Bulletin and Handbook of Policies

2018-2019

University of New Mexico School of Law

(10/15/2018)

Table of Contents

2018-2019 ACADEMIC YEAR (SUBJECT TO CHANGE) 1

2019-2020 ACADEMIC YEAR (SUBJECT TO CHANGE) 2

CLASSIFICATION OF LAW STUDENTS 3
Full-time Law Student 3

Transferring Law Student 3

Transfer of Credits 3

Visiting Law Student 3

Readmitted Law Student 3

Administrative Withdrawal 3
Leave of Absence 3

Dual Degree Student 4

Computer Account for Dual Degree Student 4

ADMISSIONS 4

Truthfulness and Disclosure 4

Prerequisite to Admission and Graduation 4

Admission Changes 5

Amending/Updating Law School Admissions Application 5

Scholarships 5

THE JURIS DOCTOR DEGREE 5

Full-Time Law Program 5

Orientation 5

Flexible-Time Legal Education Program 5

Expanded First-Year Flex Program 6

Attendance and Classroom Standards 6

Class Attendance Policy 6

Graduation Requirements **7**
Credit Hours and Grade Point Average 7

Required Courses **7**
First-Year Required Courses 7
Second-Year Required Courses 8
Professional Responsibility 8
Clinic 8

Writing Requirement **8**

Statement of Purpose **8**

Writing Seminar Requirement **9**

Drafting Class Paper Requirements **9**

Graduation Eligibility **9**

Externships **10**

Course Enrollment Outside of Law School **11**

Individual Research **11**
Limitation 11

Compensation for Coursework **12**

CERTIFICATES **12**

Indian Law Certificate **12**

The Natural Resources and Environmental Law Certificate **12**

EXTRA-CURRICULAR ACTIVITIES **13**

Policy Regulating Extra-Curricular Activities **13**
Eligibility 13

Student Use of Social Networking **13**

Student Organizations **13**

Journals and Competitions **14**
Natural Resources Journal (NRJ) 14
NRJ Policy Regarding Transfer Students 14
New Mexico Law Review (NMLR) 15
Tribal Law Journal 15

Team Competitions **15**

Academic Credit for Student Participation **15**

Journals 15

Moot Court Competitions 16

Mock Trial Competitions 16

Reimbursement of Expenses 16

Special Programs 17
Guanajuato Summer Law Institute (Program on indefinite hiatus) 17
Madrid Summer Law Institute 17
University of Tasmania Exchange Program 17
University of New Hampshire School of Law Exchange Program 18
Howard University School of Law Exchange Program 18
Visiting Other Law Schools 18
Study Abroad Programs 19

COMMENCEMENT 19

HONORS, AWARDS AND PRIZES 19

Academic Awards 19
Top Grade 19

Semester Honors 19
Dean's List 19
Honor Roll 19

Graduation Awards and Honors 19
Academic Excellence 20
Order of the Coif 20
Thesis Honors 20
Additional Awards and Prizes 20

STUDENT SERVICES INFORMATION 23

Academic Records 23

Access To and Confidentiality of Student Records 23

Public Information 23
Compliance 24
Social Security Number 24

Student Address Changes 24

Name Changes 24

Law School Academic Records 25
Faxing and Emailing Academic Records 25

Holds on Records **25**

Residency for Tuition Purposes **25**

Registration **25**
Academic Advisement and Support 25
Support for Students with Disabilities 26
Schedule of Classes 26
Visiting Law Students 26

Registration Procedures **26**
Failure to Enroll 26

Student I.D. Card **27**

Changes in Enrollment **27**
Dropping and Adding Courses 27
Tuition Refund 28

Tuition and Fees **28**

Hours **28**

Tuition and Fees Payment **29**

Semester Course Loads **29**
Summer Term 29

Tuition and Fees Refund Deadlines **29**

Tuition and Financial Aid Refunds **29**

Restriction of Services **30**
Financial Holds 30
Registration Holds 30
Service Charge on Delinquent Accounts 30
Collection Agency 30

Withholding Services **30**
1. Future registrations 30
2. Readmission 30
3. Transcript requests 30
4. Future parking and library privileges 30
5. Bar certification (for graduates) 30

Other Fees **31**
Curricular Fee 31
Malpractice Insurance 31
Student Bar Association Dues 31

ACADEMIC REGULATIONS **31**

Definitions of Good Standing **31**
Professional Good Standing 31
Academic Good Standing 32
Provisional Academic Good Standing While on Probation 32

Alcohol and Drug Policy **32**
Alcohol 32
Drugs 33
Prevention Programs 33

Examination Information **33**
Scheduling 33
Reading Period 33
Examination Procedures 34
First-Year Practice Exams 34
Mid-Term Examinations 34
Take-Home Examinations 34
In-House Examinations 34
Procedures for Late Examinations 35
Release and Reuse of Examination Questions 36
Retention of Examinations and Student Access 37

GRADES **37**
Letter Grade Definitions 37

Computation of Grades **37**

Grade Points **38**
Grade Point Average 38
Grading Practices 38
Grading Options 38
Limited Grading Options 39
Auditing Law Courses 39
Incomplete (I) Grade 39
Incomplete Course Work 39
Incomplete Papers 40
Submission of Grades by Faculty 40
Late Submission of Grades by Faculty 41
Grade Notification 41
Bar Graph/Rank 41
Review of Grades 41
Grade Change Deadline 41
Students Challenge to a Grade 41

Limitations on Repetition of Courses **42**
Classroom Courses 42

Dishonesty in Academic Matters **42**
Student Papers 42
Papers 42
Use of Journal Case Notes 43

POLICY ON ACADEMIC RETENTION, SUSPENSION, AND READMISSION 43

Maintenance of Grade Point Average 43

Probation 44

Suspension 44
The Committee's Process in Considering a Petition for Relief from Suspension 46
The Committee's Decision on a Petition for Relief from Suspension 47
Review of an Unfavorable Committee Decision on a Petition for Relief from Suspension .. 48

SPECIAL SITUATION POLICIES 49

Weather Policy 49

Examination Period 50
Delay 50
School Closure 50
Road Conditions outside Albuquerque 50

Jury Duty 50

Leave of Absence or Reduction in Course Load 50

Classroom Conduct 50

Classroom Use 51

Building Use after Hours 51

Smoking Policy 51

Recording of Classes 51

STUDENT GRIEVANCES 51

Rights and Responsibilities at the University of New Mexico 51
Sexual Harassment 51
Student Employee Grievance Procedure 52
Student Grade Grievance Procedure 52
Student Standards and Grievance Procedure 52
Article 9 Variances 9.2. Law School 52

Procedure for Informal Student Complaints 53

Procedure for Formal Student Accreditation Standard Complaints 53

Additional University Policies 53

FINANCIAL AID AND EMPLOYMENT 54

Grants **54**

Employment during Law School **54**
First-Year Students 54
Second-and Third-Year Students 54

LAW SCHOOL STUDENT SERVICES **55**

Academic Support Programs **55**

Career & Student Services **55**

Stress Management **55**

Enrollment Certification **56**

Bookstore **56**

Student Bookstore/Bursar's Charge Account **56**

Computer Use **56**
Law School Computer Accounts 57
Required Laptop Computers 58
Network Printing Policy 58
Student Computer Workstations 58
Laptops and Network Access 58
Email Quota 58
Email Lists 58
Official Law School Announcements 58
Optional List-Servs 59

Emergencies **59**

Health Care **59**

Counseling Services: Fees for Service **59**

Law School Communication **59**

Parking **60**
ADA Accessible Parking 60

Veterans Affairs **60**

EQUAL EDUCATIONAL OPPORTUNITY POLICY **60**

Affirmative Action Policy **61**

Appendix A **1**

Student Code of Conduct **1**

Appendix B **13**

Moral Character and Fitness **13**

Appendix C **14**

Administrative Due Process Policy and Procedure **14**

Index **20**

This Bulletin and Handbook of Policies, 2018-2019 reflects the current policies of the University of New Mexico School Of Law and is intended as a source of information for questions concerning the rules and regulations of the Law School Juris Doctorate program and other matters pertaining to a student's law school career. **All students are held responsible for the information contained in the Bulletin and Handbook and for complying with all Juris Doctorate requirements, rules and regulations herein.** Students are also charged with knowledge of all School of Law and University communications when delivered through its official e-mail notices, bulletin boards, student mailboxes, websites, internet, and intranet. It is the student's sole responsibility to check these sources on a regular basis. The policies and statements contained herein are subject to continuous review and evaluation and may be changed at any time without notice by the faculty and administration of the UNM School of Law. **Any such changes will supersede the provisions set forth in this edition (September 19, 2017) and all previous editions.**

The School of Law (SOL) is a unit within the University of New Mexico. As such, the School of Law follows all University policies and regulations (UNM Catalog 2018-2019) unless stated otherwise in this Bulletin and Handbook of Policies. The regulations and policies of the School of Law shall, in that case, supersede those of the University.

The provisions in this publication are not intended to be a contract between the students, the UNM School of Law, and the University of New Mexico. The information it contains was accurate at the time of publication. The UNM School of Law and the University reserves the right to withdraw or change any provisions or requirements at any time.

UNM School of Law (UNM SOL) and the University does not represent, warrant or claim that by attending or graduating from the law school an accepted applicant will pass a bar exam or be accepted for bar membership in any state. In addition, UNM SOL does not represent, warrant or claim that by attending or graduating from the law school, or by subsequently being admitted to the bar of any state, that an accepted applicant to the law school will become employed in a legal position or will receive a higher average starting salary than such applicant might otherwise be in a position to receive.

2018-2019 Academic Year (Subject To Change)

Summer 2018

Date	Day	Event
May 16	Wednesday	Law classes begin
May 28	**Monday**	**Memorial Day (No classes)**
July 4	**Wednesday**	**Independence Day (Observed- no classes)**
July 27	Friday	Last day of classes
Individual summer course start and end dates may vary. For these particular dates, see the UNM School of Law online Schedule of Classes at: http://lawschool.unm.edu/academics/common/docs/schedules/summer-schedule-2018.pdf		

Fall 2018

Date	Day	Event
August 15-16-17	Wednesday-Friday	First-Year Orientation
August 20	Monday	Law classes begin
September 3	**Monday**	**Labor Day (No Classes)**
October 8	Monday	1L Practice Exams (1L Classes Canceled)
October 11-12	**Thursday-Friday**	**Fall Break (No Classes)**
November 22-23	**Thursday-Friday**	**Thanksgiving Vacation (No Classes)**
Nov. 26-30	Monday-Friday	**Legislative Days.** See Legislative Calendar for details (Make-up days for classes missed due to Holidays/Breaks).
November 30	Friday	Last day of classes
December 3-4	Monday-Tuesday	Reading period
December 5-14	Wednesday-Friday	Final Examination Period
December 14	Friday	Commencement (Final examination make-up day, as applicable)

Spring 2019

Date	Day	Event
January 9	Wednesday	Law classes begin
January 21	**Monday**	**Martin Luther King Day (No Classes)**
March 10-17	**Sunday-Sunday**	**Spring Break (No Classes)**
April 24	Wednesday	**Legislative Day** (Make-up day for classes missed due to Martin Luther King Day Holiday)
April 24	Wednesday	Last day of classes
April 25-26	Thursday-Friday	Reading Period
April 29-May 10	Monday-Friday	Final Examination Period
May 11	Saturday	Commencement
NOTE: All Examination periods are an integral part of the academic calendar. Students are expected to be available to sit for examinations during the designated period. As various unforeseen circumstances may occur during any exam period, DO NOT make travel or other plans prior to the end dates of the semester examination schedule.		

