

**William S. Boyd School of Law
University of Nevada, Las Vegas**

**Student Policy Handbook
2016-17**

TABLE OF CONTENTS

(Please click on content title to view)

Table of Contents

1. LAW SCHOOL POLICIES	6
1.01 Authority	6
1.02 Exceptions to Policies.....	6
1.03 Procedure for Formal Student Complaints Concerning the Program of Legal Education	6
2. ENROLLMENT AND REGISTRATION.....	7
2.01 Course Load	7
2.02 Enrollment in Assigned Required Courses.....	7
2.03 Registration Priority.....	7
2.04 Prerequisites and Corequisites	7
2.05 Dropping Courses	7
2.06 Administrative Disenrollment	8
2.07 Transfer Credits	8
2.08 Auditing Courses	8
2.09 Other Academic Programs	8
2.10 Dual Degree Programs.....	8
2.11 Outside Employment	8
3. TUITION AND FEES	9
3.01 Current Tuition Rates	9
3.02 Refunds.....	9
3.03 Additional Fees	9
4. DEGREE COMPLETION.....	9
4.01 Course and Credit Requirements	9
4.01a Juris Doctor Degree	9
4.01b Dual Degrees	9
4.02 Other Degree Requirements	10
4.02a Class Attendance.....	10
4.02b Capstone Writing Requirement	10
4.02c Community Service Program.....	10
4.02d(1) Professional Skills Requirement	11
4.02d(2) Experiential Learning Requirement	11
4.02e Time Limits for Completion of Degree Requirements	11
4.03 Visiting at Other ABA Accredited Law Schools.....	12
4.04 Foreign Law Study	12
4.05 Graduate Credits Earned in Courses Outside the Law School	12
5. CURRICULUM	13
5.01 Required Courses	13
5.02 Lawyering Process Requirement.....	13

5.02a	Registration for Third Semester Lawyering Course.....	13
5.02b	Courses that Satisfy Third Semester Lawyering Process Requirement	13
5.03	In-house Clinics	13
5.04	Clinical Program Registration.....	13
5.04a	Eligibility	14
5.04b	Selection Process and Criteria	14
5.04c	Enrollment	15
5.04d	Continuing Enrollment	15
5.05	Externships	15
5.05a	Placements	15
5.05b	Eligibility and Prerequisites.....	15
5.05d	Supervision	16
5.05e	Credit	16
5.05f	Grading.....	16
5.05g	Limitations.....	16
5.06	Certification of Student Qualification to Engage in Limited Practice.....	16
5.06a	Certification for Students Participating in Law School Programs	17
5.06b	Certification for Students to Engage in Limited Practice Not Supervised by Law School Faculty	17
5.07	Directed Research.....	17
5.08	Directed Reading	17
5.09	Nevada Law Journal.....	18
5.10	UNLV Gaming Law Journal	18
5.11	Society of Advocates	18
5.12	Distance Legal Education Courses	18
6.	COURSE POLICIES	18
6.01	Policy on Computer Use	18
6.02	Policy on Recording Classes	19
7.	EXAMS	19
7.01	Exam Deferment.....	19
8.	GRADING AND CLASS RANKS.....	20
8.01	Grading System	20
8.02	Pass-Fail Courses.....	20
8.03	Pass/Fail Grading	20
8.04	Grading of Retaken Required Courses Due to Grade of "F".....	20
8.05	Anonymous and Nonanonymous Grading.....	21
8.06	Grade Distribution	21
8.07	Class Ranks and Academic Honors	21
8.08	Incomplete Grades.....	22
8.09	Review of Grades.....	22
8.10	Dean's List.....	22
8.11	Policy on Grading and Academic Dishonesty.....	22
9.	RETENTION STANDARDS	23
9.01	Good Academic Standing	23
9.02	Minimum GPA for Advancement.....	23
9.03	Academic Probation	23

9.04	Limitations on Students Not in Good Standing	23
10.	DISMISSAL	23
10.01	Notice.....	23
10.02	Request for Retention	24
10.03	Retention after Being Subject to Academic Dismissal.....	24
10.03a	Retention to Complete All First-Year Courses (Academic Renewal).....	24
10.03b	Retention to Repeat Some But Not All First-Year Courses.....	24
10.03c	Retention in the Second, Third or Fourth Year	24
10.04	Reinstatement After Voluntary Withdrawal.....	25
11.	VOLUNTARY WITHDRAWAL AND LEAVE OF ABSENCE.....	25
11.01	Voluntary Withdrawal	25
11.02	Leave of Absence	25
12.	REINSTATEMENT AFTER ACADEMIC DISMISSAL OR WITHDRAWAL.....	25
12.01	Reinstatement After Academic Dismissal.....	25
12.01a	Reinstatement to Complete All First-Year Courses	25
12.01b	Reinstatement to Repeat Some But Not All First-Year Courses.....	26
12.01c	Reinstatement to Second, Third or Fourth Year.....	26
12.02	Reinstatement After Voluntary Withdrawal.....	26
13.	STATEMENT ON NONDISCRIMINATION	26
14.	WILLIAM S. BOYD SCHOOL OF LAW STUDENT HONOR CODE.....	27
15.	UNLV POLICIES	33
15.01	Student Expectations	33
15.02	Student Conduct Code.....	33
15.03	Campus Technology Policies	34
15.04	Sexual Harassment Complaint and Investigation Procedures	34
15.05	Non-Discrimination Policy.....	34
15.06	Rights of Privacy Act of 1974	34
15.07	Accommodations for Students with Documented Disabilities	34
16.	STATE BAR OF NEVADA, BOARD OF BAR EXAMINER POLICIES FOR BAR ADMISSION.....	34

1. LAW SCHOOL POLICIES

This Handbook contains current law school academic policies, the law school code of professional responsibility, and relevant UNLV policies. Students are expected to know and abide by all policies. Questions about the Handbook or suggestions for improving the Handbook should be directed to the Associate Dean for Student Affairs.

1.01 Authority

The faculty is authorized to establish and modify academic policies and change the contents of this Handbook at any time.

1.02 Exceptions to Policies

The faculty has authorized the Academic Standards Committee to review and rule on requests for exceptions to the policies. To request an exception to policy, students must complete an Academic Standards Committee Action form found [here](#).

Students requesting an exception to a policy must fully explain the circumstances that warrant the exception, must address any criteria set out in the policy, and must provide any other information relevant to the request, such as explaining how granting the exception will impact the student's academic performance. The completed form and any documentation required must be submitted to the Associate Dean for Student Affairs. Students will be notified by letter or by e-mail of the Committee's decision.

1.03 Procedure for Formal Student Complaints Concerning the Program of Legal Education

1. Any student who identifies a significant problem that directly implicates the program of legal education and compliance with ABA Accreditation Standards may file a formal written complaint, including by email, with the Associate Dean for Academic Affairs. The ABA Accreditation Standards can be found [here](#).
2. A formal complaint must:
 - a) identify the specific Accreditation Standard(s) at issue;
 - b) describe the problem in sufficient detail to permit the Associate Dean for Academic Affairs to investigate the matter;
 - c) include the student's name, home address, email addresses, and phone number; and
 - d) be signed by the student (the typed name of the student at the end of an email constitutes the student's signature).
3. Within three weeks after a formal complaint is received, the Associate Dean for Academic Affairs shall advise the student in writing of any action the law school is taking to address or to further investigate the matter.
4. Within ten days of being advised of the decision about what action the law school will take to address the matter, the student may appeal the decision to the Dean of the law school. The appeal must be in writing, including email. Within ten days, the Dean shall respond in writing to the student's appeal. The decision of the Dean is final.
5. The law school shall maintain a record of all formal complaints filed by students during the most recent accreditation period and the actions taken by the law school in response to those complaints.

WILLIAM S. BOYD SCHOOL OF LAW ACADEMIC POLICIES

2. ENROLLMENT AND REGISTRATION

2.01 Course Load

The normal course load for a full-time student is 15-16 credit hours/semester in the first year and 14-16 credit hours/semester in subsequent years. A full-time student is not permitted to register for more than 16 credit hours nor fewer than 12 credit hours without prior approval from the Associate Dean for Student Affairs.

The normal course load for a part-time student is 8-11 credit hours/semester. A part-time student is not permitted to register for more than 11 credit hours nor fewer than 8 credit hours without prior approval from the Associate Dean for Student Affairs.

The normal course load for the summer session is 3-6 credit hours. No student is permitted to take more than 7 credit hours during the summer session without prior approval from the Associate Dean for Student Affairs.

These course load limits also apply to students who have obtained or are seeking an exception to the University policy that no student may be enrolled in two degree programs without advanced approval from the administrators in both programs.

2.02 Enrollment in Assigned Required Courses

Enrollment is assigned for all required courses in the first year for full-time students. Enrollment is assigned for all required courses in the first and second years for part-time day and evening students. All law students must enroll only in the courses and sections to which they have been assigned. Any deviations must be approved prior to registration by the Associate Dean for Student Affairs. Failure to do so will result in administrative withdrawal and enrollment in the student's originally assigned course(s) and/or section(s).

