES

Preamble

In our commitment to excellence in legal education, and in compliance with ABA Standards, the Kenneth F. Kahn School of Law at High Point University seeks to enroll students who desire to be lawyer-leaders who will serve their clients and community with exceptional skill, inspirational character, and unwavering integrity. We admit candidates who demonstrate academic readiness for law school and a commitment to the mission and values of High Point University as a God, family, and country institution.

This policy is designed to reflect the ABA Standards for sound admission practices while fostering an inclusive and collegial environment. The law school shall only admit applicants who appear capable of satisfactorily completing our program of legal education and being admitted to the bar.

1. Adherence to ABA Standards

- **Academic Competence:** We assess each applicant's potential to succeed in our rigorous academic program. This evaluation includes, but is not limited to, LSAT/GRE scores, undergraduate GPA, and any post-graduate academic experiences.
- **Holistic Review:** Beyond academic metrics, we conduct a holistic review of each applicant's written statements, personal references, extracurricular activities, and work history.

2. Mission of Inclusion and Collegiality

- We value diverse perspectives and seek to enroll students from a range of backgrounds and experiences and who appreciate the benefits of an inclusive community.
- Our goal is to create a collegial environment where all students feel respected and are encouraged to contribute to the legal community positively.

3. Alignment with Core Values

- High Point University is a God, family, and country institution; and these values are infused throughout its educational model and environment.
- We therefore appreciate applicants who demonstrate a recognition of the importance of these values as foundational pillars of a free and flourishing society.

4. Lawyer-Leader Development

- **Leadership Potential:** We look for applicants who evidence leadership qualities and civic engagement and a desire to make a meaningful impact in the legal field and beyond.
- **Service Orientation:** A commitment to public service and community involvement is highly regarded, reflecting our institution's ethos of service.

5. Application Process

- **Transparency:** The application process will be transparent and fair, with clear guidelines and deadlines.
- **Accessibility:** The admission process will be accessible to all qualified applicants, and every candidate will be provided fair evaluation of their potential for success in our program as we seek to enroll the most qualified class possible.

6. Continuous Improvement

- **Regular Review:** This policy will be reviewed regularly to ensure it aligns with accepted educational standards and the values of our school and the legal profession.

This policy aims to enroll an academically strong class of individuals who strive to uphold high standards of character, ethics, and integrity, and who are dedicated to upholding the fundamental tenets of God, family, and country in their pursuit of legal education. The School of Law strives to pursue academic rigor, diversity and inclusion, and a commitment to the values that underpin the ethos of the school and broader university.

V. DEGREE REQUIREMENTS AND ACADEMIC ADVISING

A. Academic Advising

All students will be assigned a faculty mentor in the students' first year of law school. The mentor will be a member of the full-time faculty who will assist them in developing career objectives and selecting academic courses.

It is the student's responsibility to meet the requirements of the degree as established by the law school faculty and administration and the HPU Board of Trustees, and it is important that the student consult with his or her faculty mentor and/or with the law school administration concerning course selection, sequential courses, prerequisite courses, and graduation requirements. Students are required to obtain academic advising from their faculty mentor in the spring semester of their first year of law school and the spring semester of their second year of law school. Students are also encouraged to obtain academic advising in the fall semesters of their second and third years.

Students are required to take between 12 and 16 credit hours each fall and spring semester. A student who desires to take fewer than 12 or more than 16 credit hours during any fall or spring semester must obtain prior approval from the Associate Dean for Academic Affairs. No student will be allowed to take more than 18 law credit hours in any one term.

B. Graduation Credit Requirements & Time Limits

The J.D. degree requires a minimum of 90 credit hours. The law school provides credit for course work taken only after the student has matriculated in the school's J.D. program of study. The law school will not grant credit toward the J.D. degree for work taken in a pre-admission program. Candidates for the J.D. degree must complete the program with a minimum cumulative law GPA of 2.000 on a 4.000 scale.

The School of Law requires that all degree requirements for J.D. students must be met within five calendar years from the date of entry into the law school. Candidates for the J.D. degree must, as a general rule, meet the unit, grade, and course requirements in effect at the time of their admission. Students who withdraw and later re-enter the law school after more than one calendar year has elapsed will be bound by the requirements in effect at the time of their readmission. A waiver of certain new or changed requirements may be granted for good cause shown.

C. Course Requirements

The J.D. curriculum is set forth below. Thirty-one (31) course credits will be required in the first year, as outlined below. Twenty-five (25) course credits will be required in the upper-level courses. Except as noted below, students may take these upper-level required courses in their second or third year. Students also will have course credits that must satisfy the upper-level experiential and rigorous written skills requirements. They, in turn, will satisfy the remainder of the credit requirements through elective courses. Elective courses are offered according to faculty availability and student enrollment. The nature, content, and number of units awarded for courses are subject to change without notice.

First Year Required Courses—31 total credit hours

Fall Semester	15
LAW 7100 Professional Pathways.....	1
LAW 7110 Civil Procedure.....	4
LAW 7120 Contracts	4
LAW 7130 Torts	3
LAW 7140 Legal Research & Writing I	3
Spring Semester	16
LAW 7200 Professional Formation	1
LAW 7210 Constitutional Law	4
LAW 7220 Property	4
LAW 7230 Criminal Law.....	3
LAW 7240 Legal Research & Writing II.....	3
LAW 7250 Access to Justice Practicum	1