2019-2020 Academic Year (Subject To Change)

Summer 2019

Date	Day	Event
May 15	Wednesday	Law classes begin
May 15	Wednesday	Clinic classes begin
May 27	**Monday**	**Memorial Day (No classes)**
July 4	**Thursday**	**Independence Day (Observed- no classes)**
July 26	Friday	Last day of classes
Individual summer course start and end dates may vary. For these particular dates, see the UNM School of Law online Schedule of Classes at: http://lawschool.unm.edu/academics/index.html		

Fall 2019

Date	Day	Event
August 14-15-16	Wednesday-Friday	First-Year Orientation
August 19	Monday	Law classes begin
September 2	**Monday**	**Labor Day (No Classes)**
October 7-8	Monday-Tuesday	1L Midterm Exams
October 10-11	**Thursday-Friday**	**Fall Break (No Classes)**
November 21-27	Thursday-Wednesday	**Legislative Days.** See Legislative Calendar for details (Make-up days for classes missed due to Holidays/Breaks).
November 27	Wednesday	Last day of classes
November 28-29	**Thursday-Friday**	**Thanksgiving Vacation (No Classes)**
December 2-3	Monday-Tuesday	Reading period
December 4-13	Wednesday-Friday	Final Examination Period
December 13	Friday	Final examination make-up day, as applicable
December 14	Saturday	Commencement

Spring 2020

Date	Day	Event
January 8	Wednesday	Law classes begin
January 20	**Monday**	**Martin Luther King Day (No Classes)**
March 8-15	**Sunday-Sunday**	**Spring Break (No Classes)**
April 22	Wednesday	**Legislative Day** (Make-up day for classes missed due to Martin Luther King Day Holiday)
April 22	Wednesday	Last day of classes
April 23-24	Thursday-Friday	Reading Period
April 27-May 8	Monday-Friday	Final Examination Period
May 9	Saturday	Commencement
NOTE: All Examination periods are an integral part of the academic calendar. Students are expected to be available to sit for examinations during the designated period. As various unforeseen circumstances may occur during any exam period, DO NOT make travel or other plans prior to the end dates of the semester examination schedule.		

Classification of Law Students

Full-time Law Student

Full–Time is defined as a student enrolled for a minimum of 12 credit hours and a maximum of 17 hours. See *Semester Course Loads* (page 29) for specific information and exceptions.

Transferring Law Student

The School of Law accepts a limited number of transfer students who have completed one full-time year at other ABA-approved law school. Credits that have been earned at another law school, but do not meet the minimum graduation requirements of that school are not acceptable for transfer credit. Courses where the student received a grade below a "C" will not be accepted at the UNM School of Law.

If admitted with advanced standing to UNM, the student's right to continue in the JD program depends entirely on work done at UNM. Transfer students are ineligible for certain prizes and awards given by the law school.

Transfer of Credits

The Registrar and Director of Admissions will evaluate the transcript and determine the number of credits and courses that will be accepted towards meeting UNM graduation requirements. The School of Law can accept up to a maximum of 43 hours of credit from another approved ABA school**.**

Visiting Law Student

Students who have completed their second full-time year at another ABA-approved law school and who wish to receive their degree from that school, but spend their final year **(a maximum of two semesters)** at UNM may be considered for admission as visiting students. Visiting students are not eligible for financial assistance from UNM. Visiting students may not enroll in courses which are oversubscribed by regular UNM law school students. They may participate in on-campus interviews only if appointment times are not filled by regular UNM law students.

At the end of each semester, transcript requests should be made by the visiting student so grades will be reported to the home institution when they become available. **Special requests to meet early deadlines set by the home school cannot be accommodated.**

Readmitted Law Student

Administrative Withdrawal

First-year, first semester: A student who voluntarily and administratively withdraws from the University and the Law School during the first semester of their first-year may be eligible for a deferral on or prior to October 5th, after which the student has no continuing status. Thereafter, any subsequent applications are made as part of the regular admission process. The student must notify the Law School Associate Dean for Academic Affairs, the Registrar, and the Director of Admissions in writing of the decision to withdraw. The written request will be placed in the student file.

Leave of Absence

First-Year, second semester: A first-year student in good academic standing may request a leave-of-absence (LOA), which may not exceed 2 calendar years. The

student must request and receive a leave-of-absence from the Associate Dean for Academic Affairs in writing during the second semester in order to withdraw from the University and the Law School. If the student does not return within the specified time period (but not to exceed two years) stated in their request for leave, he/she must reapply as part of the regular first-year admission process. Grades earned will remain on the student's academic record, and will be counted into the students' cumulative grade point average. The written request and completed form will be placed in the student's file.

If the student does not return within 2 years, he/she must apply for readmission. The Admissions Committee will determine, on a case-by-case basis if first-year classes must be repeated at the time of readmission.

Second and Third-year students: Students with upper-class standing must request and receive a leave-of absence from the Associate Dean of Academic Affairs. The request for LOA must be in writing. The written request and LOA form will be placed in the student's file. Students who do not return within the specified time period, but not to exceed two calendar years, must request readmission through the law school Registrar 45 days prior to the semester in which they wish to enroll. The student may be required to petition the Committee on Student Suspension, Retention and Readmission for permission to return to their law studies if circumstances warrant.

Dual Degree Student

Students can earn the J.D. degree and a Master's or Ph.D. degree in an academic field at UNM. Students must satisfy the admissions and other academic requirements of both the law school and the graduate school. The School of Law accepts up to six credit hours of appropriate graduate courses toward its degree requirements, and the graduate department concerned typically accepts six hours of law courses toward its degree requirements. Credit will not be given for law school work completed in another non-law graduate program prior to matriculation in the UNM School of Law. See *Course Enrollment Outside of Law School* (page 11) for further information.

Computer Account for Dual Degree Student

Following the law school policy established for all graduating law students, once a dual degree student completes the requirements for a Juris Doctor degree, the student's computer account at the law school will be discontinued.

ADMISSIONS

Truthfulness and Disclosure

Prerequisite to Admission and Graduation

The Law School's admission of an applicant from matriculation through graduation is contingent upon the truthfulness of information contained in the application materials submitted by the applicant and/or persons on the applicant's behalf, including letters of recommendation; correcting any misinformation provided to the college; and disclosure of information required by the rules or regulations of the college. **Students have a duty to immediately disclose, to the Law School Registrar, new incidents and events relating to their character and fitness to study and practice law that occur subsequent to their admission**. This would include but not limited to arrests, unlawful conduct, acts of dishonesty, violation of a court order, and neglect of financial or professional obligations.

Discovery of false information and nondisclosure, whether given directly or indirectly, prior or subsequent to admission, is grounds for withdrawal of the offer of admission, immediate dismissal at any point in the student's course of study, or revocation of a J.D. degree if already conferred. Such dismissal shall result in forfeiture of all charges paid and academic credits earned.

Admission Changes

Amending/Updating Law School Admissions Application

Students should immediately set up an appointment with the Registrar if they become aware of any information, either before or after entering law school, applicable to questions on the admissions application requiring amendment or updating. Prior to that scheduled appointment, the student is required to furnish the Director of Admissions with a letter fully explaining the omitted information and the reason for such omission. The letter will be placed in the student's file.

Scholarships

Many scholarships are awarded annually. Application information is available on the Financial Aid page of the Law School web site.

The Juris Doctor Degree

Full-Time Law Program

The UNM School of Law offers a full-time course of study leading to the degree of Juris Doctorate (J.D.). Applicants for admission to the School of Law are required to take the Law School Admission Test (LSAT), to register for the Law School Data Assembly Service, **and to have a baccalaureate degree from an accredited college or university before time of matriculation into the Law School.** Beginning law students will be admitted at the opening of the fall semester only. The normal period for a full-time law student to complete requirements for a J.D. degree is two and one half to three years.

The maximum period for a full-time law student to complete requirements for a J.D. degree is five years from the date of matriculation. **Failure to complete the requirements for the Juris Doctor degree within five years will result in immediate dismissal from the School of Law and without any financial reimbursement from the School of Law or the University of New Mexico.**

Orientation

Some Fall Semester courses for first-year students begin during orientation and **attendance is required.** Orientation is designed to assist new students in making a successful transition to the law school. The orientation program includes an overview and introduction of the first-year courses, information about the curriculum, computer instruction, and familiarity with the Law Library, student organizations, the Mentor Program, and the Student Code of Conduct.

Flexible-Time Legal Education Program

The Flexible-Time Legal Education Program (FTLEP), after completion of all first-year courses, allows upper-class law students by permission of the Associate Dean for Academic Affairs to take less than the minimum of 12 credit hours currently required each semester. FTLEP students may take as few as 8 credit hours in any semester, but must complete the J.D. degree in five academic years. Students enrolled in the Flex

Program are not bound by the "employment rules" which limit the employed hours of full-time law students. See *Employment during Law School* (page 54).

FTLEP is not a true part-time program in that the existing pattern of classes shall be followed (i.e., essentially all will be scheduled throughout the day, Monday - Friday between 8:30 a.m. and 9:00 p.m.). The FTLEP, however, will enable students who take 8 to 11 credit hours to work more than 20 hours per week.

Students interested in this program must request permission of the law school Associate Dean for Academic Affairs and the Registrar to enroll in any given semester during the student's second or third year of law school. FTLEP students may re-enroll as full-time students with the permission of the Associate Dean for Academic Affairs or the Registrar.

Expanded First-Year Flex Program

An expanded Flexible Time Program is available to a limited number of first-year law students each year. Applicants who wish to be considered for the first-year Flexible Time Program should indicate their interest by checking the applicable box on the UNM law school application form. No more than 10 entering students per year will be offered admission to the Flex Program, and these students will be selected using the same criteria the Admissions Committee uses when admitting students to the full-time program. If the demand for the expanded Flex Time Program produces more qualified applicants than can be accepted into the program, those qualified applicants not admitted in the first-year Flex Program will be asked if they wish to be considered for admission to the full-time program.