2.03 Registration Priority

Part-time evening students will be given priority for registration in upper-level required and elective evening courses. Full-time and part-time day students will be given priority for registration in upper-level required and elective day courses.

2.04 Prerequisites and Corequisites

Generally, first year required courses (500 level) are prerequisites to all 600 and 700 level courses. Prerequisites or corequisites for any course taught by a full-time member of the Boyd faculty may be waived by the professor; prerequisites or corequisites for any course taught by any other instructor may be waived by the instructor with the approval of the Associate Dean for Academic Affairs.

2.05 Dropping Courses

Students may drop elective courses on or before the final date to drop or withdraw from classes (see Academic Calendar found [here](#)) with approval of the instructor and the Associate Dean for Student Affairs. Except in extraordinary circumstances and approval by the Associate Dean for Student Affairs, students may not withdraw from required courses or from any course after the tenth week of classes.

2.06 Administrative Disenrollment

A professor may administratively disenroll a student from any class for failure to submit required work, for failure to comply with an attendance requirement, for failure to comply with other course or classroom requirements, or for obstructing the functioning of classes. Students administratively disenrolled from a course will be assigned a grade of “F” unless approved to drop the course pursuant to section 2.05.

2.07 Transfer Credits

The Boyd School of Law will permit a maximum of 42 credit hours of law course work to be transferred for credit toward its J.D. degree. Transfer credit will be subject to the approval of the Associate Dean for Student Affairs and will only be given for law courses in which the applicant attained a grade of “C” (or the numerical equivalent) or better. Transfer students must complete a minimum of 47 credit hours at the Boyd School of Law.

2.08 Auditing Courses

A student may request to audit an elective course prior to the end of the drop/add registration period. Students may audit courses with the approval of the instructor and after the Associate Dean for Student Affairs has verified that space is available in the course and an audit will not result in a course overload for the student. The Associate Dean for Student Affairs may not grant a request for a change from a credit to an audit enrollment at any time after the drop/add registration period. A student may not change a course from credit to audit enrollment if the change will take the student below the minimum credit hours specified for the student’s program. Tuition charged for audited courses is the same as tuition charged for credit courses. Attendance requirements must be met or a grade of “W” will be recorded.

An audited course may not subsequently be taken for credit. A grade of “Audit” (AD) will be recorded. “Audit” grades are not included in calculating the grade point average.

2.09 Other Academic Programs

A student who wishes to take course work in another academic program or become a visitor or auditor and enroll in any other school, college, university, institute, or other program must obtain advanced written permission from the Associate Dean for Student Affairs.

2.10 Dual Degree Programs

The Law School offers 3 dual degree programs: Juris Doctor and Master of Business Administration (JD/MBA); Master of Social Work (JD/MSW); and Doctor of Philosophy in Education (JD/PhD). Students who wish to pursue a dual degree program must notify the Associate Dean for Student Affairs in writing by the end of the registration period for the fall semester after completion of all first year required courses. See 4. Degree Completion.

2.11 Outside Employment

The Faculty has a strong interest in ensuring that students devote sufficient time to academic commitments and develop the knowledge and skills necessary to competently represent clients and pass the bar examination. For that reason, first-year full-time students should not undertake any outside employment. Upper-division full-time students should not exceed 20 hours of outside employment in any week during the academic year.

3. TUITION AND FEES

3.01 Current Tuition Rates

Current tuition rates can be found [here](#).

3.02 Refunds

In the event a student withdraws from the law program, a tuition refund for the semester in which the student withdraws will be issued according to the following schedule:

Withdrawal during the first week of classes -- 100%

Withdrawal after the first week of classes and before the seventh week of classes -- 50%

Withdrawal after the seventh week of classes -- none

3.03 Additional Fees

In addition to tuition, law students will be charged the following fees each semester:

Law Student Activity Fee

Student Health Fee

Student Life Facilities Fee

Graduate Student Association Fee

International Education Fee

Rebel Recycling Fee

Technology Fee

iNtegrate Fee

International Student Fee (students with F-1 or J-1 VISA status)

Health insurance fee

Current fee rates can be found [here](#).

4. DEGREE COMPLETION

4.01 Course and Credit Requirements

4.01a Juris Doctor Degree

To graduate with a Juris Doctor (JD) degree, a student must: complete 89 semester units of academic credit with passing grades, only 20 of which may be in ungraded courses; achieve a minimum cumulative grade point average of 2.30 for all graded course work; and pass all [required courses](#). No more than 8 credit hours of "D" grade work after the first year can be applied to the total hours of required course work.

4.01b Dual Degrees

To graduate with any of the three dual degrees (JD/MBA; JD/MSW; or JD/PhD), a student must: complete 80 law credits with passing grades, only 20 of which may be in ungraded courses; achieve a minimum grade point average of 2.30 for all graded work; pass all required law courses; and complete the requisite course work for the dual degree program in which the student is enrolled. No more than 8 credit hours of "D" grade work after the first year can be applied to the total hours of required course work. Dual degrees must be awarded simultaneously and only when all coursework for both degrees has been completed satisfactorily.

4.02 Other Degree Requirements

4.02a Class Attendance

Regular and punctual class attendance is required. Individual faculty members may establish more specific attendance policies.

4.02b Capstone Writing Requirement

In order to graduate, each student must complete the Capstone Writing Requirement. The Capstone Writing Requirement can be satisfied by any analytical, intellectually rigorous law-related writing project that requires research, drafting, and revision. Examples of projects that could satisfy the Capstone Writing Requirement include: a critical analysis of legal work, a practice manual, a scholarly paper (including a journal note), a policy paper, or a substantial legislative drafting project. A project that satisfies the requirement must be supervised and approved by a full-time member of the Boyd School of Law faculty (including joint appointees) or, in the case of journal notes, must adhere to the journal's supervision requirements. The Associate Dean for Academic Affairs has discretion to approve an alternative supervision arrangement.

The precise standards for each project (including length, number of drafts, single or multiple pieces, individual or group project) shall be determined by the faculty supervisor. In the case of a scholarly paper, the minimum level of rigor required is that normally associated with a paper of approximately 25 double-spaced pages exclusive of notes. In the case of another kind of project, the level of rigor should be roughly comparable to that standard. The faculty supervisor has the discretion to impose more rigorous standards for any project. The faculty supervisor may also require the student to submit a report from a plagiarism prevention service.

Students are strongly encouraged to satisfy the Capstone Writing Requirement through enrollment in a seminar or other course that includes a writing component. The requirement may also be satisfied by an independent writing project in the form of a journal note or a Directed Research project. Faculty members are strongly discouraged from supervising more than two independent Capstone Writing projects in a single semester. It is the responsibility of the student to communicate with the faculty supervisor (or designated law journal supervisor) at the beginning of the semester in which the project will be completed to verify that a project will satisfy the Capstone Writing Requirement and to discuss specific standards.

The writing requirement is not completed until the faculty supervisor (or, in the case of journal notes, the designated journal supervisor) signs the Capstone Writing Requirement Certification Form and the student submits the form to the Registrar. It is the responsibility of the student to ensure that the form is properly submitted.

4.02c Community Service Program

The law school requires all students to participate in the free legal education classes community service program. Working with Legal Aid Center of Southern Nevada and Nevada Legal Services, teams of law students, under the supervision of an attorney, provide free legal education on relevant legal issues by preparing and conducting weekly classes for the public. Classes include family law and divorce, small claims, paternity, custody, guardianship, criminal record sealing, immigration, and bankruptcy matters. The total time commitment for students is 20 hours. Students teach 8 weekly, two-hour workshops and are required to attend up to four hours of orientation and debriefing.

4.02d(1) Professional Skills Requirement

[Note: This requirement applies to students entering the Boyd School of Law Fall 2012 to Spring 2015.]

All students must complete a professional skills course or courses, amounting to a minimum of two credit hours, before graduation. Courses should engage each student in skills performances that are assessed by the professor. Categories of courses include

1. Any clinic
2. Any externship
3. Trial advocacy
4. Pre-trial advocacy
5. Mediation and Negotiation
6. Community Law (service learning core course)

The law school will provide a list of courses that meet the professional skills requirement during registration each semester. Courses that are not in the above categories may still be designated professional skills courses with the approval of the Associate Dean for Academic Affairs.

4.02d(2) Experiential Learning Requirement

[Note: This requirement applies to students entering the Boyd School of Law Fall 2015 and later.]

All students must complete six credits of experiential course work before graduation. Courses should be primarily experiential in nature; integrate doctrine, theory, professional skills, and legal ethics; and provide multiple opportunities for performance, self-evaluation, and evaluation by the professor.

Categories of experiential courses include:

1. Any clinic or directed clinical practice
2. Any externship
3. Any simulation course, including trial advocacy, pre-trial advocacy, negotiation, or skills practicum connected to a doctrinal course.

The law school will provide a list of courses that meet the experiential requirement during registration each semester. Courses that are not in the above categories may still be designated experiential skills courses with the approval of the Associate Dean for Experiential Legal Education, in accordance with American Bar Association curricular standards.