Upper Level Required Courses—25 total credit hours

<i>Must be taken in student's second (2L) year—</i>	
LAW 8100 Professional Responsibility	3
LAW 8110 Evidence.....	4
LAW 8250 Advocacy Skills Practicum.....	1
<i>Must be taken either in student's second (2L) or third (3L) year—</i>	
LAW 8120 Business Associations	4
LAW 8130 Sales.....	2
LAW 8140 Constitutional Criminal Procedure	2
<i>Must be taken in student's third (3L) year—</i>	
LAW 9250 Leadership Practicum	1
LAW 9500 Bar Readiness Workshop.....	2

Experiential Skills Requirement—Six Hours Required

LAW 8250 Advocacy Skills Practicum is a required upper-level experiential skills course, which counts as one credit hour of the six hours required. To satisfy this experiential skills requirement, students must therefore take at least five additional credit hours from a menu of upper-level simulation, clinic, and externship courses that focus on developing students' practical lawyering skills. The law school administration will identify these courses and communicate this list of courses to students. Students may not use the same courses to satisfy both the Experiential Skills Requirement and the Upper-Level Rigorous Written Skills Requirement.

Upper-Level Rigorous Written Skills Requirement—One Hour Required

To satisfy this requirement, students must take at least one credit hour from a menu of upper-level seminars, independent studies, and other courses that include a major paper assignment. The law school administration will identify these courses and communicate this list of courses to students. Students may not use the same courses to satisfy both the Experiential Skills Requirement and the Upper-Level Rigorous Written Skills Requirement. For independent studies, students will satisfy this requirement upon approval from a supervising faculty member. Although no particular format is required, independent studies require students to submit, at a

minimum, a detailed outline, a draft on which the supervising faculty member provides substantive feedback, and a final written product.

D. Elective Courses

Students will complete their credit hour requirement by choosing from among any of the courses offered by the law school for which they have met the necessary prerequisites. Students should be aware that different states have different rules on eligibility for admission to the bar. These rules may require a candidate to have taken certain courses or categories of courses in law school. Students are responsible for researching the eligibility requirements in the state where they plan to practice and for ensuring they take any required courses.

Further, in accordance with ABA Standard 311(a), students must complete a minimum of 64 credit hours in courses that require attendance in regularly scheduled classroom sessions or direct faculty instruction, so students should choose electives accordingly. The 64 credit hours may include participation in simulation courses or law clinics but do not include participation in field placements (externships); participation in co-curricular activities such as law journals, moot court, and trial advocacy; or participation in coursework taken through another department, school, or college of the university with which the law school is affiliated, or at another institution of higher learning.

E. Determination of Credit Hours for Coursework

The American Bar Association (ABA) and U.S. Department of Education require that law schools adopt, publish, and enforce written policies on the determination of credit hours. According to ABA Standard 310(b)(1), a “credit hour” is defined as follows:

an amount of work that reasonably approximates: (1) not less than one hour of classroom time or direct faculty instruction and two hours of out-of-class student work per week for fifteen weeks, or the equivalent amount of work over a different amount of time; or (2) at least an equivalent amount of work as required in subparagraph (1) of this definition for other academic activities as established by the institution, including simulation, field placement, clinical, co-curricular, and other academic work leading to the award of credit hours.

The ABA stipulates that fifty minutes suffice for one hour of classroom or direct faculty instruction and that sixty minutes constitute one hour for out-of-class student work. Based on these numbers, the ABA requires at least 42.5 hours of total in-class instruction and out-of-class student work per credit [$15 \times 50 \text{ minutes} + 15 \times 120 \text{ minutes} = 2,550 \text{ minutes (or 42.5 hours)}$].

In accordance with Standard 310, each course in the School of Law thus requires the equivalent of 42.5 hours of classroom or direct faculty instruction and out-of-class student work per credit hour. The School of Law adopts the following policy to determine the appropriate number of credit hours for coursework and to ensure law school compliance with this determination.

Appropriate Number of Credit Hours for Coursework

1. Traditional Classroom Courses. For traditional classroom courses, each course credit hour

requires an amount of work that reasonably approximates at least:

- (1) fifty-five minutes of classroom time or direct faculty instruction for thirteen weeks (or the equivalent amount over a different period of time);
- (2) thirty hours students devote to out-of-class academic engagement; and
- (3) one hour students devote to taking a final examination, to completing a final assessment, or for additional instruction, as explained below.

This breakdown ensures that students devote at least 42.5 hours to complete the coursework per credit hour awarded.

Class time or direct faculty instruction: The Fall and Spring semesters are comprised of (1) thirteen weeks of classroom instruction (plus makeup days for holidays); (2) a reading period; and (3) an examination period. The School of Law adds five minutes to the ABA-required minutes for each classroom session to allow for extended reflection on and discussion of professional formation themes. A one-credit course thus meets for one hour, not 55 minutes.

Out-of-class academic engagement: Out-of-class academic engagement is considered in the aggregate over the semester (or term of the course). This engagement includes time students spend preparing for class, reviewing class materials, completing assignments and projects, and preparing for a final exam or final assessment.

Final examination or assessment: For courses with a final exam, the duration of the exam will normally match the number of credit hours for the course (e.g., a three-credit course will have a three-hour exam), absent exceptional circumstances. For courses without a final exam, students must use the time they would have devoted to taking a final exam (e.g., three hours for a three-credit course) in completing the course's final assessment, such as a paper or final project; or the professor must provide additional instruction equivalent to this amount of time.

2. Clinics. These courses require an amount of work reasonably approximating at least 42.5 hours of student work per credit, including time spent working on cases, projects, simulations, and attending a weekly classroom component.

3. Externships. In accordance with the Legal Externship (LAW 8550) course description, students must complete 50 hours of work at the field placement for each credit hour received.

4. Other Academic Activities. For the purpose of determining the credit hours awarded in other academic activities such as independent study, moot court, and other academic work leading to the award of credit, the faculty advisor must communicate the hourly expectation to students (that the students involved must work at least 42.5 hours per credit received).