Students enrolled in the expanded Flex Program will be required to take 10 credit hours (three to four classes) per semester during the Fall and Spring semesters of the first year. Fall classes will be Elements of Legal Argumentation I, Contracts, Torts, and Practicum. Spring classes will be Elements of Legal Argumentation II, Property I, and Introduction to Constitutional Law. **Whenever possible,** the first-year Flex Time classes will be scheduled in a "block" in order to best meet the needs of the students. Flex students will complete the first-year required courses in their second-year of school by taking Criminal Law and CHLP in the Fall and Civil Procedure I in the Spring. Completing first-year required courses in the second year of school may preclude the student from taking certain upper-class elective courses (i.e., Civil Procedure I is a prerequisite to taking Civil Procedure II). First-year flex time students will not be eligible to enroll in a summer externship program following their first-year of law school as they will not have completed the first-year curriculum which is a requirement for the externship. See *Externships* (page 10).

First-year students wishing to continue on the Flex Program as an upper-classman must request permission from the Associate Dean for Academic Affairs and the Registrar.

Attendance and Classroom Standards

Class Attendance Policy

All ABA-accredited law schools are required to abide by the Standards for Approval of Law Schools of the American Bar Association, including the rule that, "A law school shall require regular class attendance." Consistent with these directives, the UNM School of Law faculty believes that regular attendance supports academic success and engagement in the classroom that is essential for effective learning, as well as the development of good professional habits.

Subject to the exceptions provided below, a student who misses more than 20% of the classes held by a professor for a course is deemed not in compliance with the requirement of regular and punctual class attendance. An individual professor may establish a limitation on absences that is lower than 20% if the professor has announced the lower limitation during the first week of class or has indicated the lower limitation in the syllabus or other class materials distributed in the first week of class.

A student may request that an absence be considered excused and not count toward the 20% limitation on absences or lower limitation established by the professor. A request for excused status, with any appropriate documentation that may be requested by the professor, should be presented to the professor for the professor's consideration. Whether to grant excused status for an absence shall be at the discretion of the professor, but permissible reasons to grant excused status may include mandatory clinical requirements, a serious medical condition, a family emergency, or other extraordinary circumstances. If a student's total absences (including both excused and unexcused absences) exceed 30% of the classes held by the professor, then any additional requests for excused status for any absences must be approved by both the professor of the course and the Associate Dean for Academic Affairs.

If a student has unexcused absences that total more than 20% of the classes held by a professor, or a lower limitation established by the professor, then the professor shall notify the Director of Academic Success and the School of Law Registrar, and the student shall be withdrawn from the course with a grade of W (withdraw).

Each professor is responsible for keeping track of student attendance in a manner of his/her choosing, as long as individual attendance can be verified. At the time that the professor turns in his or her grades to the Registrar, the professor must certify in writing that all students in the class have attended class in a regular and punctual manner, and that the professor maintains adequate evidence of individual class attendance by all students in the course.

A professor may take attendance into account in determining a student's grade for a class.

Graduation Requirements

To graduate from UNM with a J.D degree, a student must meet all of the following requirements:

Credit Hours and Grade Point Average

The student must earn at least **86 hours** of law credit with a passing grade and a cumulative grade point average of 2.00 (C) or better within five years of the date of first enrollment. No more than 43 semester hours may be earned at other law schools. *See Visiting Law Student (page 3), Graduation Awards and Honors (page 19), and Transfer of Credits (page 3).*

Required Courses

<u>All required courses must be completed in residence</u>. The required first-year curriculum is prescribed by the law school faculty and is subject to change at their discretion.

First-Year Required Courses

The student must take the full first-year curriculum offered upon entrance. <u>First year students will be administratively assigned to sections for all of their required courses by the Law School Registrar</u>. Students will receive their class/section

assignments prior to the first-year Orientation program. Students DO NOT ENROLL for classes until after receiving their course assignments. Students are not permitted to switch to other sections not assigned to them by the Registrar. Any first-year student withdrawing from a required course without permission of the Dean or Associate Dean for Academic Affairs may be immediately suspended from law school.

Students need to complete (and receive at least a grade of "C-" in) the course **Law 506** Elements of Legal Argumentation I prior to taking the course **Law 513** Elements of Legal Argumentation II. A grade of at least a "C-" is also required in the Elements of Legal Argumentation II course or it needs to be repeated.

Second-Year Required Courses

Law 526 Constitutional Rights **must** be taken in the first semester of the second year. **Law 593** Legal Research **must** be taken in the summer following first year or in the fall or spring semesters of the second year.

Professional Responsibility

Each student must take and pass (with a grade of C or higher) the professional responsibility course, **Law 750 Ethics**. This course is a pre- or co-requisite with the clinic program and other selected upper-class courses.

If a student receives a grade below a C, the student must repeat the course no later than the next semester the course is offered and the student is enrolled. The lesser grade will remain on the student's academic record and calculated into the student's cumulative G.P.A., but the hours will not count towards the 86 credits required for graduation.

Clinic

The student must participate satisfactorily in at least six hours of clinical law school credit, as prescribed by the faculty. No extern field experience courses or skills courses apply toward this requirement. There are prerequisites and/or co-requisites for some clinical courses. A student must have a cumulative law school G.P.A. of 2.00, must have taken all first year courses, and successfully completed 40 credit hours to be eligible to enroll in a clinical course. A student on academic or professional probation will not be permitted to enroll in any clinic until removed from probation, even if it means skipping a term due to the 30 day grade deadline rule to determine academic standing. A student receiving a grade of F in a clinic must repeat the clinic. The grade of F will remain on the student's academic record and will be figured into the G.P.A., but the hours will not count towards graduation.

Writing Requirement

Statement of Purpose

The ABA requires that law schools require students have a substantial writing experience after their first year. Each student is to take their choice of a writing seminar **and** a drafting class during their second and/or third year. Only one of the two can be deferred to the third year of a student, but both can be taken in the second year.

Source: In March 2010, the Law School Faculty adopted a policy for students to take two courses to ensure each student has the required substantial writing experience.

Writing Seminar Requirement

This paper must constitute a substantial piece of research and analytical writing requiring the student to explore a topic of their choosing as a part of a seminar class. This writing is directed towards an open-ended exploration of ideas and a subject matter of intellectual interest to the student rather than writing designed to promote the interests of a specific client or a particular legal position.
The Associate Dean for Academic Affairs will identify those seminar classes that will fulfill this graduation requirement, guided by the following criteria:

(a) A single paper
(b) Requiring research
(c) Written by a single student
(d) Representing at least 75% of the seminar grade
(e) Supervised by a regular or emeritus faculty member

A qualifying seminar may be offered for two or three credit hours at the discretion of the faculty member teaching the class, but all students taking the seminar would take it for the same number of hours.

Drafting Class Paper Requirements

A qualifying drafting class must be graded based on a substantial written product or a series of products which are collectively substantial:

(a) Requiring research (with exceptions for well-conceived closed drafting classes)
(b) Written by a single student
(c) Representing at least 75% of the course grade
(d) Supervised by a regular, emeritus or adjunct faculty member

The Associate Dean for Academic Affairs will identify those drafting classes that will fulfill this graduation requirement.

A qualifying drafting class may be offered for two or three credit hours at the discretion of the faculty member teaching the class, but all students taking the drafting class must take the course for the same number of hours.

Graduation Eligibility

If any of the above requirements are not met by the deadline for graduation certification to main campus, the degree will not be conferred. Examples include: a grade of "incomplete" entered on the records; not fulfilling the 86 hours; incomplete writing requirement. **The degree will be conferred in the term when all requirements have been finally met**.

Once a student has met all graduation requirements in any given term, the Registrar will officially notify the University of the student's pending graduation date for that term.

Externships

General

Law Practice, ADR, and Judicial externships do not fulfill the clinical requirement.

In compliance with ABA Standard 305 (e) (6), a student must have successfully completed sufficient prerequisites or contemporaneously receive sufficient training to assure the quality of the student education experience in the fieldwork. A student is allowed to enroll in an initial externship with the written approval of the externship professor. The externship professor will be available to consult throughout the program. The student's externship supervisor should meet with the student at the beginning of and throughout the semester in order to provide appropriate supervision.

New Mexico Rule 1-094 requires that a student must have completed 30 hours of course work prior to the externship and be supervised by a New Mexico licensed attorney in order to "advise persons and to negotiate and to appear before the courts and administrative agencies of this state, in civil and criminal matters." A student who does not satisfy the requirements of New Mexico Rule 1-094 may not engage in the activities covered by the rule, but may still receive academic credit for other relevant law-related work that does not involve the direct representation of a client.

A student may not take an externship during his/her semester of the mandatory clinical course.

Additional Externship Credits

Students who have completed one externship may be allowed to take additional credit hours for an approved externship provided they comply with the following:

1. Submit a written proposal for the externship to the Associate Dean for Academic Affairs and are granted written approval. The proposal should (a) identify the externship; (b) explain the reasons for the additional externship and demonstrate its educational benefit; (c) describe the expected substantial written work product.

2. Produce, as a result of the externship, a substantial written work product which will satisfy the Associate Dean for Academic Affairs.

No student shall repeat an externship for credit under the same supervising attorney or doing substantially the same work as a previous externship, as each externship should provide a different learning experience.

A student may not take more than one externship in a semester.

Externship Compensation

A student may receive compensation for an externship for which they receive academic credit provided there is written approval from the externship instructor. A student may receive reimbursement of reasonable out-of-pocket expenses related to fieldwork. Generally, externships will only be approved for fieldwork with public sector employers. An externship with private sector employers will be approved on a limited basis provided there is a written agreement between the student, employer, and school that the student will work exclusively on pro bono matters. This policy is in compliance with the School of Law's learning outcome that students will understand the values of the profession, including the

importance of community involvement and pro bono service, and the responsibility to promote justice.

Source: This policy was amended on a provisional basis on February 7, 2017 to permit students to receive compensation for doing externships. Absent a faculty vote to extend the amended policy or to make it permanent, these changes shall expire on February 7, 2019, and the policy that existed immediately prior to February 7, 2017 shall apply. For further details, see Faculty Meeting Minutes February 7, 2017.

Course Enrollment Outside of Law School

Up to six credits of 500 level or above courses, from other colleges of this University or other fully accredited institutions of higher learning, may be taken for elective law credit **after initial enrollment in the School of Law**. The "Approval Form for Courses Taken Outside the Law School" must be completed and approved in advance by the Registrar.

If a grade of "C" or better is received in such a course, "CR" will be entered on the law school academic record, and the appropriate number of credit hours will be counted toward the law school's degree requirement of 86 hours. If a grade of "C-", "D+", "D", "D-", "F" is received, the grade will be entered on the academic record and calculated into the student's grade point average, but credits will not count toward the degree requirements.

Permission of the instructor is required for any course taken outside the Law School for elective law credit, and the student must undertake the responsibility of resolving any conflict of law school class meeting or examination schedules with the class meeting and examination schedule in such an elective course.