4.02e Time Limits for Completion of Degree Requirements

The normal course of study for full-time students will lead to graduation after 6 semesters; the normal course of study for part-time students will lead to graduation after 8 semesters and 3 summers. The minimum time for completion of requirements for a J.D. degree is 28 months. The maximum time for completion of requirements for a J.D. degree is 84 months.

4.03 Visiting at Other ABA Accredited Law Schools

A student may request permission to enroll in courses at another American Bar Association accredited law school as a visiting student. A student must have completed at least one year, and preferably two years, of study at the Boyd School of Law and must be in good standing.

Students requesting to study at another law school must submit a request to the Associate Dean for Student Affairs for approval the semester before the study is to begin. The Associate Dean for Student Affairs may approve requests to visit for one semester or for a summer term. Requests to visit for more than one semester must be referred to the Academic Standards Committee and will be granted only when the circumstances necessitating the request are extraordinary and beyond the control of the student or where denial of the request would result in substantial personal or family hardship. In no case will approval be granted for a student to earn more than thirty (30) credits while visiting at another school.

Once the visit is approved, the student must submit her/his proposed registration to the Associate Dean for Student Affairs for approval before registration. Students will earn credit for courses taken at the other school only if the courses are approved in advance and only if the grade earned is equal to or higher than a C (or its equivalent). It is the student's responsibility to have a transcript sent from the other school to the Boyd School of Law Registrar's Office in order for the credits to be added to the student's Boyd School of Law transcript. Courses taken at another school will be recorded on the student's transcript as transfer credit hours but will not count against the student's total number of non-graded credit hours and will not be calculated in the student's cumulative grade point average. Students who visit at other law schools must comply with all Boyd School of Law policies.

4.04 Foreign Law Study

A matriculated student who previously completed a law degree program outside the United States may request that credit for courses completed in that program be awarded and applied to J.D. program requirements at the Boyd School of Law. The student may submit a request to receive credit to the Associate Dean for Academic Affairs after completing the first year at the Boyd School of Law. Credit will be awarded at the discretion of the Associate Dean for Academic Affairs, who should consult with the Academic Standards Committee. Whether and to what extent credit will be awarded will depend on the totality of circumstances, including but not limited to, the content, rigor and level (graduate or undergraduate) of course work taken in the foreign law degree program, the student's performance in the foreign law degree program, and the student's performance in Boyd School of Law first-year required courses. No more than 28 hours of elective credit will be awarded.

4.05 Graduate Credits Earned in Courses Outside the Law School

Full-time students who have successfully completed their first year of study and part-time students who have successfully completed their second year of study may, with the approval of the Associate Dean for Student Affairs, enroll in graduate level courses and receive credit for up to six semester hours toward the requirements for a law degree. Students must submit a syllabus or course description to the Associate Dean for Student Affairs and obtain written permission in advance to apply graduate credits earned toward law school graduation requirements.

The law school will accept graduate credits only if a course is approved in advance and only if the grade earned is equal to or higher than a "B" (or its equivalent). Such courses will be recorded on the law school transcript as graduate credit hours, will not count against the student's total number of non-graded credit hours, and will not be calculated in the student's cumulative law school grade-point average.

5. CURRICULUM

5.01 Required Courses

All 500-level courses are required for graduation. In addition, students must complete the third semester Lawyering Process course, Criminal Law, Constitutional Law II, (full-time students must complete this course before the end of the second year; and part-time day students must take this course before the end of the third year); and Professional Responsibility. A list of required courses may be found [here](#).

5.02 Lawyering Process Requirement

Students must complete three semesters of the Lawyering Process program. Students are assigned to Lawyering Process I and II as part of their first-year program. To complete the requirement, students must complete one more Lawyering Process course.

5.02a Registration for Third Semester Lawyering Course

Students may take their third semester Lawyering Process course any time after they have completed Lawyering Process I and II but must complete it before their last semester. Students who get a C or lower in LP I or LP II or are on probation may also be required to enroll in a particular section of Advanced Legal Analysis and Writing or to meet regularly with Academic Success Program staff.

5.02b Courses that Satisfy Third Semester Lawyering Process Requirement

To satisfy the third semester LP requirement, a course must: include multiple writing assignments; dedicate more than half of class to writing instruction; require students to devote most of their class preparation time to research and writing tasks; require students to submit successive drafts of at least one assignment and have at least one individual conference with the professor; and include extensive and detailed feedback from the professor on at least one assignment. A course that includes writing assignments, but devotes most class time to substantive law will not fulfill the requirement. The Associate Dean for Academic Affairs, in consultation with the chair of the Lawyering Process Committee and, when necessary, the Curriculum Committee, will determine whether a course satisfies this requirement.

5.03 In-house Clinics

The Thomas and Mack Legal Clinic houses the law school's "law firm" and offers students an integrated academic and practice-based educational experience that teaches students to be reflective practitioners and community-oriented professionals. The clinics provide service to communities in need of legal assistance and seek to improve the quality of, and access to, legal systems that affect communities in need.

Under the Nevada Supreme Court Law Student Practice Rule, students in the clinical programs may represent clients in the Juvenile Court of Clark County and other state and federal courts. Clinic students are expected to take the lead in a real case and are responsible for developing the attorney-client relationship and litigation strategy, and for conducting fact investigation, legal research and trial work. Students are supervised by clinical professors.

5.04 Clinical Program Registration

All students who wish to enroll in a clinical course must complete and submit the Clinic Application by the deadline established each semester. The Clinic Application asks both general informational questions and more specific questions required for certification to practice law under Rule 49.5 of the Nevada Supreme Court Rules. The Clinic Application and Rule 49.5 are posted [here](#).

5.04a Eligibility

1. All clinic students must be eligible for certification under Nevada's student practice rule. Under Rule 49.5 students must have successfully completed at least 30 hours of academic course work to be eligible for limited certification and 45 hours for full certification to practice law in the Nevada courts.
2. Students must also meet any posted prerequisites of the clinic course prior to enrollment.

5.04b Selection Process and Criteria

Students will be selected for clinic placement based on a process that begins with the submission of the application and may include a personal interview.

Selection for the clinic will be based on the following criteria:

1. Demonstrated capacity for and dedication to personal and professional responsibility. This criterion is evidenced by such habits as diligent class preparation and civility within the law school community. It is marked by maturity, conscientiousness, and sound judgment.
2. Experiences and skills likely to benefit the clinic's clients and fellow clinic students. This criterion is evidenced by such things as public interest or other relevant work or volunteer experience, or foreign language skills.
3. Demonstrated capacity to handle multiple tasks under pressure. This criterion is evidenced by such accomplishments as a record of turning in assignments in a timely manner, or a history of meeting significant workplace or personal obligations.
4. Seniority in law school.
5. Students who are eligible to obtain a J.D. degree from the Boyd School of Law are given preference for enrollment in clinics over students who are not eligible to receive a J.D. degree from the Boyd School of Law.
6. Students who have completed one clinic course may enroll in another clinic course only if space is available after all other students have been considered.

Selection decisions for each clinic are primarily the responsibility of the faculty member teaching that clinic. Questions about the selection criteria or process should be directed to the clinic professor who will be teaching the clinic or clinics in which you are interested.

5.04c Enrollment

In addition to the rules generally applicable to law school courses, the following rules apply to enrollment in clinic courses.

1. Unlike other law school courses, clinic courses do not have a ‘free’ drop-add period during the first week of the semester. Anyone desiring to withdraw from a clinic course after the Friday before the semester begins must receive the written permission of the clinic professor.
2. Any student who cannot be certified to practice law under Nevada Supreme Court Rule 49.5 cannot take the class and therefore will be dropped from the course.
3. There will be a one-day orientation before classes start, and students are expected to participate in the orientation. Failure to attend the orientation, without the prior approval of the clinic professor, will result in being dropped from the course.
4. Preparation for and attendance at the first class of the semester is mandatory. Failure to attend the first class or pick up course materials prior to the class, without the prior approval of the clinic professor, will result in being dropped from the course.
5. The above stated grounds for being dropped from a clinic course are not exclusive. A student may be dropped from a clinic course at the discretion of the clinic professor.

5.04d Continuing Enrollment

Students may enroll in only one semester of a particular clinic course. The clinic professor may allow enrollment in an additional semester when, in the interests of the student’s educational experience and the client’s representation, continuation in the clinic course is advisable.

5.05 Externships

Externships are limited enrollment, experiential learning courses that include substantial field work at an approved field placement and a seminar designed to help students acquire and deepen their legal knowledge, develop and practice lawyering skills, develop their professional identities, and become self-directed, lifelong learners. After being selected by an approved placement, students enroll in the externship seminar and one of the following courses: Judicial Externship, Legislative Externship, or Government and Public Interest Externship.

5.05a Placements

All placements must be approved in advance by the externship director to ensure that the placement can provide a well-supervised environment in which students can achieve the learning objectives of their externship. Established placements are placements that have been approved by the faculty, are regularly available, and are reviewed periodically by the externship director. Students may timely propose an alternative placement if there is no established placement of the same type or if the proposed placement is in a location where there are no regularly offered placements. More information can be found [here](#).

5.05b Eligibility and Prerequisites

Students who have successfully completed all required first-year courses are eligible to enroll in an externship course. Some externship placements have additional eligibility requirements and prerequisites. Students may not enroll in an externship and a clinical course in the same semester.