Policy Compliance

The Associate Dean for Academic Affairs assigns the amount of classroom time for each course in compliance with this policy, and courses are then scheduled for student registration. Classroom times may be adjusted to account for out-of-class, supervised instruction. In such situations, faculty members are required to justify the deviation from the default time in their syllabi.

Professors are required to review their syllabi and their course assignments and expectations to ensure compliance with this policy. Professors will consider in this determination projected in-class

time and anticipated time students will invest in out-of-class academic engagement. For all traditional classroom courses (as identified above), professors are encouraged to put in their syllabi language that explains that students are expected to spend at least two hours each week per credit hour in out-of-class academic engagement, which includes time preparing for class, reviewing class materials, completing assignments and projects, and preparing for a final exam or final assessment. For other courses (i.e., clinics, externships, and other academic activities), professors teaching those courses must establish procedures (such as a time log students complete) to assess the time students devote to the course to ensure compliance with this policy.

In its course approval process, the Curriculum Committee considers this policy in approving the number of credits allocated to courses. Professors are required to submit their syllabi for courses they are teaching that semester to the law school administration, and the Associate Dean for Academic Affairs will periodically review course syllabi to assess whether courses are complying with this policy. The law school Curriculum Committee may also periodically review the awarding of credit for other academic activities to ensure compliance with this policy.

In addition to inclusion in this Student Handbook, this policy will be published on the School of Law's website and where otherwise appropriate.

VI. COURSE ENROLLMENT POLICIES

A. Transfer Students

The School of Law admits a limited number of transfer students. No third-year transfer students will be accepted; however, a third-year student may apply to attend the School of Law on Visiting Student status. Any applicant for transfer must submit, along with the application for admission, a letter signed by the dean of the student's current law school certifying that the applicant is a student in good standing and eligible to return to that school. A maximum of 32 semester credits or 45 quarter credits may be accepted for transfer credit. Only courses with grades of "C" (or equivalent) or better and which are equivalent to courses at HPU Law or which have acceptable course content may be accepted. The School of Law will not accept the transfer of the student's GPA from the previous law school for any reason.

Transfer students must complete the School of Law's degree requirements in effect at the time they matriculate into the law school. If a transfer student matriculates into the law school with twenty-eight (28) or more credits, the student need not complete LAW 7100 Professional Pathways and LAW 7250 Access to Justice Practicum; but all transfer students must complete LAW 7200 Professional Formation, absent exceptional circumstances.

B. HPU Students Visiting at Another Law School

After matriculation at the Kenneth F. Kahn School of Law, a student may transfer credits earned at another law school only with advance permission of the law school administration. Students should file a petition to transfer credits from another law school at least two months before the deadline to apply at the other school in order to guarantee a timely response.

Petitions to transfer credits earned during a summer term at an ABA-approved law school will be reviewed by the law school administration on the basis of the appropriateness of the petition, taking into account the student's academic standing, and with regard to the specific courses proposed.

Petitions to transfer credits earned at another ABA-approved law school during one or more regular academic terms (other than summer) will be granted only in extraordinary circumstances. A determination of "extraordinary circumstances" will be made by the law school administration on the basis of all relevant factors, including, but not limited to, whether the circumstances were unforeseeable at the time the student first enrolled at HPU, the nature of the circumstances, the number of credit hours already completed at HPU, the number of credit hours and specific courses proposed for the other law school, and the student's academic standing. In general, reasons related to finances, bar preparation, employment, or networking do not constitute "extraordinary circumstances." In any case, the granting of any petition is also subject to approval of the specific courses proposed to be taken at the other law school.

Only courses with grades of "C" (or equivalent) or better are eligible for transfer credit.

C. Registration Procedures

J.D. students will be given preference in registration for J.D. courses over non-J.D. students. All first-year J.D. students will have their registration completed by the HPU Office of Graduate Operations. Beginning with the academic term in which a student first becomes eligible to register for elective courses, the student will register for courses online via Student Planning. All second-year students will be automatically registered for LAW 8110 Evidence, LAW 8100 Professional Responsibility, and LAW 8250 Advocacy Skills Practicum when those courses are offered in that academic year. All third-year students will be automatically registered for LAW 9250 Leadership Practicum and LAW 9500 Bar Readiness Workshop when those courses are offered in that academic year.

First-year students may not take any classes outside the law school. Second-year and third-year students may not take classes outside the law school during the fall and spring semesters, but they may do so during the summer. Exceptions to this policy may be made for courses in other HPU departments that have been approved for law school credit and pursuant to the policy "HPU Students Visiting at Another Law School."

D. Distance Education

Earning Credit for Distance Education Courses

J.D. students may earn credit for courses offered through distance education, subject to the following conditions:

1. For distance education courses offered through law schools other than HPU Law, students must petition in advance for approval, pursuant to the policy herein titled, "HPU Students Visiting at Another Law School."
2. Students may earn a maximum of fifty percent of their required credit hours through

distance education over their law school course of study. Remote participation in a non-Distance Education Course by a student as an accommodation provided under law (such as the Americans with Disabilities Act) or under exceptional circumstances does not cause the course to count towards this distance education credit limit.

Requirements for Distance Education Courses

For purposes of this policy, a “distance education” course is one in which students are separated, in time or place, from all faculty members for more than one-third of the instruction and the instruction involves the use of technology to support regular and substantive interaction between the students and all faculty members, either synchronously or asynchronously. The law school will verify that a student who registers for any distance education course is the same student who academically engages in the course.