Individual Research

A student and full-time law school faculty member may agree to an individual research project for one, two, or three hours of credit. The student will meet with the faculty member regularly during the completion of the project to review the work being done. A written product normally is expected, but its length and content shall be determined by the supervising faculty member. It is the responsibility of the student to confer with the supervisor concerning the progress of the research before the deadline.

Enrollment for individual research is completed by registration in **Law 594 Individual Research** and submission of the approval form for individual research approved in writing by the supervising Law School faculty member. The form also requires the review and approval of the Associate Dean for Academic Affairs. This form must be submitted to the law school Registrar by the end of the second week of classes in any semester for preparation of registration codes.

No student may receive more than a total of six hours of individual research credit during his or her law school career, except with permission of the Associate Dean of Academic Affairs.

Limitation

Individual research programs are not intended to serve as substitutes for courses given at the law school. Accordingly, credit may ordinarily not be earned for study in subjects that are covered in classes that have been, are, or will be available to students during their law school careers.

This rule does not apply to the following circumstances:

(a) The subject matter of the proposed program is not available in the law school curriculum, or
(b) the student has registered in the course covering the subject matter, but has been excluded from it because of class size limitations and will not have another opportunity to enroll in that or another course covering the subject matter of the proposed program, or
(c) The student has taken, or is taking, a survey or introductory course in the area, and wishes to do advanced work which is not made available in the curriculum.

No credit shall be given for previously completed work, for paid work, or for work for which credit has been or will be given by any other faculty member. Permission for any exception to this rule must be obtained from the Associate Dean for Academic Affairs. See *Dishonesty in Academic Matters* (page 42).

Policies currently governing completion of examinations and papers for courses and seminars apply to individual research.

A faculty member teaching a normal load is permitted to supervise a maximum of six credits per semester of individual research, unless the Dean makes an exception. Independent research will be graded on the grade scale of "CR", "C-", "D+", "D", "D-", "F".

Compensation for Coursework

A student may receive compensation for an externship, as provided in Externship Policy, but may not receive compensation for any other work (including Individual Research) for which he or she receives academic credit.

CERTIFICATES

Indian Law Certificate

The Indian Law Certificate can be earned in the J.D. program by law students who meet the requirements for this specialized study of Indian Law. Students enroll in the certificate program in their second year and plan their studies with a faculty advisor from the certificate program. Certificate recipients must complete: 21 hours of coursework in Indian Law, including specific required courses; an experiential component available in clinical work and externship; the writing requirement for the J.D. in a study focused on an Indian Law subject; and academic performance standards in the specialty. Information on the certificate requirements is available from the Indian Law faculty advisor. Also see the Law School's website at:
http://lawschool.unm.edu/indian/certificate/instructions.html

The Natural Resources and Environmental Law Certificate

Students need 21 credits that include:

- **Mandatory Core Courses**
  - Two of the following: Administrative Law; Environmental Law; or Natural Resources Law.
- **Mandatory:** Fulfilling either the "writing seminar paper" or the "drafting class" portion of the law school's writing requirement on a natural resources or environmental law topic. The Natural Resources Committee will identify particular seminars for which any completed paper will be recognized for the certificate; a

paper written for another seminar may qualify, but only with the approval of the Committee. Only Committee-approved drafting classes will satisfy this requirement.

- **Mandatory:** satisfactory completion of at least one of the following:
  - An externship in the natural resources or environmental field.
  - *Natural Resources Journal* membership (six credits total).
  - A Committee-approved, non-law graduate level course on a natural resources/environmental topic.
  - Pace Environmental Moot Court competition or NALC Animal Law Moot Court competition.
  - Faculty-supervised individual research in natural resources/environmental issues.
- **Additional courses**
  - See list of courses that count toward the 21 credit requirement. Courses not on this list may count toward the 21 credits if approved by the Natural Resources Committee. (Introduction to Natural Resources and Environmental Law is an approved course, but not a mandatory core course.)
  - With prior approval from the Natural Resources Committee, graduate-level courses from other UNM departments may satisfy as many as six (6) hours of the course requirements.

NOTE: Any courses taken outside of the Law School must be **pre-approved** by the Registrar.

For more information on the Natural Resources and Environmental Law Certificate, see the Law School's website at:
http://lawschool.unm.edu/natres-envlaw/

Extra-Curricular Activities

Policy Regulating Extra-Curricular Activities

Eligibility

Second and third-year law students in good academic standing (a minimum of a 2.00 cumulative GPA) may try out for the publications staff and various trial competitions described below.

Student Use of Social Networking

The University and the Law School recognize that students enjoy freedom of expression and are entitled to make use of social networking systems such as Twitter and Face Book. However, students' online activities are subject to the Law School Student Code of Conduct, Policy on Professional Good Standing, and the School of Law Administrative Due Process Policy and Procedure. The Law School Associate Dean for Academic Affairs will refer possible violations based on the appropriate policy.

Student Organizations

The UNM School of Law has more than 20 chartered student organizations representing the diverse interests of all students and the law school community. Students are encouraged to join one or more student groups. Students wishing to organize a new student group should see the Assistant Dean for Student Services for instruction on University procedures to become a recognized chartered organization through main campus Student Activities Center. http://www.unm.edu/~sac/ An organization must be chartered to be eligible for any type of Law School or University funding.

Chartered student organizations must deposit all funds received from any source in a University account established by the University Controller if the organization also receives funding from ASUNM, GPSA, Student Fees, other University Funds or fundraising activities conducted by the Student Organization. **Outside, off-campus accounts are not permitted.**

Because funds received by ASUNM and GPSA are accounted for in the University of New Mexico accounting system, they are subject to the policies and procedures governing all purchases made in the name of the University of New Mexico and all self-generated money deposited with the University of New Mexico account is subject to all UNM spending policies and, in some cases, governmental gross receipts tax.

All chartered student organizations' officers must be in good academic standing and be registered law students at the University of New Mexico. If an officer graduates, leaves school, resigns, loses good academic standing status, or is removed from office before their term of office expires, the organization shall replace that officer with a UNM law student within 10 business days. Failure to do so could result in the organization losing its charter. Student organizations that become inactive for a period of more than 12 consecutive months may have any funds left in an UNM account reallocated to other student related purposes at the discretion of the School of Law administration.

Journals and Competitions

Natural Resources Journal (NRJ)

The *Natural Resources Journal* is internationally recognized and devoted to the examination of resource issues that is published two times a year. To become an NRJ staff member, first-year students must participate in the writing competition held during the summer semester following the completion of their first year of law school.

Under the supervision of the faculty editor-in-chief, the managing editor, and the student editors, NRJ staff members' aid in the production of the Journal in the fall semester of their second year by cite checking. In addition, NRJ staff members must take NRJ I (Advanced Writing in Natural Resources), a class directed by the faculty editor that explores the art of multi-disciplinary writing in the natural resources area. In the spring semester of the second year, students continue to work on the Journal as both staff members and members of the incoming editorial board. They also continue work on their seminar papers under the direction of the faculty editor-in-chief. For this combined work, the students will receive up to 2 credits.

As third-year editors, students participate in all aspects of the Journal production, including the selection of articles. Third-year editors complete their work as NRJ editors in the spring semester of their third year. For the final two semesters of work, students receive four academic credits, two per semester.

NRJ Policy Regarding Transfer Students

The Natural Resources Journal is happy to review second-year transfer student applications. Transfer students may obtain a write-on competition packet from the managing editor of the NRJ by picking up a packet in person in the Journals Suite, Rm. 1321 of the law school; by calling 505-277-4910; or by emailing to NRJ@law.unm.edu. Packets must be returned to the managing editor by 4:00 P.M. on the last day of the second full week of the fall semester. Packets will be reviewed using the same standards as the summer write-on competition for non-transfer

second-year students. The NRJ will make a decision regarding acceptance by the end of the third full week of the fall semester.

New Mexico Law Review (NMLR)

The *New Mexico Law Review* is a student edited general legal journal consisting of articles written by practitioners and professors. It is published three times a year. The third issue of the Law Review contains an annual survey of New Mexico law in the form of pertinent case notes written by student staff members. Students are eligible for membership beginning their second year. As a Law Review staff member, the student is involved in extensive cite-checking and proofreading of articles for publication, and the student is also required to write a case note of publishable quality during the first year on staff. After successful completion of these requirements, the student is eligible for appointment to a position on the Editorial Board for the next year. A third-year student who does not receive a board appointment has the option to become an assistant editor or to write a comment for possible publication in the Law Review.

Tribal Law Journal

The goal of the *Tribal Law Journal* is to provide a reliable forum for the discussion of internal indigenous law. The purpose of the *Tribal Law Journal* is to promote indigenous self-determination by facilitating discussion of the internal law of the world's indigenous nations. The internal law of indigenous nations encompasses traditional law, western law adopted by indigenous nations, and a blend of western and indigenous law. Underscoring this purpose is the recognition that traditional law is a source of law.

The *Tribal Law Journal* provides native peoples, practitioners, and law students an opportunity to contribute their work to the discussion relating to internal indigenous law. The contributions will include, but are not limited to, tribal court case comments, reflections on tribal systems, the development of tribal law, the value of tribal law, interviews and teachings.

An on-line forum provides free access and the opportunity for comment and discussion about journal items. The editorial working group reserves the right to edit comments for length, legality, and appropriateness of comment. The on-line forum provides a variety of media to best capture indigenous thought and expression. See semester schedule for credit hours.

Team Competitions

The School of Law regularly sponsors student participation in team competitions (e.g., Mock Trial Competition, and the National Moot Court Competition). Information regarding specific competitions is available on the law school website, and in the Career and Student Services Office.

Academic Credit for Student Participation

Journals

1. *Natural Resources Journal*

(a) In the fall semester of their second year, student staff members must be enrolled in the assigned NRJ seminar for staff persons. The student shall receive one hour of academic credit for the seminar. In the spring semester of their second year, student staff members must be enrolled in NRJ II and shall receive one hour of credit for cite checking.

(b) Third-year students on the editorial board must be enrolled in NRJ III in the fall semester and NRJ IV in spring semester and shall receive two hours of credit per semester for Journal work.

2. *New Mexico Law Review*

(a) Student staff members shall receive one hour of academic credit per semester. In semesters where a writing seminar is provided for new staff members, they will receive two credits per semester and meet their writing requirement.

(b) Student members of the editorial board shall receive two hours of academic credit per semester.