5.05c Application and Selection

Students must apply, be accepted in the Externship Program, and be selected by an approved placement to enroll in an externship. Application instructions, established placement descriptions, application periods and other deadlines are available [here](#); the application form is available online only during the announced application period for each semester.

Selection for the externship program is based on the following criteria: timeliness of application, seniority in law school, and prior participation in the program. Visiting students can be selected only if there is space available after all other eligible students have been selected. Selection by an approved placement is based on review of application materials, phone or in-person interviews, background checks, and other selection processes.

5.05d Supervision

Each student is assigned a field supervisor at the placement site and a faculty supervisor. Field supervisors are attorneys or professional staff persons who provide day-to-day supervision and feedback. Faculty supervisors are full-time or adjunct faculty who provide guidance and support throughout the semester, comment on and monitor progress on the students' individualized learning goals, and teach the externship seminar.

5.05e Credit

Students may enroll for up to 7 credits for an externship if their field placement is located in the Las Vegas area; students may enroll for up to 12 credits if their field placement is located outside the Las Vegas area.

Generally, externships will last 12 weeks during the fall and spring semesters, and 8 weeks during the summer session. Students will earn academic credit based on the number of hours of field work they complete:

	Total Hrs (min. 8wks)	Fall/Spring Semester (min. 12 wks)	Summer Session
3 credits	138 hrs	Approx. 12 hrs/wk	Approx. 16 hrs/wk
4 credits	184 hrs	Approx. 16 hrs/wk	Approx. 20 hrs/wk
5 credits	230 hrs	Approx. 20 hrs/wk	Approx. 24 hrs/wk
6 credits	276 hrs	Approx. 24 hrs/wk	Approx. 32 hrs/wk
7 credits	322 hrs	Approx. 28 hrs/wk	Approx. 40 hrs/wk

Students must also fulfill other course requirements including but not limited to attendance at orientation and other class meetings, submission of time reports and journals, participation in a mid-semester meeting with the faculty supervisor, and completion of other assignments. Students are not required to be at their field placements during the designated study and exam period.

5.05f Grading

Students are assigned a Pass/Fail grade based on satisfactory completion of field hours and other course requirements. Grades will be determined by the faculty supervisor with input from the field supervisor.

5.05g Limitations

1. No more than 12 externship course credits may be applied toward a student's minimum graduation credit requirement.
2. No student may receive externship credit for work in a for-profit firm or agency except in approved legislative placements during the Nevada Legislative Session.
3. No student may receive monetary compensation for work in any field placement; however, students may be reimbursed for reasonable out-of-pocket expenses related to the field placement.

5.06 Certification of Student Qualification to Engage in Limited Practice

Students may be certified to engage in limited practice to participate in a clinical or externship program or to work on pro bono cases or for a governmental or not-for-profit entity.

5.06a Certification for Students Participating in Law School Programs

Once accepted in a clinical or externship program, students must complete the forms necessary to obtain the certification as instructed by the clinic director or the Externship Director.

5.06b Certification for Students to Engage in Limited Practice Not Supervised by Law School Faculty

(1) To be certified to work with a licensed Nevada attorney on pro bono cases or in a governmental or not-for-profit entity, students must contact the Associate Dean for Academic Affairs and provide a written statement specifying the work in which they will engage. [Note: Students participating in the Partners in Pro Bono Program will be certified under the student practice rule by the Associate Dean for Public Service, Compliance and Administration.] To qualify, students must be in good academic standing, must have successfully completed the required number of credit hours for the level of certification sought, must have completed or be concurrently enrolled in a professional responsibility course, and must be supervised by a member of the State Bar of Nevada who personally assumes professional responsibility for all work undertaken by students while under the lawyer's supervision. [See Nev. S. Ct. Rule 49.5 <http://www.leg.state.nv.us/courtrules/scr.html>]

(2) To be certified to engage in student practice with a licensed attorney in another jurisdiction, students must contact the Associate Dean for Academic Affairs and provide (a) a copy of the student certification rule from the jurisdiction in which the student plans to work, and (b) any forms required to obtain certification in that jurisdiction.

5.07 Directed Research

Students can pursue a Directed Research project with the consent of the faculty member who will supervise the project, and with the approval of the Associate Dean for Student Affairs. A Directed Research project must be supervised by a full-time member of the law school faculty (including joint appointees), unless an alternative arrangement is approved by the Associate Dean for Academic Affairs. It is expected that Directed Research projects will not duplicate regular courses.

The faculty member assigns the amount of credit that the project justifies. The amount of credit awarded should approximate the amount of work expected from students enrolled in a regular course taken for the same number of credits. The length of the paper should be based upon the complexity and existing volume of literature on the subject, the number of redrafts required to complete the assignment, and the originality of the student's work product. Faculty should consider the following guidelines in determining the number of credits to be awarded:

3 credit hours 50-75 pages with one or more redrafts

2 credit hours 35-50 pages with one redraft

1 credit hour a minimum of 25 pages with one redraft

No student may receive more than four credits total for all Directed Research projects unless more credits are approved by the Associate Dean for Academic Affairs.

5.08 Directed Reading

Students can pursue a Directed Reading project with the consent of the faculty member who will supervise the project and the approval of the Associate Dean for Student Affairs. A Directed Reading project must be supervised by a full-time member of the law school faculty (including joint appointees), unless an alternative arrangement is approved by the Associate Dean for Academic Affairs. It is expected that Directed Reading projects will not duplicate regular courses.

No student may receive more than two credits total for all Directed Reading projects unless more credits are approved by the Associate Dean for Academic Affairs.

5.09 Nevada Law Journal

Nevada Law Journal (NLJ) membership will be determined on the basis of grades and a writing competition. Full-time students who have successfully completed their first year of study and part-time students who have successfully completed their second year of study are eligible. Transfer students transferring after the first year at another institution are eligible to enter the writing competition. At the time of eligibility, students who rank in the top five percent of both the full-time and part-time program will be invited to be a member of the NLJ, but invited students must still participate in the writing competition and make a good faith effort in that competition. The remainder of NLJ members shall be selected through the annual writing competition. NLJ staff members will earn one credit per semester and editors will earn two credits per semester. Receipt of credit will be determined by the faculty advisor(s) with recommendations by the NLJ Journal Editor-in-Chief.

5.10 UNLV Gaming Law Journal

Membership on the *UNLV Gaming Law Journal* (GLJ) will be determined on the basis of a writing competition or a previously written substantial paper in the area of gaming law. Full-time students who have successfully completed their first or second year of study and part-time students who have successfully completed their second or third year of study are eligible. Transfer students transferring after the first year at another institution are eligible to enter the writing competition. GLJ staff members will earn one credit per semester, and editors will earn two credits per semester. Receipt of credit will be determined by the faculty advisor(s) with recommendations by the GLJ Editor-in-Chief.

5.11 Society of Advocates

The William S. Boyd School of Law Society of Advocates (SOA) is the school's appellate and trial forensic program, a co-curricular student advocacy activity. SOA consists of an Executive Board of 3-5 students and 16-20 team members who participate in interscholastic competitions. Each academic year, teams take part in a variety of competitions, such as mock trial, client counseling, negotiation, mediation, and alternative dispute resolution advocacy, as well as traditional appellate advocacy.

Students are selected to be members of SOA based on their performance in the Lawyering Process II moot court exercise, which includes a written brief, oral argument before the Lawyering Process faculty, and oral argument before attorneys and judges from Clark County. Students who successfully participate in competitions on behalf of SOA will receive two credits based on evaluation of their oral and written work.

5.12 Distance Legal Education Courses

Distance legal education (DLE) courses are courses in which students and professor are separated in time or place using any technology available. Students may not enroll in a DLE course until they have completed 28 credits toward their J.D. degree; may not enroll in more than 4 credits of DLE in any semester; and may not apply more than 12 DLE credits toward their J.D. degree.

6. COURSE POLICIES

6.01 Policy on Computer Use

Students may use portable computers and other electronic devices in the classroom only for educational purposes. Any student use of a portable computer or other electronic device not directly related to the class in session is inappropriate. Examples of inappropriate use include, but are not limited to, the following: playing games; displaying web pages; playing video or audio files; receiving, reading, composing, or sending e-mail or instant messages; and making or receiving phone calls. Each course instructor retains the right to set a different, more restrictive policy as he or she deems advisable. This computer use policy is subject to exceptions necessary to provide students with accommodations under the Americans with Disabilities Act.

6.02 Policy on Recording Classes

No student may audio-record or video-record any class, or arrange for it to be recorded, without the permission of the course instructor. Each course instructor may allow or disallow recording on such occasions and on such terms as he or she deems advisable. The instructor may rescind permission anytime during the course. The recording policy is subject to exception necessary to provide students with accommodations under the Americans with Disabilities Act.