Each distance education course will comply with the following requirements:

1. provide regular interaction between students and the faculty member that includes: (i) the opportunity for substantive interactions with the students on a predictable and scheduled basis; (ii) monitoring the students' academic engagement and success; and (iii) ensuring that the faculty member is responsible for promptly and proactively engaging in substantive interaction with a student based on the faculty member's monitoring or upon request by the student.
2. provide substantive interaction that engages students in teaching, learning, and assessment, consistent with the content under discussion, by including at least two of the following: (i) providing direct instruction; (ii) assessing or providing feedback on coursework; (iii) providing information or responding to questions about the content of the course; or (iv) facilitating a group discussion regarding the content of the course.
3. use appropriate and readily accessible technology that effectively supports the learning outcomes of the course; and
4. ensure that students, faculty, and others involved in the course receive appropriate training and support for the technology used. Law library staff will be available during distance education courses to meet the needs and schedules of students enrolled in these courses.

VII. EVALUATION, GRADING, AND REPORTING POLICIES

A. Faculty Evaluation of Student Performance

Faculty evaluate student performance based on the assessments outlined in each course syllabus, and it is each student's responsibility to be aware of the due dates and other assessment parameters outlined in the syllabus. Such assessments may vary depending on the subject matter and methodology of instruction and may include in-class closed-book examinations, take-home open-book examinations, papers, and other projects. Consideration in grading may also be given to class attendance and quality of classroom participation.

Any student who withdraws from a course (i) at any time when the student's work in the course to date is of a failing nature or (ii) after the first Reading Day set forth in the academic calendar will be assigned a grade of Withdrew Failing (“WF”) for the course. Likewise, any student who fails to appear for a final exam absent a valid emergency will be assigned a grade of Withdrew Failing (“WF”) for the course.

Student exam materials will be retained for a minimum of three years.

B. Students With Disabilities

Students seeking accommodation for a disability should contact the HPU Office of Accessibility Resources (OARS). OARS is located on the fourth floor of the Smith Library. Walk-in hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. To set up an appointment with an OARS staff member, register for services, request an exam room, apply for academic accommodations, apply for an ESA, or apply for a Housing accommodation please utilize the link on the OARS webpage at www.highpoint.edu/. More information on OARS can be found in the HPU *Graduate Bulletin*.

C. Rescheduling Examinations

A student may reschedule a final exam upon timely request within the time frame set by the law school administration if the student has a conflict. A conflict is defined as two exams scheduled on the same day, an exam in the evening (beginning at 6:00 p.m. or later) followed by an exam the next morning, or exams scheduled for four or more consecutive calendar days. The date and time at which a rescheduled exam will be taken— and the determination of which exam will be rescheduled if rescheduling is due to a conflict— will be at the discretion of the Associate Dean.

Aside from rescheduling due to a conflict, as defined above, students may take examinations at times other than the written schedule only for extraordinary circumstances, and the student must receive approval from both the course instructor and the Associate Dean. Examinations given at a time other than the regularly scheduled period will be administered to minimize the risk of unauthorized student access to the contents of the examination and therefore an exam may not be rescheduled for a date earlier than the regularly scheduled exam date except by agreement between the Associate Dean and the course instructor.

D. Grading Scale

Completed course work will be assigned a letter grade which carries quality points according to the following scale:

A+	4.33
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

WF 0.00 Withdrawal Fail

No GPA Points

P Pass (used for Pass/Low Pass/No Pass courses only)
LP Low Pass (used for Pass/Low Pass/No Pass courses only)
NP No Pass (used for Pass/Low Pass/No Pass courses only)
W Withdrawal
WP Withdrawal Pass
I Incomplete
IN In Progress
AU Audit

The law GPA is obtained by dividing the total number of quality points earned in J.D. coursework by the total number of J.D. hours attempted. Repeated courses are treated differently; see Repeating Courses below.

E. Grading Policy: Anonymity/Student Names

The School of Law, as a general practice, uses anonymous grading for exams. Course instructors may use non-anonymous grading for other assessments and, with approval from the Associate Dean and upon notice to the students in the course, for exams.

F. Grade Communication Policy

As a general practice, law school grades are available through Ellucian Self Service approximately three weeks after the last day of exams. Grades are not mailed to the student. Unofficial transcripts are available through Ellucian Self Service. Official transcripts may be requested through the Office of the University Registrar. If, for some reason, a grade is not yet available at that time, the course will not appear on the student's grade report. Grades should not be requested from a faculty member, staff member, the law school administration, or the University Registrar.

Although grades are not mailed to students, students whose addresses change must update their information by visiting their my.highpoint.edu portal so that the law school has an accurate address for each student.

G. Student Petitions to Review Course Grades

Once a final course grade is published in Student Planning, the grade may not be raised or lowered except to correct a mechanical or clerical error (e.g., a misread multiple choice answer sheet, an arithmetic error, or entry of an incorrect grade on the HPU computer system) or in connection with an Honor Code violation. A student who believes that a mechanical or clerical error was made with respect to the student's final grade in a course should address the issue with the instructor. If the student would like the instructor to confer with the Associate Dean for Academic Affairs regarding the issue, the student must make his or her request to the instructor and the Associate Dean within 10 business days after the final grade's publication. Regardless, the decision to change a final course grade for a permitted reason rests solely with the instructor and is not appealable.

H. Repeating Courses

A student who withdraws from a required course or receives a grade of “F,” “D-,” or “NP” in a required course must repeat the course in order to graduate. A student may elect to repeat one time a required course in which a grade of “C-” or below is received. Except upon the granting of permission by the law school administration upon good cause shown, courses are to be repeated the next time they are offered.

It will be within the discretion of the Associate Dean and the instructor to determine how a student should repeat a course in which a grade of “D-” or “F” has been received (or from which the student previously withdrew) when the course is offered in a new sequence in the year in which the course is retaken.