Moot Court Competitions

The Law School recognizes that interscholastic competitions such as moot courts and trial advocacy are valuable learning experiences for students. The purpose of this policy is to support student participation in these competitions in a manner that makes them academically rigorous and financially feasible.

a) **Selection of Competitions**: The Curriculum Committee will compile a list of competitions that, in its judgment, have sufficient academic merit to award students one hour of Law School credit for their participation. This list will be completed no later than March 31 each year. If it so chooses, the Committee may rank the competitions in order of their importance to the academic mission of the Law School.

b) **Team Coaching**: Coaching of competition teams will be provided by full time professors and adjuncts to the extent allowed by the competitions. The Law School will make a good faith effort to find and fund a coach for those competitions on the list. Should there be no appropriate coach identified for the competitions, or budgetary constraints prohibit funding a coach, the competition will not be offered that academic year.

c) **Selection of Participants**: It is up to individual team coaches to conduct tryouts for their own teams.

d) **Repeating a competition**: Law Students who have received credit for participating in an interscholastic competition will not be allowed to participate for credit in the same competition in subsequent years.

e) **Expenses:** In order for a student to receive reimbursement for competitions, they must be enrolled in the course for credit.

f) **Limit:** Students are allowed to be enrolled in only one interscholastic competition per semester.

g) **2L or 3L only:** First-years students are prohibited from enrolling in or participating in any moot or mock competitions.

Mock Trial Competitions

Upper Class Students (second and third year students) may participate in Mock Trial Competition for two (2) hours of credit.

Reimbursement of Expenses

The Law School, in coordination with interested participants, will estimate the cost of supporting each competition. The Law School will advise the participants in each competition of the amount of funding it is able to provide beyond the hiring of a coach. If the amount of support that the Law School is able to provide is less than the actual cost of participation including registration fee and travel, it will be the responsibility of the participants to secure funding for the difference.

Financial support for competitions will be prioritized in the order of favor those competitions have historically been successful and that have proven academic merit. If no financially viable means can be arranged to offer a competition, it will not be offered that academic year.

Competitions that are not on the Curriculum Committee's approved list may be added during the academic year by the Committee, but the Law School will not provide financial support for the competition beyond making a good faith effort to assign a full time member of the faculty as the teams' coach or provide an honorarium for a qualified adjunct to coach the team.

Special Programs

Guanajuato Summer Law Institute (Program on indefinite hiatus)

The law schools of UNM, Southwestern University, and Texas Tech, in cooperation with UNM's Latin American Institute, offer four weeks of summer law study in Guanajuato, Mexico, followed by an optional internship in a Mexican law firm. This Summer Institute features an introduction to Mexican Law and international law subjects related to Latin America. All courses are taught in English by American and Mexican law professors. The Institute has been approved by the Accreditation Committee of the ABA Section on Legal Education. A student must be in good academic standing (minimum 2.00 cumulative GPA.) to be eligible to attend the Summer Institute.

Madrid Summer Law Institute

The Madrid Summer Law Institute (MSLI) is a four-week, five-credit summer law program in Madrid, Spain. The program is open to law students, graduate students, and legal professionals from around the world. The U.S. administration of the program takes place at the School of Law at The University of New Mexico (UNM), and all classes are offered at the Facultad de Ciencias Jurídicas y Sociales at the Universidad Rey Juan Carlos (URJC). The Institute has been approved by the Accreditation Committee of the ABA Section on Legal Education. A student must be in good academic standing (minimum 2.00 cumulative GPA.) to be eligible to attend the MSLI. For more information, go to: http://lawschool.unm.edu/madrid/

The Madrid Summer Law Institute offers classes on European Union law and International law subjects related to the United States and Spain, as well as the rest of Europe. Courses are taught in English by faculty with a passion for teaching from both UNM and URJC.

University of Tasmania Exchange Program

A student who has completed one year at UNM School of Law wishes to attend the University of Tasmania School of Law, at his/her own initiative, that student may request permission to do so from his/her own dean, who will then refer the request to the dean of the other law school. If both deans agree that it is in the interest of the institutions and the student to attend the other law school, permission will be granted. These occasional student-initiated visits may not exceed one semester and they will be supervised by one faculty member at each law school. A student must be in good academic standing (minimum 2.0 cumulative GPA) to be eligible to attend the program.

Any University of New Mexico student who wishes to participate in this program must comply with the requirements of the American Bar Association's "Criteria for Law

School Approval of Student-Initiated Study Abroad for Academic Credit". UNM will grant 12-15 semester hours of credit for study overseas. Students visiting UNM or the University of Tasmania from the other institution will be formally registered at their home institution during the period of the visit, and continue to pay tuition and fees, and receive financial aid, as they would if they were attending classes at their home institution. Further, each law school will treat any student visiting for the semester as that law school would treat any other visiting student, and the law school will supply the student with the same student amenities that it provides all other visiting students. Hours passed with a "C" or better will be brought in as credit. If a grade of "C-", "D+", "D", "D-", "F" is received, the grade will be entered on the academic record and calculated into the student's grade point average.

University of New Hampshire School of Law Exchange Program

The University of New Mexico School of Law and the University of New Hampshire School of Law (formerly Franklin Pierce Law Center) have established an exchange program where students pay home institution tuition but enroll in classes at the host institution. University of New Hampshire School of Law specializes in the areas of intellectual property and patent law.

A maximum of two students from each institution will be permitted to attend the host institution in any one semester. To be eligible for the exchange program, students must have a grade point average of at least a 2.5 and be entering either their second or third year of law studies. The host institution will make every effort to allow exchange students access to courses, co-curricular and extracurricular activities. Hours passed with a "C" or better will be brought in as credit. If a grade of "C-", "D+", "D", "D-", "F" is received, the grade will be entered on the academic record and calculated into the student's grade point average.

Howard University School of Law Exchange Program

The University of New Mexico School of Law and Howard University School of Law have established an exchange program where students pay home institution tuition but enroll in classes at the host institution. Howard University School of Law is located in Washington, DC.

A maximum of two students from each institution will be permitted to attend the host institution in any one semester. To be eligible for the exchange program, students must be in the upper half of his or her class and entering either their second or third year of law studies. The host institution will make every effort to allow exchange students access to courses, co-curricular and extracurricular activities. Hours passed with a "C" or better will be brought in as credit. If a grade of "C-", "D+", "D", "D-", "F" is received, the grade will be entered on the academic record and calculated into the student's grade point average.

Visiting Other Law Schools

Law students who have completed their first year of legal studies and are in good standing are allowed to earn credit from other ABA-accredited law schools and apply it towards their University of New Mexico Juris Doctor degree. Common examples of such arrangements are international summer programs or relocation due to the employment situation of a spouse/partner. The approvals of the Associate Dean for Academic Affairs and the Registrar are required. Interested students should consult with the Associate Dean for Academic Affairs for more information. Note that only passing grades (C or better) are transferable to UNM School of Law for credit and

such grades are NOT included in the calculation of the student's cumulative grade point average.

Study Abroad Programs

Law Students who have completed their first year of legal studies and are in good academic standing are allowed, with approval from the Associate Dean of Academic Affairs, to study abroad at foreign non-ABA approved law schools.

The ABA standards mandate specific requirements be met by the student, the home institution, and the host institution when a student elects to visit a foreign school. See the Associate Dean for Academic Affairs for more information.

Commencement

Juris Doctor Degrees are conferred three times per year at the conclusion of the summer, fall and spring semesters. Commencement exercises are held once a year at the law school at the end of spring semester. Graduating students from all semesters and their families are encouraged to attend commencement**.**

Honors, Awards and Prizes

Academic Awards

Top Grade

A law professor has the option of noting the student who earned the top grade in each of his or her courses. Such notations are marked on the student's record.

Semester Honors

Any law student in good standing will be eligible for:

Dean's List

A grade point average of 3.50 or higher during a semester in which 12 or more credit hours are earned, of which at least nine are graded;

Honor Roll

A grade point average of 3.00 or higher during a semester in which 12 or more credit hours are earned, of which at least nine are graded.

Students enrolled in a formal joint-degree program shall be eligible for the School of Law's Dean's List and Honor Roll if they are enrolled in at least 12 credit hours from either school. Of these, at least nine credit hours must be at the School of Law and six of the nine credit hours must be graded. Only grades earned at the School of Law shall be included in the grade point calculation for such honors.

Graduation Awards and Honors

Students will not be eligible for any academic honors, based upon rank or cumulative grade point average (including election to the Order of the Coif) unless they complete a minimum of 60 graded course hours at UNM School of Law, including no fewer than 20 graded first-year course hours.

Transfer students may qualify for academic excellence recognition (Latin honors) if they have at least 20 graded credits in first-year courses at the school they transferred from and 40 graded credits at UNM. They must also meet the minimum GPA for honors both in work done in their first year school and when then combined with work done at UNM School of Law.

At the discretion of the faculty, a student who is ineligible for recognition under the above policy may receive special recognition for outstanding academic performance at the UNM School of Law.

Academic Excellence

The J.D. degree may, at the discretion of the faculty, be awarded with the honors indicated to graduating students who have successfully completed the requirements prescribed by the faculty and who have achieved the following overall grade point averages in their law school work.

- cum laude 3.40
- magna cum laude 3.60
- summa cum laude 3.80

Order of the Coif

A chapter of the Order of the Coif was established at the school in 1971. This prestigious national organization honors the top ten percent of each year's graduating class who has completed at least 75 percent of his or her law studies in standard graded courses. Transfer students are ineligible for this recognition.

Thesis Honors

The faculty annually may award one or more special certificates of honor to students who produce a thesis of exceptional quality. Supervising faculty may nominate a student's thesis for honors. All nominated papers will be read by a committee annually appointed by the Dean. If the Committee agrees that the student's thesis is of exceptional quality, a certificate of honor shall be awarded to the student.

Additional Awards and Prizes

Through the following awards, the faculty recognize outstanding academic achievement and significant contributions to the Law School community by graduating students. For additional information, go to: http://lawschool.unm.edu/academics/awards/awards-prizes.php.

- ABA/BNA Award – Employment & Labor Law-recognizes excellence in the study of employment & labor law.
- ABA/BNA Award-Health Law- recognizes excellence in the study of Health Law.
- ALI/CLE Award – recognizes a student who best represents a combination of scholarship and leadership. (American Law Institute).
- American Bankruptcy Institute Medal—for excellence in bankruptcy studies.
- Atkinson & Kelsey Award for Excellence in Family Law —recognizes excellence in Family Law.

- Award for Excellence in International Law and Comparative Law-recognizes excellence in International Law.

- Henry Kent Anderson Human Services Award- recognizes a student who is an enrolled member of an American Indian tribe who has demonstrated, through exemplary work and deed, a concern for the victims of societies' inequities.

- Clinical Legal Education Association Outstanding Student Award – recognizes a third-year student who excelled in clinical legal education.

- Felix Briones Award in Ethical Integrity in Business Law- recognizes a student who best represents a combination of scholarship, leadership and ethics in the area of business.

- Michael B. Browde Award Constitutional Law. Recognizes a student who has displayed excellence in the area of Constitutional Law.

- Honors in Clinical Law—recognizes outstanding performance in the clinical program.

- Corporate and Business Law Award- Recognizes a student for excellence in Corporation and Business Law. Sponsored by the UNM School of Law Business Law Faculty.

- Margaret Keiper Dailey Award—given in recognition of awareness of social problems, concern for people in trouble, and professional dedication to equal justice for all.