7. EXAMS

7.01 Exam Deferment

Students are required to take examinations at the scheduled dates and times. A student may be excused from scheduled exams only:

1. if serious illness, personal hardship (such as the death or serious illness of a spouse, significant other, parent, child, sibling, grandparent, or other close family member), accident or other emergency exists during the examination period, or if there are other compelling circumstances. The student requesting a deferred exam must have appropriate documentation demonstrating that the student was unable to take the examination at the scheduled time.
2. if a student has two examinations scheduled on the same day. The student may take the first examination at the scheduled time and the second examination on the next available day in the student's examination schedule.
3. if a student has four exams on four consecutive days. The student may take the first three examinations at the scheduled times and the fourth examination the next available day in the student's examination schedule.

All requests to reschedule examinations must be made in writing using the Approval for Exam Deferment form found [here](#). All requests must be approved by the Associate Dean for Student Affairs. Examinations deferred under Section (1) must be made up as soon as possible, but no later than three weeks after the end of the examination period. If a student cannot take the examination within that time, the student will receive an incomplete in the course and will be required to take the examination the next time the course is offered. The Associate Dean for Student Affairs and BSL Registrar schedule all examination deferrals. Students should not make arrangements with their faculty or notify their faculty of the examination deferral; faculty cannot authorize any changes to the examination schedule.

All requests made under Section (2) and Section (3) above must be submitted to the BSL Registrar's office by the date at the top of the form.

Students making requests under Section (1) must contact the Associate Dean for Student Affairs or Registrar before the start of the examination and provide documentation within one week after the examination. In the case of a medical deferral, the student must be examined by a physician prior to or within 24 hours after the examination.

8. GRADING AND CLASS RANKS

8.01 Grading System

The law school grades all course work on a letter grading system:

A	Superior	4.0
A-		3.7
B+		3.3
B	Above Average	3.0
B-		2.7
C+		2.3
C	Average	2.0
C-		1.7
D+		1.3
D	Below Average	1.0
D-		0.7
F	Failure	0.0
P	Pass	
S	Satisfactory	
U	Unsatisfactory	
I	Incomplete	
AD	Audit	
W	Withdrawal	
NR	Not reported	

Grade point averages are calculated for every student upon the submission of course grades for each semester and summer term, where applicable. A course taken on a pass-fail basis that is not failed shall not be considered in computing a student's grade point average.

8.02 Pass-Fail Courses

In certain courses, a grade of Satisfactory is assigned if the student satisfactorily completes the course. A grade of "S" in a pass-fail course does not have a grade point value, but is intended to reflect work equivalent to the letter grades of "A" through "C". If the student's work does not reflect work equivalent to the letter grade of a "C", the faculty member can assign a grade of "C-" through "F".

8.03 Pass/Fail Grading

Up to 20 credit hours of pass/fail course work may be credited toward the graduation requirement of 89 credit hours. The following courses and activities are evaluated on a pass/fail basis: law journal, moot court, externships, approved competitions, and any course so designated by the faculty. Directed Research and Directed Reading courses may be evaluated on a pass/fail or letter grade basis; the grading method for these courses will be determined at registration upon the agreement of the student and the faculty member.

8.04 Grading of Retaken Required Courses Due to Grade of "F"

When a student fails a required course, that "F" is recorded and becomes part of the grade point average calculation. The student must repeat the course and obtain a passing grade. The grade for the repeated course is recorded and used in the calculation of the grade point average.

8.05 Anonymous and Nonanonymous Grading

Professors grade examinations while they are identified only by anonymous numbers. In assigning grades in any examination course, the professor may also consider projects graded nonanonymously and each student's classroom performance in a manner and to the extent determined by the professor. The professor must announce in writing before the end of the first week of the semester the criteria on which classroom performance will be evaluated and the maximum extent to which classroom performance can affect the final grade in the course. A professor may choose to combine anonymous and nonanonymous grade components with or without first obtaining examination number identities from the registrar. If the professor wishes to combine the components after learning student identities, this must be disclosed in writing before the end of the first week of the semester.

8.06 Grade Distribution

In all classes of 21 or more students, faculty members must have a median grade of B, and meet the following grade distribution guidelines:

A & A-: 10 to 25%
C+ & below: At least 10%

Faculty members who teach more than one section of the same course during the same semester may, at their discretion, combine the sections for purposes of complying with grade distribution guidelines. Variance from these guidelines must be approved in writing by the Associate Dean for Academic Affairs.

8.07 Class Ranks and Academic Honors

At the end of each spring semester, the Registrar shall compute class ranks based on cumulative grade point averages. Students are ranked with other students who are at approximately the same stage of the law school program according to the following credit ranges:

10-22 credits (primarily 1L/PT students)
23-35 credits (primarily 1L/FT students)
36-50 credits (primarily 2L/PT students)
51 or more credits (2L/FT & 3L/PT students)
89 or more credits (final rankings for graduating students)

Only students in the top one-third of each credit range will be ranked in numerical order and the Registrar will announce the grade point average that was required to be in the top one-third and the top one-half of each credit range.

Final class ranks will be based on final grades. Students who graduate in December will have the last available semester rank recorded on their transcripts and will receive their final class ranks the following May. Students who graduate in August will be ranked as if they had graduated the preceding May. Transfer students will be ranked only at graduation based on the minimum of 47 credits they have taken at the Boyd School of Law. Class ranks will not be changed once they have been computed. Class rank information may be released in writing only to the student or to someone authorized in writing by the student.

Academic honors will be based on final grade point averages. Students whose GPA is in the top 3% of those graduating will qualify for Summa Cum Laude distinction; students whose GPA is in the top 10% of those graduating will qualify for Magna Cum Laude distinction; and students whose GPA is in the top 25% of those graduating will qualify for Cum Laude distinction. Grades transferred from any other law school will be excluded from the computation of this average. Transfer students must complete a minimum of 47 credit hours at the William S. Boyd School of Law to be eligible for academic honors.

8.08 Incomplete Grades

Any student who has not completed requirements for any course must, within three weeks from the last day of instruction, submit to the BSL Registrar an Incomplete Grade Contract, found [here](#), signed by the professor. If a student does not submit this contract within three weeks from the last day of instruction, the Registrar's Office will place an administrative hold on the student's account until the student submits the Incomplete Grade Contract.

If the student does not complete course requirements by the deadline specified in the Incomplete Grade Contract, or within one year, the student will be assigned a grade of "F."

The Associate Dean for Student Affairs may make an exception for a student who voluntarily withdraws from school.

8.09 Review of Grades

A course grade is subject to review if (1) there has been an arithmetical and/or clerical error, or (2) the grade is alleged to have been assigned in an arbitrary and capricious manner. All grade changes must be approved by the Associate Dean for Academic Affairs.

A student who believes that an assigned grade is subject to review because of an arithmetical and/or clerical error may obtain verification of a course grade by submitting a request to the Registrar who will ask the faculty member to review the grade calculations. Once the grade calculations have been reviewed, the faculty member will notify the Registrar of the results of the review. If an error is discovered, the grade change can be made and the student notified only after the approval of the Associate Dean for Academic Affairs.

A student who believes that an assigned grade is subject to review because it was assigned in an arbitrary and capricious manner should notify the Associate Dean for Academic Affairs, who will review the student's claim.

All requests for review must be made within thirty (30) calendar days of the posting of the challenged grade.

8.10 Dean's List

Students who earn a grade point average of 3.5 and above in any semester (excluding summer sessions) will be recognized on the Dean's List. Full-time students are eligible in any semester in which they earn at least 12 graded credits; part-time students are eligible in any semester in which they earn at least eight (8) graded credits. Dual degree students are eligible in any semester in which they earn at least six (6) graded credits in the law school and a total of at least 12 graded credits in their dual degree programs. Their grade point averages for Dean's List determinations will be based solely on their graded credits in law school courses.

8.11 Policy on Grading and Academic Dishonesty

Faculty grading of student work is a separate matter from disciplinary sanctions for academic dishonesty under the William S. Boyd School of Law Student Honor Code (Honor Code). Faculty members retain the freedom to judge the merit of student work based on their evaluative criteria, which may include, but are not limited to, research quality and originality of ideas.

If a faculty member believes a student has committed an act of academic dishonesty the faculty member shall refer the matter to the Associate Dean for Student Affairs for appropriate action under the Honor Code. Among the sanctions for academic dishonesty that the Dean may impose under part IV of the Honor Code is the reduction of a course grade assigned by a faculty member.

9. RETENTION STANDARDS

9.01 Good Academic Standing

To be in good academic standing a student must: 1) have a cumulative grade point average of 2.30 or above; 2) not be on academic probation as defined by Policy 9.03.

9.02 Minimum GPA for Advancement

The minimum cumulative GPA for advancement to the second year of either the full-time program or part-time program, or each semester thereafter, exclusive of summer sessions, is 2.30.

Students are subject to dismissal if they fail to maintain a cumulative GPA of 2.30 or above after the first year or after any subsequent semester (exclusive of summer sessions) or if they fail to achieve a semester GPA of 2.30 or above in any two consecutive semesters (exclusive of summer sessions), regardless of cumulative grade point average.

Students whose semester grade point average is below 2.30 will receive a warning reminding them they could be subject to dismissal if they are not in good standing at the end of the next semester.