A student who is required to repeat one or more courses due to having received a “WF,” “D-,” or “F” pursuant to the above policy will be academically dismissed if the student does not receive a grade of “D” or higher in each retaken course or if the student receives a “WF” in the retaken course(s). See the section on “Academic Probation and Dismissal” below.

When a student repeats a course, the original grade is not removed from the student’s transcript and continues to be calculated in the student’s cumulative GPA. The grade in the repeated course is also calculated in the student’s cumulative GPA such that GPA will reflect both the quality points and credit hours from both times the course is taken.

I. Academic Probation and Dismissal

A J.D. student is required to have a cumulative law GPA of at least 2.00 to graduate. The following policies govern academic dismissal and probation. For the purposes of these policies, “credit hours” include all law courses that appear on the student’s transcript with a grade ranging from “A+” to “F” or, in the case of a Pass/Low Pass/No Pass course, a grade of either “Pass,” “Low Pass,” or “No Pass.”

1. A J.D. student will be academically dismissed if he or she:
 - a. Fails to maintain a cumulative law GPA of 2.000 or better at the end of the spring semester of his or her first year of law study, even if the student was in good standing at the end of the preceding fall semester; or
 - b. Fails to maintain a cumulative law GPA of 2.000 at the end of any spring semester after his or her first year of law study, even if the student was in good academic standing at the end of the preceding fall semester; or
 - c. Is reinstated pursuant to section (7) or (9) below and fails to achieve the higher of a cumulative law GPA of 2.000 or the cumulative law GPA otherwise set as a term of reinstatement by the end of his or her first semester after readmission; or
 - d. Is required to retake a course pursuant to section H above (“Repeating Courses”) and either fails to receive a grade of “D” or higher in the retaken course or receives a “WF” in the retaken course(s).

Any student who is academically dismissed is entitled to a full tuition refund for any courses for which the student has paid for the upcoming semester.

2. A law student will be placed on academic probation if he or she:
 - a. Has completed fewer than 19 law credit hours at the end of a semester and has a cumulative law GPA of less than 2.000, but is not subject to dismissal under section (1) above; or
 - b. Is a second-year or third-year student (or beyond) and fails to maintain a cumulative law GPA of 2.000 at the end of the fall semester; or
 - c. Receives a “F,” “D-,” or “WF” in any first-year required class, but is not otherwise subject to dismissal; or
 - d. Is reinstated pursuant to section (7) or (9) below.
3. Any student who is on Academic Probation will be referred to the Academic Success Program, must meet with the Director of the Academic Success Program and/or his or her designee as often as the Director deems necessary, and must complete any supplemental work the Director and/or his or her designee deems necessary (and any student who fails to complete these meetings and/or supplemental work requirements may be subject to student discipline).
4. Any first-year student who is not on Academic Probation but whose cumulative law GPA indicates a risk for academic dismissal or not passing the bar exam on his or her first attempt, as determined by the Director of the Academic Success Program, must meet with the Director and/or his or her designee as often as the Director deems necessary, and must complete any supplemental work the Director and/or his or her designee deems necessary. Any student who fails to complete these meetings and/or supplemental work requirements may be subject to student discipline.
5. A student on academic probation after the fall semester may register for the next summer session only upon a petition granted by the Associate Dean. To preserve their priority under the registration process, students on probation in the spring semester may pre-register for the following fall semester, and students on probation in the fall semester may pre-register for the following spring semester.
6. Students dismissed solely pursuant to section (H) above may immediately petition for reinstatement. All other students who are academically dismissed can petition no earlier than nine months after dismissal to be reinstated.
7. Students who petition for reinstatement into a term that is no more than one full academic year after their dismissal will have their petitions considered by a faculty committee. The committee will be comprised of at least two full-time faculty members who have taught the student seeking reinstatement. The committee will consider such petitions on an individual basis. Such petitions generally are not granted and must demonstrate, with clear

and convincing evidence, that:

- a. Exceptional circumstances caused the dismissal;
 - b. The exceptional circumstances have been resolved; and
 - c. The petitioner has both the motivation and capacity to succeed in law school in the future and pass a bar examination.
8. Students reinstated under the above section will be placed on academic probation and by the end of their first semester after reinstatement, they must have the higher of a cumulative law GPA of 2.000 or the cumulative law GPA set by the faculty committee as a condition of reinstatement. Reinstatement under the above section may also be conditioned upon other requirements, such as repeating specified courses (even if the student would not otherwise be required to repeat the courses) and/or requiring the student to register for and complete a specified set of courses by a specified time. In some cases, a reinstated student may be required to retake the entire first-year curriculum.
9. Students who petition to be reinstated into a term that is more than one full academic year after their dismissal may be required to complete new law school application materials or provide other information requested by the law school's Dean of Admissions. In their petition and/or admission materials, such students should address the three factors noted above in Section I.7. These re-applications will be submitted to the law school's Admissions Committee. In acting upon a re-application, the Admissions Committee shall (1) consider the student's academic indicators in light of the academic indicators of the most recent entering J.D. class to determine if the student would ordinarily be admitted under the most recent admissions standards; and (2) consult with faculty who taught the student while the student was enrolled at the law school to determine whether the standard in I.7 is established by clear and convincing evidence. Such re-applications generally are not granted. If readmitted, students who have not been enrolled for more than one year must meet the degree requirements in the catalog year of readmission. Students readmitted under this section will be placed on academic probation and by the end of their first semester after readmission, they must have the higher of a cumulative law GPA of 2.000 or the cumulative law GPA set by the Admissions Committee as a condition of readmission. Readmission under this section may also be conditioned upon other requirements, such as repeating specified courses (even if the student would not otherwise be required to repeat the courses) and/or requiring the student to register for and complete a specified set of courses by a specified time. In some cases, a readmitted student may be required to retake the entire first-year curriculum.