- Daniels Diploma- Awarded to the student who, by scholarship, conduct and character has demonstrated evidence of the greatest promise upon graduation. Will generally be awarded to the student who graduates as the top ranking student in his or her class over their three consecutive years of legal studies at the UNM School of Law.

- Dean’s Awards—honors students for outstanding contributions to the law school community.

- The Honorable Pete Domenici Award—recognizes excellence in Environmental Law.

- Faculty Award—recognizes outstanding contributions to the law school community.

- Freedman, Boyd, Hollander, Goldberg & Ives Prize—recognizes excellence in Criminal Law.

- The Frederick M. Hart Prize—honors students who have shown excellence in Commercial Law.

- Health Law Scholar Award—presented to a third-year student who has demonstrated interest and proficiency in Health Law.

- Law Offices of Lynda Latta Award for Excellence in Family Law Advocacy-recognizes excellence in Family Law Advocacy.

- LexisNexis Awards—acknowledges outstanding contributions to scholarship by the top three ranked members of the third-year class.

- McLeod Prize—presented to a third-year student who has demonstrated interest and skill in Advocacy.

- Irwin Stern Moise Award in Legal and Judicial Ethics—recognizes a third-year student deemed most deserving on the basis of demonstrated scholarship, interest, and activity in the fields of Legal and Judicial Ethics.

- Hugh B. Muir Award—in honor of Professor Muir, this award recognizes an outstanding third-year student who has excelled in Tax Law.

- Jackie Rashleger Award-recognizes outstanding performance in the Southwest Indian Law Clinic.

- Peter M. Romero Creative Spirit Award-recognizes a student who has demonstrated capacity in the creative arts (as an artist, actor, filmmaker, musician or similar activity) before coming to law school and has shown a commitment to service activities while in law school.

- Salazar Prize- awarded annually to the UNM Law student with the highest grade point average at the conclusion of the second year of law school.

- Judge Oliver Seth Award in Alternative Dispute Resolution.

- Judge Oliver Seth Award in Ethics.

- Sheehan, Sheehan, and Stelzner Award—pursuit of excellence award.

- Lewis R. Sutin Award—in honor of Judge Sutin, formerly of the New Mexico Court of Appeals, this award is presented to an outstanding student in either Trial or Appellate Advocacy.

- Tort Scholar Award—presented to a third-year student who has demonstrated interest and proficiency in Tort Law.

- Albert E. Utton Natural Resources Law Award.

- National Association of Women Lawyers' Award—presented to a third-year student for academic achievement, interest, and contribution to the advancement of women in society.

- The Jerrold L. Walden Memorial Award—established as a memorial to Professor Walden, this award recognizes a student who has evidenced the qualities of heart that distinguished Professor Walden.

- Thomson West Law Award in Domestic Relations—recognizes excellence in domestic relations.

- The Mary Beth & W. Richard West, Jr. Award for Excellence in Indian Law—established by W. Richard & Mary Beth West, this prize is for a third-year American Indian student who has shown excellence in and commitment to the area of Indian Law.

Student Services Information

Academic Records

Official academic records are maintained by the main campus Office of the Registrar. Records and documents pertain to a student's academic standing and progress, including admissions application, college transcripts, test scores, grades and academic standing.

Educational records are also maintained by the law school Registrar's Office and other University offices. Officials responsible for all official educational records are identified as deans, directors, or department heads in the University catalog.

Access To and Confidentiality of Student Records

The university has an approved policy for confidentiality of student records. This policy is in accordance with the Family Educational Rights and Privacy Act of 1974 (P.L. 93-380, 513).

Under the Family Educational Rights and Privacy Act of 1974, students have the right to inspect and review most education records maintained about them by the University of New Mexico, and, in many cases, decide if a third person can obtain information from them. Nine categories of information, however, are public (or directory information) unless a student asks that some or all of that information be withheld. It is the policy of the University to comply fully and fairly with the provisions of the Act, Federal Regulations and this policy.

No one inside or outside the University shall have access to, nor will the contents of students' education records be disclosed without the written consent of the students except as provided by the Act and Regulations.

Exceptions in the Act and Regulations include <u>but are not limited t</u>o the following:

1. personnel within the institution determined by the institution to have a legitimate educational interest,
2. officials of other institutions in which students seek to enroll or are enrolled,
3. persons or organizations providing student financial aid,
4. accrediting agencies carrying out their accreditation function,
5. In compliance with judicial orders and persons in an emergency when necessary to protect the health or safety of students or other persons.

Public Information

The University, in accord with the Act, has designated categories of information about students as "directory information" which is public unless a student asks to have any or all of it withheld. These categories are:

- Name
- Address (school and permanent)
- Telephone listing
- Electronic Mail Address
- Date of birth
- Major field of study (including current classification, year, credit load and number of academic credits earned toward degree)
- Dates of attendance (matriculation and withdrawal dates)
- Degrees and awards received (type of degree and date granted)

- Most recent previous educational agency or institution attended
- Participation in officially recognized activities and sports, and weight and height of members of athletic teams.

A student wishing to keep confidential the "directory information" listed above should file a written request with the main campus Office of the Registrar. This request may be submitted in person, by mail or fax. Once a confidential privacy flag has been place on a student's record the directory/public information will not be released to individuals, companies or third party entities outside the University of New Mexico.

The confidential privacy flag will not automatically be removed upon graduation from the University of New Mexico. If you have requested a confidential privacy flag, your name will not appear in the University of New Mexico Commencement Program.

The removal of the confidential privacy flag may be requested in person and in writing by fax or mail to the main campus UNM Office of the Registrar. The address is Records & Registration, MSC11 6325, 1 University of New Mexico, Albuquerque, NM 87131-0001 or (505) 277-8900. The fax number is (505) 277-6809. The following information is needed to process the request by fax or mail: student name, social security number and signature. For further information, go to: http://registrar.unm.edu/

Compliance

If a student believes that the University has not complied with the Act, he or she should direct comments concerning this to the main campus Office of the Registrar. Questions regarding student records and UNM's policy concerning the confidentiality of such records should be directed to the Law School Registrar or main campus UNM Office of the Registrar.
Any dispute over the contents of the records will be handled through informal meetings or discussions in the office where the record is maintained. If an informal meeting is not satisfactory, a student has the right to a formal hearing.

Social Security Number

Your Social Security Number (SSN) will not be the primary University identification number. It will not appear on your UNM Lobo identification card. For further information, see the "Student ID Card" section below. UNM is required to collect your SSN in order to provide full access to services such as financial aid, to ensure an accurate academic record, and for record-keeping purposes. The University will protect the confidentiality of your SSN as required by law.

Student Address Changes

Address changes are made by the student on Lobo Web, using the link for Demographics which is found in the upper right corner of the Student Life home page. Once the change has been submitted, the student is required to inform the law school Registrar's Office of such change.

Name Changes

In order to change your name officially you will have to submit a name change request along with documentation that your name was changed. This includes your updated Social Security Card along with a State or federally issued photo ID such as a driver's license, passport, or military ID. The ID's must reflect your new name. You must come in person to either the main campus UNM One-Stop Center in Mesa Vista Hall, Room 140 or the Student Support and Services Center (SSSC), 1155 University Blvd SE (NW corner of Cesar Chavez Blvd/University). Further information may be obtained by calling

277-8900.

The School of Law cannot make a name change on a student's law school record until the change has been made with the main campus Office of the Registrar. Students shall notify the Law School Registrar's Office immediately of name changes.

Law School Academic Records

The School of Law Registrar issues both official and unofficial copies of School of Law academic records. These records show all Law School coursework, honors, and grade point averages.

The student's signature is required to authorize the release of his/her record. Academic record release forms are available in the Law School reception area and online on the Law School website. There is no charge for copies of a law school academic record.

Note: Students needing University transcripts, which show ALL work completed at UNM, should check the main campus Office of the Registrar's website: http://registrar.unm.edu/transcripts/transcript-request-information.html or unmreg@unm.edu or 505-277-8900.

Faxing and Emailing Academic Records

Although the School of Law will fax or e-mail academic records as a special request, the very nature of electronic transmission renders the document "unofficial". The student or alumnus may be asked to cover any costs incurred in the process.

Holds on Records

No academic records or grades will be released to the student or to any other person or institution until all outstanding obligations to the School of Law or the University of New Mexico have been paid; or until satisfactory arrangements have been made. These obligations include, but are not limited to, loans, library fines, duplicating fees, tuition and fees and other charges. Academic records may also be held for non-financial reasons such as, but not limited to, incomplete admission status.

Residency for Tuition Purposes

All students are classified according to their residency status for tuition purposes. Any student wishing to change from non-resident to resident classification must submit a residency petition to the University Registrar's Office, Student Services Center Room 140 before the end of the SECOND week of classes for a given semester.

Information on the requirements for establishing New Mexico residency is available on-line at the Law School web site at: http://lawschool.unm.edu/admissions/financial-aid/residency.html or at the main campus Office of the Registrar website at: http://registrar.unm.edu/residency/index.html, (505) 277-2125 or (505) 277-8900.

Registration

Academic Advisement and Support

Students at UNM School of Law are encouraged to work with faculty members as mentors and advisors. First year students may look to their Practicum section instructors for guidance in matters relating to law school. In addition, students are encouraged to confer with the attorney-counselors in the Career and Student Services office with respect to any academic or personal matters. This includes

advisement about classes, academic performance and academic support. Students in need of a formal faculty advisor may request one at any time during their period of enrollment at the law school by contacting the Career and Student Services Office. Students may also make an appointment with the Law School Registrar to discuss their academic progress towards meeting graduation requirements. Students may also consult with the Law School Registrar about the rotation of future curriculum offerings to assist the student in planning a two-year course of study.

Support for Students with Disabilities

The Student Services Office is available to assist students with a qualified disability. In order to receive accommodations for a physical, psychological or learning disability, the student is required to contact the main campus Accessibility Resource Center at arcsrvs@unm.edu or (505) 277-3506.

In addition, a student should inform the Assistant Dean in the Career and Student Services office. All matters related to disability are held in strict confidence.

Schedule of Classes

The class schedule is available on the Law School website and can be accessed at http://lawschool.unm.edu/academics/schedules/index.html. It is the responsibility of the student to check the web schedule for any changes and/or updates which may occur.

Visiting Law Students

A visiting law student may enroll in limited enrollment courses with permission of the law school Registrar only after all participating UNM law school students have registered for their classes. UNM Law students have priority for places in limited enrollment classes.

Registration Procedures

Registration instructions for law students may deviate from regular University procedures. Students will be notified by email about each semester's requirements and deadlines by the School of Law Registrar's Office. Registration information with detailed instructions, course listings, and schedules is made available by the Law School Registrar on the Law School "Academics" web page. Please refer to the web page for up-to-date information. It is the responsibility of the student to regularly check the web schedule for any changes and/or updates to room(s), class time(s), day(s), or professor(s).