9.03 Academic Probation

Students who are retained after having been subject to dismissal for failing to maintain a cumulative GPA of 2.30 or above are placed on academic probation and will be subject to dismissal again unless their cumulative GPA following their next semester (exclusive of summer sessions) is 2.30 or above.

Students who are retained after having been subject to dismissal for failing to achieve a semester GPA of 2.30 or above in any two consecutive semesters are placed on academic probation and will be subject to dismissal again unless their GPA in their next semester (exclusive of summer sessions) is 2.30 or above.

9.04 Limitations on Students Not in Good Standing

Students who are not in good standing must get approval from the Associate Dean for Student Affairs before volunteering to participate or represent the law school in any activity for which school funding is required.

10. DISMISSAL

10.01 Notice

A student subject to dismissal shall be notified in writing by the Associate Dean for Student Affairs. The notice will be accompanied by a statement of the Handbook provisions relating to dismissal and procedures for filing a request for retention. A student who does not timely file a request for retention, or whose request is not granted, will be dismissed.

10.02 Request for Retention

A student subject to dismissal may, within three calendar weeks from the date of the notice sent by the Associate Dean for Student Affairs, file a request for retention explaining why the student should not be dismissed. The burden is on the student to show why he or she should not be dismissed.

The Academic Standards Committee (ASC) shall review requests for retention and at its discretion may conduct a hearing. The ASC may deny the request, grant it, or grant it upon conditions. In reaching a determination, the ASC will be guided by the following considerations:

1. Reason for Academic Failure. The student must prove that she or he possesses the requisite ability to achieve satisfactory performance in law school and that her or his disqualification does not indicate a lack of capacity to complete her or his legal studies at the law school.
2. Extraordinary Circumstances. The student must prove that her or his academic failure was the result of extraordinary circumstances beyond her or his control and show that the student's poor scholarship was not due to lack of ability or failure to apply herself or himself diligently to the study of law.
3. Medical or Psychological Causes. If extenuating circumstances raised by the student are related to physical or psychological incapacity in the course of a semester or before or during an examination, convincing medical proof of the existence of the conditions and proof that the conditions will no longer prevent completion of studies at the law school must accompany the petition.
4. Recent changes, if any, in Grade Distribution and Retention Standards.

10.03 Retention after Being Subject to Academic Dismissal

The ASC may grant student requests for retention under any of the following provisions.

10.03a Retention to Complete All First-Year Courses (Academic Renewal)

The ASC may grant a request for retention on the condition that the student repeats the entire first year. For students granted academic renewal: a) the earned grades from the first year will remain on the transcript; b) the new grades will be shown on the transcript as repeat work; c) only the new grades will be considered for determining grade point averages; and d) a notation will appear on the student's transcript indicating the student was granted academic renewal. Students on academic renewal must attain a 2.30 grade point average for the repeat year. Students granted academic renewal are subject to all retention and dismissal standards in this Handbook.

10.03b Retention to Repeat Some But Not All First-Year Courses

The ASC may grant a request for retention on the condition that the student repeats some, but not all first-year courses. For students retained under this section: a) the earned grades from the first year will remain on the transcript; b) the new grades will be shown on the transcript as repeat work; c) both the original grades and the new grades will be considered for determining grade point averages; and d) a notation will appear on the transcript indicating the student was subject to dismissal and retained. Students retained under this provision are subject to all retention and dismissal standards in this Handbook.

10.03c Retention in the Second, Third or Fourth Year

The ASC may retain a second-, third-, or fourth-year student who subject to dismissal on condition of repeating one or more courses. If the ASC retain a student under this condition: a) the earlier grades will not be removed from the transcript; b) the new grades will be shown on the transcript as repeat work; c) both the original grades and the new grades will be considered for determining grade point averages; d) a notation shall appear on the transcript indicating the student was subject to dismissal and retained. Students retained under this section are subject to all retention and dismissal standards in this Handbook.

10.04 Reinstatement After Voluntary Withdrawal

The ASC may grant requests for reinstatement after voluntary withdrawal. In assessing requests for reinstatement after voluntary withdrawal, the ASC will consider the student's academic performance prior to withdrawal, the length of time since withdrawal, the circumstances that led to the withdrawal, and the changed circumstances that led the student to seek reinstatement.

11. VOLUNTARY WITHDRAWAL AND LEAVE OF ABSENCE

11.01 Voluntary Withdrawal

Students who wish to voluntarily withdraw from the J.D. program should submit a letter to the Associate Dean for Student Affairs stating the reasons for the decision to withdraw. Students who withdraw after the tenth week of the semester will be given the grade of F in each of their courses. Students who withdraw will receive a refund based on the tuition refund schedule found [here](#). University and Student Activity fees are not refundable.

Students who voluntarily withdraw from the law school after completing at least one semester of course work must petition the Academic Standards Committee should they wish to seek reinstatement to the J.D. program at a later point. Students who withdraw without completing at least one semester of course work are not eligible for reinstatement.

Students who fail to register for and complete course work in a fall or spring semester, and who have not been granted a leave of absence, are deemed to have withdrawn from the J.D. program, and must petition the Academic Standards Committee should they wish to seek reinstatement to the J.D. program at a later point.

11.02 Leave of Absence

Students who have successfully completed two semesters of study and are in good academic standing are eligible to apply for a leave of absence. No later than two weeks prior to the start of the semester in which the student seeks to begin a leave, the student must submit to the Associate Dean for Student Affairs a written request describing the circumstances prompting the request for a leave. The Associate Dean for Student Affairs may approve leaves of up to one academic year. Requests for leaves extending beyond one academic year must be approved by the Academic Standards Committee. Students to whom a leave has been granted must meet with the Associate Dean for Student Affairs prior to registration for the semester in which the student is scheduled to return. During a leave of absence, a student remains subject to the William S. Boyd School of Law Student Code of Professional Responsibility and the UNLV Student Conduct Code.

12. REINSTATEMENT AFTER ACADEMIC DISMISSAL OR WITHDRAWAL

12.01 Reinstatement After Academic Dismissal

12.01a Reinstatement to Complete All First-Year Courses

A student who has been academically dismissed at the end of the first year may file a petition for reinstatement with the Associate Dean for Student Affairs. The Academic Standards Committee (ASC) may reinstate a first-year student on condition that the student repeats the first year. If a student is reinstated and required to repeat all first-year courses, the following rules apply: a) the earlier grades he or she received will not be removed from the transcript, b) the new grades will be shown on the transcript as repeat work, c) only the new grades will be considered for determining grade point averages, and d) a notation shall appear on the student's transcript indicating dismissal for academic reasons and reinstatement. Students who are required to repeat all first-year courses must attain a 2.30 grade point average for the repeat year. If the student does not attain a 2.30 grade point average for the repeat year, the student will be permanently dismissed without possibility for reinstatement.

12.01b Reinstatement to Repeat Some But Not All First-Year Courses

The ASC may reinstate a first-year student who has been academically dismissed on condition that the student repeats some, but not all first-year courses. If a student is reinstated under this condition, the following rules apply: a) the earlier grades will not be removed from the transcript, b) the new grades will be shown on the transcript as repeat work, c) both the original grades and the new grades will be considered for determining grade point averages, and d) a notation shall appear on the student's transcript indicating dismissal for academic reasons and reinstatement. Students who are required to repeat some but not all first-year courses must attain a 2.30 grade point average at the end of the academic year of reinstatement.

12.01c Reinstatement to Second, Third or Fourth Year

The ASC may reinstate a second-, third-, or fourth-year student who has been academically dismissed on condition of repeating one or more courses. If the ASC determines to reinstate a student under this condition, the following rules apply: a) the earlier grades will not be removed from the transcript; b) the new grades will be shown on the transcript as repeat work; c) both the original grades and the new grades will be considered for determining grade point averages, and d) a notation shall appear on the student's transcript indicating dismissal for academic reasons and reinstatement. Students who are reinstated under this section must attain a 2.30 grade point average for every repeat course and for the semester.

12.02 Reinstatement After Voluntary Withdrawal

In assessing petitions for reinstatement after voluntary withdrawal, the ASC will consider the student's academic performance prior to withdrawal, the length of time since withdrawal, the circumstances that led to the withdrawal, and the circumstances which led the student to seek reinstatement.

13. STATEMENT ON NONDISCRIMINATION

The William S. Boyd School of Law is an institution dedicated to the pursuit of excellence and is committed to a policy of equality of opportunity characterized by diversity of races, cultures, and values. The Law School adheres to the American Association of Law Schools (AALS) nondiscrimination bylaws and only provides recruitment services to employers whose practices are consistent with an observation of equal opportunity to obtain employment, without discrimination or segregation on the grounds of race, color, religion, national origin, sex, age, handicap or disability, or sexual orientation.

14. WILLIAM S. BOYD SCHOOL OF LAW STUDENT HONOR CODE

I. PREAMBLE

Acceptance to the William S. Boyd School of Law (the Law School) represents much more than admission to the study of an intellectual discipline. The privilege of admission comes with a unique set of responsibilities, not only to fellow students, but to the Law School, to the legal profession, and to the public. The legal profession demands the highest degree of trustworthiness, honesty and public integrity. As future members of that profession, students of the Law School are bound to observe principles that reflect the same high standards that govern the practice of law. This Student Honor Code (the Honor Code) sets forth conduct that is prohibited, and it establishes minimum standards for student professional responsibility. The standards of conduct in the Honor Code are in addition to the standards set forth in the UNLV Student Conduct Code and the Law School Student Policy Handbook. Violations of the Honor Code will be subject to the procedures and sanctions of the Honor Code, as set forth below.