J. Letters of Good Standing

A student is in "good standing" in the School of Law when the student possesses at least the minimum cumulative law GPA to avoid academic dismissal or academic probation, meets all requirements for enrollment in the School of Law, has fulfilled all financial and administrative obligations to High Point University and/or the School of Law, is not on disciplinary probation, and is not otherwise currently subject to any other form of sanction or disciplinary censure imposed by High Point University and/or the School of Law.

A request for a Letter of Good Standing, for any reason, from the School of Law will be provided upon all of the preceding conditions being met. If a letter of good standing is unable to be provided, upon a student's request, the School of Law will provide a letter of standing explaining the student's status at the School of Law, including why the student is not in good standing according to this policy. A student's request for a letter of standing constitutes the student's authorization for the disclosure of information consistent with this policy.

K. Student Evaluation of Faculty Teaching/Courses

At the end of every course, students are expected to evaluate the course and the course instructor. Evaluations are done online.

Student evaluations are reviewed by the instructors only after course grades have been assigned. Student evaluations are also reviewed by the Dean and the Associate Dean for Academic Affairs.

L. Course Grade Norms

1. The mean range for all J.D. students in all letter-graded, first-year required courses is 2.9 to 3.1. Each Legal Research & Writing section must meet this mean based on substantive grades, not including penalties or the grades of students repeating the course.
2. The mean range for all J.D. students in all letter-graded, upper-level courses, but not including field placements, independent study, and clinic, is 3.0 to 3.2.
3. The calculation of the mean for a normed course shall not include the grades of "WF" or "F" assigned primarily for failure to submit assignments or attend class.
4. An A+ grade may not be assigned to more than one student in any section of any course. An A+ grade may be awarded only for performance clearly superior to that of all students who are not awarded an A+ in the course.
5. The Dean has authority to waive grade norm requirements for a particular course upon timely request (at least two business days before final grades are due) of the instructor teaching the course if the Dean determines that extraordinary circumstances justify the waiver. Extraordinary circumstances may include, without limitation, an extremely small class size or an unusual mix of students.

M. Class Ranks

After each fall and spring semester, the law school will email students the following selected rank information:

- First, each of the top ten students in each 1L, 2L, and 3L class will be notified of his or her specific class ranking.
- Second, each student who ranks in the top 10%, 15%, 20%, 25%, or 50%, as applicable, of each class will be notified of his or her percentile ranking.

N. Latin Honors

The following Latin honors will be based on each student's cumulative GPA over the course of that student's law school career, including the 3L spring semester. Because of the timing of the graduation ceremony, these honors will not be announced at graduation or noted in the graduation program; however, they will be noted on students' diplomas.

summa cum laude: 3.85 and higher

magna cum laude: 3.7 up to, but not including, 3.85

cum laude: 3.5 up to, but not including, 3.7

VIII. CLASS ATTENDANCE, EMPLOYMENT, COMPETITIONS, AND STUDENT ORGANIZATIONS AND LEADERSHIP

A. Attendance

Students are expected to attend all class sessions, and instructors will take class attendance pursuant to processes they outline in their course syllabus. Students are not allowed to attend—even on a temporary basis—another section of the same course without advance permission of the instructor of their assigned section and, if different, the section they would like to attend. Each faculty member may impose sanctions, up to and including exclusion from the class and giving of the grade “WF” (withdrawal fail), for excessive absences.

Instructors will not record class sessions for absent J.D. students or allow J.D. students to attend in-person class sessions via Zoom or other electronic means except in extraordinary circumstances involving serious illnesses, injuries, or other personal situations that require absences on multiple days and make keeping up with course material impracticable without either remote attendance or recording class sessions. Permission to attend in-person class sessions remotely or to obtain recordings of class sessions must be requested in writing at the earliest possible date of the Associate Dean and supported by medical or other related documentation. Depending on the circumstances presented, students may be required to seek remote attendance or class session recordings as a medical accommodation from the University's Office of Accessibility Resources and Services or may be counseled to take a temporary leave of absence until the circumstances resolve.

This policy does not preclude an instructor from recording class sessions and making the recordings available to the entire class.

Because an instructor controls the content and decorum of the classroom, students seeking to bring a child or other guest to class must obtain advance permission of the instructor teaching the course. The instructor retains discretion whether to allow the guest to sit in on the class.

B. Student Employment Policy

Law students who are enrolled in more than twelve academic credit hours in a term may not be employed during that term more than 10 hours per week if they are 1L students or more than 20 hours per week if they are upper-level students. Hours worked as part of an externship

for which the student is receiving academic credit in that term do not count toward this total. All incoming students will sign a document during orientation acknowledging that they have read and agree to be bound by this student employment policy.

C. Interscholastic Competitions

Representing the School of Law in an interscholastic skills competition is an honor and privilege reserved for students who have demonstrated a mastery of the relevant skills. To represent or compete interscholastically on behalf of the School of Law, a student must have completed all required first-year courses and not be on academic probation.

D. Extracurricular Intramural Competitions

As used in this Section D, “extracurricular” competitions shall mean competitions that are voluntary, optional, and outside the required curriculum.

No student shall compete in an extracurricular intramural competition in the fall semester of the student’s first year of law study who has received a letter grade of “D-“ or “F” (or equivalent score) on any graded assignment during the fall semester.

No student shall compete in an extracurricular intramural competition who (1) is on academic probation; or (2) has a cumulative law GPA below 2.500.