Failure to Enroll

Only students who are registered (enrolled) by the University deadline for late enrollment shall be classified as a law student and will be permitted to attend classes. Individuals who do not register (enroll) by the University deadline published in the main campus semester schedule of classes have no status with the law school or the University and may not attend classes.

A student who has not registered by the deadline, and who has not requested and received a leave of absence from the law school Associate Dean for Academic Affairs and in consultation with the Registrar, must petition the Committee on Student Suspension, Retention and Readmission for permission to be re-admitted if they are interested in resuming their legal education. For further details, see *POLICY ON ACADEMIC RETENTION, SUSPENSION* (page 43).

Student I.D. Card

UNM issues photo identification cards to all students. The I.D. card contains your student identification number. The I.D. card is required to conduct numerous activities campus-wide such as: checking out books from the libraries, use of Student Health Center, Johnson Center facilities and admission to UNM athletic events. After enrolling at UNM, new students must obtain a student identification card from the Lobo Card Office located on the lower level of the Student Union Building (SUB) on main campus. Returning students use their existing I.D. card.

Changes in Enrollment

Once registered, students may process schedule changes through the drop/add procedures during appropriate periods. The following information refers to 15-week courses.

Dropping and Adding Courses

Students drop or add courses through the Lobo web using their UNM Net ID prior to the published deadline dates for law students. Incoming first-year students must obtain a UNM Net ID prior to registering for classes by logging on to www.my.unm.edu. After the registration deadline, contact the Law School Registrar's Office at LSregistrar@law.unm.edu or (505) 277-2059 for procedures and information on late enrollment and fees.

A full-semester law school course may be dropped by a student for any reason during the first two weeks of the semester. Do not expect your professor to drop you if you stop attending class. Failure to drop any course may result in a failing grade, "F".

Exceptions

- Students may not withdraw from first-year courses, Constitutional Rights Law, or Clinic without the permission of the Dean or the Associate Dean for Academic Affairs. If a student entered into the lottery for Clinic and has been accepted into a Clinic section, the student must enroll in that section unless he/she obtains the prior permission of the Associate Dean for Academic Affairs and notifies the instructor.

- The period for withdrawal from a Judicial Externship, Law Office Externship, ADR Externship, and certain specifically designated seminars and classes, without obtaining the instructor's permission, is limited to the first two weeks of the semester.
- When the instructor indicates in advance, a shorter withdrawal period (or none at all) will apply for a particular course.

Withdrawal from the University/UNM Law School

A full-semester law school course may be dropped with the instructor's permission from the third week of classes through the final day of classes. Similarly, a shorter course may be dropped with the instructor's permission after the course's midpoint through the last classroom meeting.

- Students can withdraw from all courses through the end of the 12th week if no holds exist on their account by using LoboWeb http://my.unm.edu.

- At the beginning of the thirteenth week, a student who is withdrawing from all courses must have approval from the Dean or the Dean's designee.

- Students must contact the Associate Dean for Academic Affairs for advisement and approval of withdrawal prior to withdrawing from all courses.

- A student must provide a letter to be on file in their student record stating the reason(s) for withdrawal from the law school.

- Students who withdraw during the first three weeks of classes do not receive a grade notation on their academic record.

- University withdrawals initiated after the third-week (regular full semester) of classes are subject to a grade of W. The notation on a student's record is "Withdraw" followed by the Last Date of Attendance (LDA) date, along with the course name and grade assigned.

- Students leaving the University during a semester without withdrawing according to this regulation are subject to faculty assigned grades. This could result in an "F" grade, even though the student may have been passing at the time of leaving.

Tuition Refund

- It is the student's responsibility to officially drop or withdraw from UNM by the published deadline dates to insure proper credit of tuition and fees are received.
- A course is not dropped by not attending. The exact dates for the current semester are available in the "Tuition & Fees" section on the Bursar's website (https://bursar.unm.edu/for-students/refund-deadlines.html)).
- They are also available on the website of the Office of the Registrar, under the link, "Deadline Dates." (http://registrar.unm.edu/)

In general, deadline dates are as follows, excluding College of Nursing and Medical School:

- 4-week courses...the first Friday following the first day of class
- 8-week courses...the second Friday following the first day of class
- 12-week courses...the second Friday following the first day of class
- 16-week courses...the third Friday of the semester

For further information students should contact the School of Law Registrar's Office at LSregistrar@law.unm.edu or (505)277-2059.

Tuition and Fees

All tuition and fee charges, as well as fees for special services, are subject to change without notice. A student's readmission, registration, library or parking privileges, release of official records, and other requests will be restricted or denied unless satisfactory financial arrangements have been made for all outstanding charges. Registration is not complete until tuition and fees are paid or cleared through the Bursar's Office.

Hours

Hours for the purpose of tuition are defined as hours for credit, credit/no credit, and/or audit.

Tuition and Fees Payment

Please visit the Bursar's Office website, https://bursar.unm.edu/, for information regarding Tuition and Fees, Refund Deadlines, Billing, Payment on Account, Payment Plans, Financial Aid Refunds, etc. or contact the School of Law Financial Aid Officer at (505) 277-9035.

Detailed information on procedures, processes, and deadlines are also available each semester at the School of Law Registrar's Office at LSregistrar@law.unm.edu or (505) 277-2059. Students are required to satisfy all outstanding financial obligations before registering for a new semester.

Semester Course Loads

The *maximum* number of hours that may be taken for law credit per semester is 17 credits (fall and spring) based on an ABA standard which cannot be waived and 9 credits for the summer based on UNM standards. See the Associate Dean for Academic Affairs for exceptions to the rule for maximum summer credits.

The *minimum* load per semester to be considered a "full-time" law student by the law school is 12 credit hours of coursework creditable toward the J.D. degree. All students (except those in their final year who need fewer to satisfy degree requirements in their last semester or those students on the FLEX program) must take at least 12 hours toward the J.D. degree unless PRIOR permission to take fewer is obtained from the Associate Dean for Academic Affairs. However, students wanting to take nine or fewer hours may be required to take more by the Veterans Affairs office or by loan, grant, or scholarship agencies.

Summer Term

During the summer semester, the maximum number of hours that can be earned is 9. 6 credit hours is full-time. Half time is 3 to 5 credit hours and less than 3 credit hours is considered part-time.

Tuition and Fees Refund Deadlines

Tuition and Special Course Fees will be refunded in accordance with the dates published in the current UNM Schedule of Classes on the web.

Tuition and Financial Aid Refunds

All tuition, student fees, and special course fee refunds are based on the date of the official drop, withdrawal, or disenrollment.

The safest and quickest way to receive a refund is via direct deposit, which is established in LoboWeb by going to the Bursar Account Suite. Direct deposits are processed only to checking or savings accounts therefore you will need your account number and the routing number of your bank.

If you choose not to set up direct deposit, then you will receive a check refund in the mail. Check refunds are mailed to the *Mailing Address* listed in your record.

Credit card refunds are processed once a week starting the third week of the semester. This is to allow students to add and drop without being refunded prior to finalizing their schedule. If you need your credit card refund to be processed sooner, please contact the Bursar's Office and make the request. http://bursar.unm.edu/ or 505-277-5363

Beginning with the summer 2013 semester, checks will be mailed one day a week on Fridays. Direct Deposit refunds will continue to be processed on Tuesdays and Thursdays. Get your refund faster and safer by setting up Direct Deposit. For specific directions please visit StudentInfo Answer ID 2682.

Restriction of Services

Financial Holds

No transcripts or other information relating to a student's records at the University shall be released or delivered to the student or to any other person, entity, or institution until all student debts (including but not limited to debts existing on account of loans to the students) to the University and all of its affiliates, including but not limited to, the other arrangements satisfactory to the University have been made for their payment regardless of whether the debt has been discharged in any proceeding under the United States Bankruptcy Act. However, students have the right to inspect and review educational records to the extent that such right is granted by applicable laws and regulations.

Registration Holds

No student shall register at UNM until she/he has paid ALL past due charges.

Service Charge on Delinquent Accounts

A service charge is assessed on delinquent accounts. For details, contact the UNM Bursar's Office at, https://bursar.unm.edu or 505-277-5363

Collection Agency

Following the end of each semester, students who have delinquent account balances may receive a series of itemized statements requesting payment. Failure to receive a Statement of Account does not relieve students of the responsibility for payment. If payments or arrangements are not made on a timely basis the account may be placed with a collection agency, with a collection fee added to the account.

If it becomes necessary for an outside agency to effect a collection, reasonable collection costs of at least 30% of the delinquent amount shall be added to the amount due and shall be paid by the debtor. If UNM obtains judgment from a court of competent jurisdiction, the debtor shall be liable for the collection agency fee as well as reasonable court costs and attorney's fees.

Withholding Services

Students who have had their registration cancelled or have delinquent accounts will be denied privileges and services. Students with delinquent accounts will be subject to sanctions that withhold:

1. Future registrations
2. Readmission
3. Transcript requests
4. Future parking and library privileges
5. Bar certification (for graduates)

Other Fees

Curricular Fee

All enrolled law students (including all visitors/exchange students) and guests of the law school (Mexican consulate student and any guest of the clinic or other academic area) will be charged a fee to cover curricular costs as allowed per UNM Business Policy 8210.

These curricular costs include but are not limited to:

TWEN, Westlaw, Lexis, and CALI passwords; Extegrity Exam4 licenses; student copying and printing quotas; classroom, courtroom, clinic, computer lab, student organization offices and journal suite IT equipment including computers, monitors and software licenses and related support services; email and media servers, media center equipment, and related staff support salaries.

This fee is $500.00 for the regular 2017-2018 academic year. The fee is payable in two installments—one half is billed in the fall semester; the remainder is billed in the spring semester. In addition, a $175.00 fee will be billed for students enrolled in six or more credits during the summer semester. The UNM Bursar's office bills students each semester for the curricular fee. See *Tuition and Fees* (page 28).

Malpractice Insurance

New Mexico does not mandate practicing lawyers to carry malpractice insurance. The School of Law Clinic, however, believes it is a fundamental professional responsibility to protect clients from potential harm that may be caused by our negligence. The Clinic negotiates a new malpractice insurance premium each year, buying the most coverage for the most reasonable rate. To keep the cost down for each student, all students enrolled in Clinical courses are required to pay an equitable share of the cost of maintaining this insurance. This fee is approximately $125. The malpractice fee is automatically charged to the student when they enroll in a clinic.

Student Bar Association Dues

Officers of the Student Bar Association collect a one-time locker fee during the first week from first year students. Payment of these dues entitles each student to a locker and allows participation in SBA-sponsored activities. This SBA fee is based on six semesters. For more information see the SBA Constitution that is available on the website under Student Organizations.

Academic Regulations

Definitions of Good Standing

Professional Good Standing

Good standing in a professional school means more than just academic good standing. The University of New Mexico School of Law recognizes its responsibility to maintain a program that prepares its students for admission to the bar and for effective and responsible participation in the legal profession, including, but not limited to, the capacity to honestly and competently represent the interests of others.