II. AUTHORITY

The Dean of the Law School is responsible for enforcing the Honor Code. This authority is delegated to the Associate Dean for Student Affairs (Associate Dean), the Honor Code Committee to be appointed annually by the Dean, and a Formal Hearing Panel of faculty and students to be appointed as needed by the Dean.

III. SCOPE AND JURISDICTION

The provisions of the Honor Code apply to the conduct of all students at the Law School during the time they are enrolled in the Law School and during the application period.

The term “student” includes any person who has enrolled in classes at the Law School, including summer courses, whether for credit or not, and who has not withdrawn, been permanently expelled, or completed his or her course of study.

A former student no longer enrolled at the Law School may be subject to sanctions under the Honor Code for violations that occurred during the time the student was enrolled in the Law School and during the application period. If the conduct in question is discovered after the student’s graduation, nothing in this Section is intended to prevent the Law School from initiating disciplinary proceedings against a student who has graduated.

IV. CONDUCT PROHIBITED

The following conduct is prohibited and may result in sanctions:

- A. Academic dishonesty. Academic dishonesty includes, but is not limited to:
 - 1. Cheating. Cheating is an act of fraud or deception by which a student gains or attempts to gain a benefit or advantage, or attempts to provide a benefit or advantage to another student.
 - 2. Plagiarism is (a) copying the words or ideas of another and representing them to be one's own; and (b) copying the words or ideas of another and crediting them to an incorrect source. Plagiarism may occur when a student acts with dishonest intent or when a student acts knowingly, recklessly, or negligently. Situations involving negligent plagiarism may be treated as minor violations. Situations involving dishonest intent, knowledge, or recklessness will be treated as academic dishonesty subject to sanctions. A record of repeated instances of negligent plagiarism or prior warnings may be viewed as providing evidence of dishonest intent, knowledge, or recklessness.
- B. Misrepresentation. Misrepresentation includes, but is not limited to:
 - 1. Furnishing material information that the student knows to be false in the Law School application process;

2. Furnishing material information that the student knows to be false on a resume, in an interview, or in an application for employment or subsequent academic studies;
 3. Forging or altering transcripts, or other university documents;
 4. Falsely signing another student's name; and
 5. Making any material misrepresentation by which the student gains or attempts to gain an unfair advantage from the university, faculty, students or staff.
- C. Wrongful use or procurement of goods, services, or information. Wrongful use or procurement of goods, services, or information includes, but is not limited to:
1. Stealing, destroying, damaging or hiding library materials; and
 2. Stealing, destroying or damaging university property or the property of other students or other entities.
- D. Unlawful conduct. Unlawful conduct includes:
1. Committing any felony or misdemeanor (as defined by applicable law) that involves violence or threats of violence against or harassment of any member of the UNLV community; and
 2. Committing any felony or misdemeanor (as defined by applicable law) that raises serious doubts about the student's honesty, integrity, or fitness to practice law.

All law students have a continuing obligation to disclose to the office of the Associate Dean any unlawful conduct, as defined above, in which they are involved during the time they are enrolled in the Law School and during the application period. Failure to meet this obligation does not constitute a separate instance of prohibited conduct.

- E. Abuse of the honor code process. Abuse of the honor code process includes:
1. Failing to report an incident that the student knows to be a violation of the Honor Code;
 2. Failing to cooperate with an Honor Code investigation or hearing;
 3. Making an accusation of an Honor Code violation that the student knows to be false; and
 4. Making any material misrepresentation in the Honor Code process.
- F. Minor violations. Minor violations are those that can be handled informally and without sanctions. The assigning professor (if applicable) and the Associate Dean have the discretion to determine that a violation is minor and does not require sanctions. Students do not have such discretion and are mandatory reporters under Section V.

V. REPORTING SUSPECTED VIOLATIONS

- A. Reporting by Students. Students must report to the assigning professor (if applicable), or to the Associate Dean, incidents they reasonably believe violate the Honor Code.
- B. Reporting by Faculty. Faculty may report to the Associate Dean incidents they reasonably believe violate the Honor Code. The faculty member may choose to first meet with the student before deciding whether to report the incident to the Associate Dean. The faculty member also has discretion to handle a violation under the provisions for minor violations.

VI. DISPOSITION OF COMPLAINTS

- A. Investigation of Complaints. When the Associate Dean receives information about an incident that may constitute a violation of the Honor Code, the Associate Dean will promptly conduct an investigation. In cases of Academic Dishonesty, as described in Section IV(A), the Associate Dean may seek the assistance of library faculty. Any persons involved in the investigation phase of the complaint should recuse themselves from any deliberations regarding appropriate sanctions, either as a part of the Honor Code Committee, or the Formal Hearing Panel.

B. Resolving Complaints. If, upon completion of the investigation, the Associate Dean determines that there are grounds for believing that a student has violated the Honor Code, the Associate Dean will either (1) determine that the violation is minor; or (2) refer the complaint to the Honor Code Committee for a disciplinary hearing and possible sanctions.

1. Minor Violations and Informal Resolution by the Associate Dean Without Sanctions. If the Associate Dean determines that the violation is minor, or that it can otherwise be resolved informally, the Associate Dean may resolve the complaint with no sanctions and with the consent of the person charged and the approval of the Dean.

If the violation is resolved without sanctions, notice will be provided to the student in person, by email, or by certified mail. If the Associate Dean determines that sanctions may be appropriate and that the matter should be referred to the Honor Code Committee, the Associate Dean will notify the student of that decision within ten (10) Law School working days of the decision.

In most cases, when a violation is resolved without sanctions, a letter describing the incident will be placed in the student's file. If the student does not commit another violation before graduation, that letter will be destroyed upon the student's graduation from the Law School.

Under circumstances in which the Associate Dean determines that the letter should instead remain in the student's file and be given to the State Bar, the Associate Dean will refer this proposed sanction to the Honor Code Committee for review.

If the complaint is resolved without sanctions, and the Dean approves the decision, there is no further appeal and the matter is concluded. The student will be notified of the Dean's approval.

2. Disciplinary Review by the Honor Code Committee. If the Associate Dean believes that sanctions may be appropriate, the Associate Dean will refer the matter to the Honor Code Committee, which will schedule a review within ten (10) Law School working days of that referral.
 - a. Composition of Honor Code Committee. The Honor Code Committee is a standing Committee designated each year by the Dean. The Committee will consist of three (3) members of the Law School faculty or library faculty, and two (2) Law School students from a list recommended by the Student Bar Association. The Dean will designate one of the faculty appointees as Chair of the Honor Code Committee. In addition to its other charges as determined by the Dean, the Honor Code Committee will conduct Disciplinary Reviews.
 - b. Opportunity to Submit Statements. The Chair of the Honor Code Committee will notify the student and the assigning professor (if applicable) that they may each submit a statement regarding the violation. The Associate Dean should also submit a statement, including the results of the investigation and a recommended sanction. These statements must be submitted to the Chair of the Honor Code Committee three (3) Law School working days before the Disciplinary Review, as scheduled by the Chair of the Honor Code Committee.
 - c. Determination of Sanctions. The Honor Code Committee will review the statements of the student and the assigning professor (if applicable), and the findings and recommendation of the Associate Dean, and determine the appropriate sanctions. Any sanction imposed by the Honor Code Committee will not become effective until the expiration of the time period during which an appeal to the Formal Hearing Panel may be filed, or until any such appeal is decided, except that the Dean has the authority to determine, in his or her absolute discretion, that circumstances exist requiring immediate imposition of the sanction.

- d. Notice of Decision of Honor Code Committee. The Chair of the Honor Code Committee will notify the student of the Committee's decision within ten (10) Law School working days of the Disciplinary Review. Notice of the decision will be provided to the student in person, by email, or by certified mail.

If the student accepts the decision and sanctions recommended by the Honor Code Committee, and the Dean approves the decision, there is no further appeal and the matter is concluded. The student will be notified of the Dean's approval.