E. Student Organizations and Leadership

A law student is required to have a cumulative law GPA of 2.500 or higher and be in good standing, as defined above, before pursuing any leadership positions, whether elected or unelected, within law school and University student organizations and must maintain that GPA and remain in good standing to hold any such leadership positions.

Students who wish to establish a new student organization at the law school must be in at least their second year of law school and must comply with the following procedures:

1. Review Existing Organizations

Before submitting a proposal, students must research existing student organizations to ensure that the proposed organization does not duplicate an existing group or mission already supported by the law school community.

2. Define a Mission and Purpose

Students must articulate a clear and specific mission statement and describe the purpose of the proposed organization. The mission should identify the group’s intended contribution to the law school and broader legal community.

3. Recruit Members

The proposed organization must include a minimum of six (6) committed student members. If the organization intends to join the Graduate Student Government Association (GSGA), it must have at least ten (10) members.

4. Submit a Formal Proposal

The student representative must complete and submit a *Proposal to Create a New Student Organization* to the Dean of Students via email. The proposal must include the proposed

name, mission, list of members, name of the faculty advisor, and anticipated programming.

5. Proposal to the SBA at a bi-weekly meeting

The proposed student organization must submit its proposal to the Student Bar Association (SBA) Secretary at least one day prior to an SBA bi-weekly meeting. Approval of the proposal requires a simple majority vote of the Student Senate.

6. Email Communications

Students may not send mass emails to the entire student body to solicit membership or advertise the proposed organization. Once the Dean of Students approves the new organization, the organization may request to distribute an announcement to all students. To do so, the organization must draft the proposed message and submit it to the Dean of Students for review. If the message is approved, the Dean of Students will send the email on behalf of the student organization.

IX. COMMUNICATIONS AND DRESS CODE

A. Email Communications

Students are responsible for regularly checking their official HPU email account. It is recommended that students check their email at least once a day to stay informed about important updates, deadlines, and other communications from the University and the law school.

Students are expected to be aware of the content in their email accounts. This includes reading all emails from faculty, administrative offices, and other official channels. The law school is not responsible for any missed communication due to a student's failure to check his or her email account. Ignorance of an email's content will not be accepted as an excuse for missing deadlines, failing to complete required actions, or any other issues arising from neglected communication.

B. Dress Code

The School of Law aims to prepare students for the professional environment of law practice. In matters of dress, students should therefore recognize that they are preparing for career placement and should present themselves in a manner consistent with professional standards. While modest casual dress is normally acceptable on campus, recreational and beach attire—such as cropped, tank, or midriff shirts, or short shorts—are not in keeping with professional standards and are prohibited.

Whenever a distinguished guest visits the School of Law or when professional etiquette otherwise dictates, students will be required to wear professional attire. The Associate Dean will provide advance notice to the student body when this standard applies. "Professional attire" is formal business attire that would be appropriate for appearance in court.

X. GRADUATION REQUIREMENTS AND COMMENCEMENT

A. Completion of Degree Requirements

To receive a Juris Doctor degree (J.D.) from High Point University, students must complete a course of study of no fewer than 90 credit hours from the law school. Students must complete this course of study no earlier than 24 months and no later than 60 months from the date

the student entered the law school.

Degrees are awarded in August, December and May. Students should apply for graduation one term before all requirements for a degree will be completed. When this is done, the transcript will show the graduation date as occurring in August, December or May based on completion date. The graduation application may be found online at www.highpoint.edu/graduate. To apply, students should download and return the completed form to the Office of Graduate Operations.

B. Graduation Approval

To have graduation approved, a student in the School of Law must have:

- no financial or library obligation with High Point University;
- no eligibility for dismissal status;
- completed the ninety credit hours required by the J.D. program;
- a cumulative GPA of 2.000 or higher;
- no incomplete grade; and
- completed all requirements within 60 months from the date the student entered the law school.

If a student fails to meet any of these conditions, graduation will be denied. The student must rectify the reason for denial and have active graduate student status in order to submit another application for graduation.

C. Commencement

Commencement is the ceremony where graduating students receive their diplomas. It is open to all students who graduated in the previous Summer term and Fall semester and in the current Spring semester. At the appropriate time in the Spring Semester, the University publishes all information about Commencement and related graduation events on the High Point University homepage. More information on commencement policies can also be found in the *Graduate Bulletin*.

D. Character and Fitness to Practice Law

When a law student applies to take a bar examination, bar examiners in every jurisdiction request the law school to provide an evaluation of that student's character and fitness to practice law. The law school therefore urges each student to disclose fully any potential character and qualification issues related to bar admission at multiple stages of their law school experience. Students are informed of the necessity for complete disclosure during the application process, upon matriculation, and again as they approach graduation.

In the Application Process. The School of Law's application form begins the process of apprising students of the need to secure information regarding character and other qualifications for admission to the bar.

The "CHARACTER & FITNESS" section for admission begins as follows:

As you apply to law school with the goal of becoming licensed to practice law, the law school must consider your character and fitness to practice law in light of your

past actions and your likelihood of licensure eligibility. As a law school graduate, when you apply to take a bar examination in any state, bar examiners will ask your law school to provide an evaluation of your character and fitness to practice law. States consider many factors, including prior criminal conduct.

When assessing your character and fitness to practice law, state bar examiners will compare your answers on your bar application to the information you provided in response to your law school application's character and fitness questions.

As soon as you decide where to practice law after graduation, you should contact that state's Board of Bar Examiners to determine its requirements. A Board of Bar Examiners might ask for information that is not asked for in an application for law school admission, including criminal records that have been sealed or expunged by order of a court.