3. Formal Hearing Panel. If the student appeals the Honor Code Committee's decision and recommended sanctions by notifying the Chair of the Honor Code Committee within ten (10) Law School working days after receipt of the Honor Code Committee's decision, the Chair of the Honor Code Committee will ask the Dean to appoint a Formal Hearing Panel and will schedule a Formal Hearing.
 - a. Composition of the Formal Hearing Panel. The Formal Hearing Panel will consist of the Chair of the Honor Code Committee, two additional members of the Law School faculty, and two additional Law School students from a list recommended by the Student Bar Association. Other than the Chair of the Honor Code Committee, the members of the Formal Hearing Panel should not also be members of the standing Honor Code Committee. Where circumstances warrant, the Dean may appoint UNLV faculty from outside the Law School to the Formal Hearing Panel in place of one or more Law School faculty. Once the Formal Hearing Panel is appointed by the Dean, the Chair of the Honor Code Committee will schedule the Formal Hearing within ten (10) Law School working days of receiving notice of the composition of the Formal Hearing Panel.
 - b. Notice of the Hearing. The Chair of the Honor Code Committee will prepare and provide to the Associate Dean and the student a notice of the Formal Hearing. Notice of the Formal Hearing will be provided to the student in person, by email, or by certified mail, and will contain the following:
 - i. the date, time and place of the hearing;
 - ii. the parties' rights to submit a written statement, bring and question witnesses, and provide documentary evidence at the hearing;
 - iii. the student's right to have an advisor (for example, an attorney, family member, fellow student, or faculty member) present and represent him/her at the hearing; and
 - iv. a date by which the Associate Dean and the student will furnish to each other and the Chair of the Honor Code Committee a list of witnesses and documents that may be introduced at the hearing.
 - c. Formal Hearing Panel Procedure. The Chair of the Honor Code Committee will preside over the hearing. The Associate Dean, the student, and the assigning professor (if applicable) will each have the opportunity to prepare a written statement to submit to the Chair of the Honor Code Committee. These statements must be submitted to the Chair of the Honor Code Committee three (3) Law School working days before the Formal Hearing, as scheduled by the Chair of the Honor Code Committee. The Formal Hearing Panel will review these statements in advance of the hearing, and the members of the Formal Hearing Panel will have the opportunity to question the Associate Dean, the student, the assigning professor (if applicable), and any other witnesses during the hearing. The student will also have the opportunity to question any witness during the hearing. The Rules of Evidence will not apply to these proceedings. The Chair of the Honor Code Committee will make other procedural decisions at his or her discretion.

- d. Standard of Proof. At the conclusion of the proceedings, the Formal Hearing Panel will consider the alleged Honor Code violations and the evidence. It may find that Honor Code violations were committed only upon a showing of clear and convincing evidence of a violation and by majority vote.
- e. Written Decision and Recommendation. The Formal Hearing Panel will prepare a written explanation of its decision, which may include any dissenting views. If it has found that Honor Code violations were committed, the Formal Hearing Panel will determine the appropriate sanctions. The Formal Hearing Panel will furnish its written explanation and recommendation of sanctions to the Dean, the Associate Dean, and the student within ten (10) Law School working days.

If the student accepts the decision and sanctions recommended by the Formal Hearing Panel, and the Dean approves the decision, there is no further appeal and the matter is concluded. The student will be notified of the Dean's approval.

VII. APPEAL OF THE FORMAL HEARING PANEL'S DECISION AND RECOMMENDATION

- A. The student will have ten (10) Law School working days after receipt of the Formal Hearing Panel's decision and recommended sanctions to appeal.
- B. Any sanction imposed as a result of the Formal Hearing Panel's decision will not become effective during the ten (10) Law School working days during which an appeal may be filed, or until any such appeal is decided, except that the Dean has the authority to determine, in his or her absolute discretion, that circumstances exist requiring immediate imposition of the sanction.
- C. Appeal of the Formal Hearing Panel's decision and recommended sanctions is governed by the appeals rights and procedures set forth in the UNLV Student Conduct Code.

VIII. SANCTIONS

Depending on the seriousness of the violation, the following sanctions may be recommended by the Honor Code Committee, or the Formal Hearing Panel, and imposed by the Dean. These sanctions may be imposed in any order or combination.

- A. Warning Notice. If a violation is minor, a student may receive a written warning, which may remain in the student's file and be given to the State Bar.
- B. Probation. If a student is placed on probation, the student must satisfy the terms of the probation for a specified period of time. If the terms of the probation are met, the complaint is resolved with no further action. If the terms of the probation are not met, the matter will be referred back to the Honor Code Committee for further action.
- C. Reduction in Grade or Failing Grade. If a violation is related to a particular course, a student may receive a reduction in grade or a failing grade in the course.
- D. Suspension. A student who is suspended suffers temporary termination of student status for a specified academic term or terms with reinstatement thereafter. The official transcript of the student will be marked Disciplinary Suspension and note the relevant term.
- E. Expulsion. A student who is expelled may not be readmitted to the Law School. The official transcript of the student will be marked Disciplinary Expulsion and note the effective date.
- F. Degree Revocation. A former student's degree may be revoked pursuant to Section 6.3.9 of the Nevada System of Higher Education Code. The official transcript of the student will be marked Degree Revocation and note the effective date.

- G. Restitution. A student may be required to reimburse the legal owners for a loss due to defacement, damage, fraud, theft, or misappropriation of property. Reimbursement may take the form of monetary payment or appropriate service to repair or otherwise compensate for damages. The failure to make restitution may be cause for more severe sanctions.
- H. Loss of Law School Privileges. A student may lose Law School privileges, including the loss of law library borrowing privileges; expulsion from extra-curricular or co-curricular programs; or reduction of registration priority.
- I. Other Sanctions. In addition to these formal sanctions, the Honor Code Committee or the Formal Hearing Panel may determine any other appropriate sanctions to be approved and imposed by the Dean.

IX. REPORTING ADJUDICATED VIOLATIONS TO OUTSIDE ENTITIES

The Dean may report any violations to the appropriate State Bar or other professional organization, to any other academic institution in which the student enrolls or to which the student applies, to prospective employers, and to the Law School Data Assembly Service, to the extent allowed under the Family Education Rights and Privacy Act and other confidentiality laws.

X. ADOPTION AND AMENDMENT

Any person may petition to amend the Honor Code. The petition should be submitted to the Honor Code Committee for consideration and recommendation to the students and faculty. Any amendment recommended by the Honor Code Committee or any petition to amend the Honor Code signed by at least one-third of the student body will be referred to the students and faculty for approval.

Any amendments to the Honor Code become effective upon approval by a majority of the faculty and deans present and entitled to vote and approval by a majority of the students voting. Amendments to the Honor Code are subject to prior review by the Nevada System of Higher Education Chief Counsel and approval of the President of the University of Nevada, Las Vegas.

15. UNLV POLICIES

15.01 Student Expectations

RESPONSIBLE CITIZENSHIP

- 1 Understanding ethics and honesty
- 2 Accepting responsibility for one's choices
- 3 Understanding one's strengths and areas in need of improvement
- 4 Involving self in activities which complement learning
- 5 Developing a world view

CRITICAL THINKING

- 6 Enhancing problem solving and decision making skills
- 7 Learning to resolve conflicts
- 8 Strengthening analytical and objective thinking skills
- 9 Developing creative ways of thinking

LEADERSHIP SKILLS

- 10 Becoming a seeker of knowledge and understanding
- 11 Developing foresight and persistence
- 12 Developing effective communication and interpersonal skills
- 13 Enhancing organizational and planning skills
- 14 Increasing motivation and determination toward reaching goals

SOCIAL INTEGRITY

- 15 Respecting individual differences
- 16 Working cooperatively
- 17 Exploring alternative theories and viewpoints
- 18 Expanding the mind and heart

AESTHETIC SENSITIVITY

- 19 Appreciating the unique abilities of self and others
- 20 Respecting various forms of self expression
- 21 Developing cultural appreciation
- 22 Appreciating the various forms of artistic expression
- 23 Achieving personal health and wellness
- 24 Respecting and preserving the Earth and its beauty

UNLV will provide a plethora of challenges, experiences and services to help you on this journey. The more you are involved in your education, the greater your chances will be for a successful journey of self-discovery and growth.

15.02 Student Conduct Code

The UNLV's Student Conduct Code may be found at <http://studentconduct.unlv.edu/conduct/student-conduct-code.html>.

15.03 Campus Technology Policies

UNLV Campus Technology policies may be found at <http://oit.unlv.edu/about-oit/student-computer-use-policy>.

15.04 Sexual Harassment Complaint and Investigation Procedures

UNLV Sexual Harassment Complaint and Investigation Procedures may be found at <https://www.unlv.edu/hr/policies/harassment>.

15.05 Non-Discrimination Policy

The NSHE Non-Discrimination Policy may be found at <https://www.unlv.edu/hr/policies/harassment>.

Persons having further questions regarding University policies relating to nondiscrimination laws are encouraged to contact the Office of Diversity Initiatives at (702) 895-5580.

15.06 Rights of Privacy Act of 1974

The Family Education Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law that protects the privacy of student education records. Students have specific, protected rights regarding the release of such records, and FERPA requires that institutions adhere strictly to these guidelines. Additional information is available at <http://www.unlv.edu/registrar/ferpa>.

15.07 Accommodations for Students with Documented Disabilities

Students having a documented disability should contact the Disability Resource Center (DRC) for approval and coordination of academic accommodations. DRC is located in the Reynolds Student Services Complex A (SSC-A), room 143 and may be reached at (702) 895-0866. Additional information is available at <http://drc.unlv.edu/>.

16. STATE BAR OF NEVADA, BOARD OF BAR EXAMINER POLICIES FOR BAR ADMISSION

For information about the Nevada State Bar and the bar examination, go to the State Bar of Nevada website at <http://www.nvbar.org>, or call the State Bar of Nevada at (702) 382-2200.