Because of the high ethical standards to which lawyers are held, failing to disclose an act or event is often more significant and can lead to more severe consequences than the act or event itself. We require full disclosure of any matters that might bear on an assessment of your character and fitness to practice law. Thus, you are required to answer the questions below accurately and completely.

If you answer yes to any of the questions below, you must submit a complete and factual explanation of the circumstances and disposition of the relevant event(s).

If we determine that your answers are incomplete, insufficient, or inaccurate, your application will be considered incomplete and will not be sent to the Admissions Committee for review.

Applicants must disclose ALL THE DETAILS AND RESULTS of any criminal charges (except for minor traffic violations, as explained below). Even if charges were dismissed or a conviction reversed, set aside, or vacated, you must disclose the matter in your law school application.

Your answers to the questions are confidential, except as may be required by a Bar Examiner disclosure, a court order, or other legal process.

All applicants are under a continuing obligation to notify the law school office of admissions of any changes in their applications up until the time of enrollment. Even after enrollment, students must notify the Dean of Students of any changes.

A student who is found to have falsified or withheld information from answers to an admissions application is subject to disciplinary action, including possible dismissal from the School of Law.

If you answer "yes" to any of the following questions, include a statement providing dates and a complete explanation and description of the circumstances and resolution of each incident.

1. Have you ever been expelled, dismissed, suspended, placed on probation, or otherwise subject to any disciplinary sanction by any high school, college, university, graduate, or professional school? (This includes information listed in your academic records as "FOR INFORMATION ONLY.") If yes, please include an attachment explaining the circumstances and disposition.
2. Have you ever received a citation for, been arrested for, charged with, convicted of, or pled guilty, no contest, nolo contendere, entered an Alford plea, or otherwise accepted responsibility for a crime, or have you received a deferred prosecution or prayer for judgment continued, for any criminal charge other than speeding? This would include any charges of driving under the influence or any other drug or alcohol-related offenses. (Records that have been sealed or expunged need not be disclosed.) If yes, please include an attachment explaining the circumstances and disposition.
3. Are there any criminal charges pending against you, or are you presently under investigation for any crime? (This includes any charges of driving under the influence or other drug or alcohol-related charges.) If yes, please include an attachment explaining the circumstances.
4. Have you ever been involuntarily separated from a job, military position, internship, externship, or as a volunteer for a nonprofit organization for any reason? If yes, please include an attachment explaining the circumstances and disposition.
5. Have you ever been sued for a non-criminal act that was alleged to have been intentional? If yes, please include an attachment explaining the circumstances and disposition.
6. Have you ever been subject to disciplinary action by a professional association or state licensing board or had a professional license suspended or revoked? If yes, please include an attachment explaining the circumstances and disposition.
7. Do you have any adverse financial history, including but not limited to bankruptcy, foreclosure, or loan default?
8. Are there any other incidents reflecting adversely upon your character or fitness to practice law that are not covered by the above questions? Please include a supplemental statement detailing any other matters the admissions committee should consider.

Upon Matriculation into Law School. All incoming first-year students are required to attend Orientation during the week before classes begin. During the student affairs portion of Orientation, the Associate Dean emphasizes the importance of fully responding to the character and fitness questions on the application. The Associate Dean reviews these specific questions with the students, and the Orientation packet includes a Character and Fitness to Practice Law Continuing Disclosure Statement. This statement contains the application questions and reminds students of their ongoing obligation to inform the school of any previously undisclosed character issues or any new issues that arise during their time in law school. Any new information

submitted by the students in response to this form is added to their student file. The statement also reminds students of their responsibility to proactively investigate any special qualifications or registration requirements for their respective state bars. Students needing further assistance or counseling regarding specific bar qualifications are encouraged to consult the Associate Dean.

Nearing Graduation. In their final semester, all graduating students must submit a Character and Fitness to Practice Law Self-Disclosure form to the law school administration. This form ensures the school has complete and up-to-date information on the students' character and fitness. Students are required to provide detailed explanations of any information not included in their original law school application or not previously disclosed during their time in law school.

E. Registration of the Study of Law and Application for Bar Examinations

Students have the obligation to learn the registration and application procedures for the bar examination in the jurisdiction(s) of their interest. Students may obtain this information from the *Comprehensive Guide to Bar Admission Requirements*, a joint publication of the National Conference of Bar Examiners and the ABA Section of Legal Education and Admission to the Bar. This guide is available online: <https://reports.ncbex.org/comp-guide/>. Students may also consult individual jurisdiction's bar examiners' websites (addresses vary).

Many jurisdictions offer discounted application fees for those who apply early. Additionally, gathering the necessary information and completing the application can take several weeks. It is crucial for students not to delay, as no jurisdiction accepts late applications.

F. North Carolina and Other State Student Practice Rules

Each state bar establishes rules to certify law students to engage in certain practical legal experiences. The North Carolina Student Practice Certification Rule, formerly known as the 3L Practice Rule and governed by the North Carolina State Bar, enables law students to gain hands-on legal experience during law school. The certification process is outlined in the [Rules Governing the Practical Training of Law Students](#), 27 NC Admin. Code 1C, Sections .0200 through .0207.

This certification applies to law students involved in:

1. Law school clinics,
2. Externships (for academic credit), or
3. Internships (without academic credit)

who are working in a law firm, governmental entity, or organization, and will:

1. Provide legal advice or services in matters governed by North Carolina law to eligible persons, defined as those who cannot afford legal advice or services as determined by a judge, legal services organization, government entity, or clinical legal education program (Rule .0202(b));
2. Provide legal advice or services to government agencies outside their organization, entity, agency, or law firm (Rule .0208(a)); or
3. Appear before any North Carolina tribunal or agency on behalf of an eligible person or a government agency (Rule .0208(a)).