In conformity with the American Bar Association's Academic Standards 308, UNM School of Law will monitor the progress of law students throughout their studies, and will not continue the enrollment of a student whose inability to do satisfactory work is sufficiently manifest so that, in the Dean's judgment, the student's continuation in school would inculcate false hopes in the student, represent a risk to the public, or detrimentally affect the education of other students.

The definition and list of "Relevant Conduct" for the Standard of Character and Fitness found in the Comprehensive Bar Admission Requirements (2011) of the National Conference of Bar Examiners; and the American Bar Association Section of Legal Education and Admissions to the Bar serve as the school's guideline in assessing the professional behavior and capacity of students (See Appendix B-1).

On account of neglect of study, incapacity for the law, untruthfulness or nondisclosure of required information, or conduct or character not in keeping with the standards of the school or the legal profession, the University of New Mexico School of Law reserves the right to terminate the attendance of any student, to remove any student from the list of candidates for the Juris Doctor degree, or to otherwise discipline any student. Any person, by registering in the University, agrees to this reserved right of the law school to place such person on disciplinary probation or to sever his or her connection with the law school, regardless of academic standing, at any time circumstances warrant.

Any student who is not in professional good standing may be placed on probation or have their attendance terminated by administrative action. The student shall be notified in writing at their official address of any such action. A student who is placed on probation may be required to comply with conditions of probation as determined by the Dean. Failure to comply with such conditions may result in immediate suspension. A student whose attendance is terminated for failure to be in professional good standing may petition for relief by way of the procedure set forth for suspension as explained on page 43 of this handbook. UNM School of Law reserves the right to demand reasonable proof from any student who is suspended or whose attendance is terminated that the student is capable of being in professional good standing before readmission.

Academic Good Standing

A student is considered to be in good academic standing as long as he/she maintains a minimum cumulative grade point average of 2.00. A student whose attendance is terminated for failure to be in academic good standing may petition for relief by way of the procedures set forth for suspension; as explained on page 45 of this handbook.

Provisional Academic Good Standing While on Probation

A student on academic probation, who is making academic progress, is in provisional academic good standing with the law school.

Alcohol and Drug Policy

Alcohol

1. No alcoholic beverages of any type may be on University property at any time except for special events that have been administratively approved by the law school, and a liquor request form has been signed by the Provost of the University.

2. Alcohol usage must be done in compliance with UNM Administrative Policies and Procedures Manual – Policy 2140 "Use and Possession of Alcohol on University Property." [http://policy.unm.edu/university-policies/2000/2140.html

3. Any person observing abuse of alcohol by students or employees while on college property, or while representing the college, or while participating in college activities whether on or off college property should report same to any dean.

Drugs

1. The use of illegal drugs or the misuse of prescription drugs on University property is strictly prohibited.

2. "Illegal drugs" shall be defined as a substance or substances defined and regulated under the provisions of *New Mexico Statutes* and the University of New Mexico (current UNM catalog and other University publications.)

3. "Use" of a drug shall include use, possession, manufacture, sale or distribution on University property of any one or more illegal drugs.

4. Any person violating this policy will be subject to administrative disciplinary action and may result in expulsion from the law school and the University.

5. Any person observing or having knowledge of the use of illegal drugs on University property should report same to any dean.

Prevention Programs

Resources are readily available to assist any person who is having a problem with substance abuse or who is concerned with someone else's drug or alcohol use. The law school prefers to address problems concerning substance abuse through rehabilitation methods, and will encourage individuals to seek treatment. Such individuals should consult with the Assistant Dean for Student Services. Students needing assistance should also be aware of the Lawyers Assistance Program. Information about this program is available through the State Bar of New Mexico and the Career and Student Services office.

Examination Information

Scheduling

Final examination schedules are normally finalized after the add deadline for each semester. The Registrar's Office will send a tentative examination schedule to students and faculty by e-mail for comments. An official examination schedule will be finalized, sent, and published to the Law School's website after the comment period is complete.

Reading Period

Before examinations, a period of time is devoted to study and review. Faculty will be available during this time to consult with students and to conduct optional review sessions.

Examination Procedures

The UNM School of Law uses an anonymous grading system. Every semester each student receives a unique number(s) that will be used in lieu of the student's name on all exams. Students will take their exams in designated classrooms. Students will have the option to hand write their exam answers or use exam taking software on their laptops. The Student Code of Conduct governs all aspects of this process (see Appendix A).

Exams are administered by the Law School Registrar's Office. **Students shall not contact a professor regarding the scheduling of their exams or any difficulties related to taking the exam; to do so constitutes a Student Code of Conduct violation. Students with requests or questions must contact the Registrar's Office, and not the professor, at LSregistrar@law.unm.edu or (505) 277-2059.**

First-Year Practice Exams

These fall semester exams are designed to familiarize new law students with testing procedures and give first-year course instructors the opportunity to give students feedback on their classroom performance to date. These exams are typically scheduled in mid-October and do not count toward final course grades unless so designated by the professor.

Mid-Term Examinations

Occasionally a faculty member may structure a course such that interim or mid-term examinations are administered and the exam grades earned are included in the calculation of the final course grade. If such mid-terms are given, regular examination procedures will be followed. It is recommended that faculty make sure that mid-terms do not conflict with other student obligations or courses.

Take-Home Examinations

1. All Take-Home examinations are administered by the Law School Registrar's Office.

2. Faculty shall be able to use take-home examinations.

3. The deadline for the decision on whether a course will have a take-home examination should be when the examination schedule is set.

4. Students shall be informed during the first week of the semester of the possibility of eventual administration of a take-home examination.

In-House Examinations

1. All in-house examinations are administered by the Law School Registrar's Office. Strict rules are followed for all examinations. These rules will be distributed to all students by email prior to the examination period. **Ignorance of any rule or procedure will not be accepted as an excuse for violations.**

2. When a student begins an examination, they must complete it. Once a student starts an examination it is considered a "taken" exam.

   If a student becomes ill during the examination, they should collect all of their items in the exam room, exit the room quietly, and notify the exam proctor immediately. After a short break and when the student is feeling better, the

student will be assigned to a private examination room to complete the exam within the time remaining on the exam clock. If a student is unable to continue the exam, then the portion completed is the answer that will be given to the professor for grading. A note will be made of the illness in the event that the exam becomes an issue of dismissal.

3. Students may elect to write (bluebooks) or type (use of laptop computer) their examinations. To qualify to use personal laptop computers, examination software will be installed on the computer, and students are required to attend a training session on the use of the software prior to the exam period. If a student fails to attend the training and installation sessions for the software, they will have to write their examination in bluebooks.

4. No electronic devices of any type, except the computer on which the student is answering the exam, are allowed in the examination rooms. Examples of excluded items would include, but not limited to, cell phones, e-readers & tablets, and electronic ear buds.

5. No food of any type will be allowed in examination rooms. Only drinks in sealed containers will be allowed in examination rooms.

6. Students with appropriate documentation for special examination accommodations shall contact the law school Registrar or designee prior to the examination period to schedule their exams.

7. Any examination not falling within the examination period will be deemed a paper. Such papers should have a completion or due date prior to the reading period or the examination period.

Procedures for Late Examinations

It is the policy of the law school that students present themselves for examinations at the scheduled time. The Registrar may permit a student with sufficient reason to take an examination at a later date.

Reasons, including but not limited to the following, will be considered in **granting relief**:

1. An absolute examination conflict,
2. Documented medical incapacity,
3. Religious observance,
4. Death or documented serious medical emergency of a close family member,
5. Automobile accident, assault, robbery, or similar traumatic experience at the time of the exam or period immediately preceding the exam,
6. Childbirth that interferes with exam or period immediately preceding the exam (applies to either parent),
7. Military commitment: written military orders required,
8. Extraordinary family circumstances.

Requests for an exam deferral must be in writing accompanied by satisfactory documentation of the reasons. Students should be prepared to provide complete documentation, which is subject to verification and approval. Documentation must be presented to the Registrar within three days of the granted request.

If your file shows that you have previously deferred one or more examinations for reasons other than exam conflicts, another deferral will be granted only for extraordinary circumstances.

The following includes, but are not limited to, reasons a request to defer exams would be **denied**:

1. Travel
2. To attend a conference
3. Weddings
4. Moving
5. Personal reasons
6. Social plans
7. Employment reasons

A student who cannot take an examination on the specified date shall notify the Registrar immediately. Do not directly contact the instructor since this may jeopardize the anonymity of the exam process. Notice should be given as soon as the student realizes an emergency or problem exists and, if possible, prior to the day on which the particular examination is given.

A student shall receive the grade of "Incomplete" for an examination that is missed after obtaining permission to do so. The examination shall be taken within 10 calendar days of the missed examination. In exceptional circumstances, a student may petition the Registrar for a later examination date. If the petition is granted, the student and Registrar will set a time for the examination to be taken by the student. The time period shall not exceed 30 days from the original date of the exam.

Failure to remove the "Incomplete" by the specified time will result in the grade of "F" for the course. All late examinations are graded on a "Credit", "C-", "D+", "D", "D-", "F" basis.

A student who misses an examination without first obtaining permission shall receive the grade of "F" for that course. The student shall have the right to petition the Dean or Associate Dean for Academic Affairs to show just cause why he or she should be given the grade of "Incomplete". The Dean or Associate Dean shall decide whether the reason for missing the examination was serious enough to allow the student to receive the grade of "Incomplete" instead of "F".

Release and Reuse of Examination Questions

1. Release of examination questions: Examinations, following their administration, shall be released by the faculty member to the Law Library where they shall be compiled and made available for inspection or review. The faculty member, however, may decline to release their exam and in particular any multiple-choice questions.

2. Reuse of examination questions: No faculty member may use, on any subsequent examination, any question released pursuant to paragraph 1.

3. Unauthorized possession of examination questions: No student shall be in possession of or have access to any examination questions that has not been released pursuant to paragraph 1.

4. Unauthorized disclosure of examination questions: No student shall disclose the contents of any examination question to any other person without the express consent of the instructor.

Retention of Examinations and Student Access

The School of Law retains all student examination materials for a period of one and a half years. Students are encouraged to review their own exams and may review them in the Registrar's Office. Please note that each individual professor determines the conditions under which the examinations for their course are made available to students (e.g., some exams may be checked out only if the student has made an appointment with the professor to go over his/her exam). In addition, some professors make prior semesters' "A" answers available for student review for a limited time before the final examination period. "A" answers released by a professor are posted on the Law School Library web site prior to the examination period. This process is administered by the Law School Library.

Grades

The grades awarded in all courses are indicative of the quality of work done. The significance in most courses at the University is as follows:

Letter Grade Definitions

A	Excellent	4 grade points per credit hour.
B	Good	3 grade points per credit hour.
C	Satisfactory	2 grade points per credit hour.
D	Barely Passed	1 grade point per credit hour.
F	Failed	0 grade points per credit hour.
CR	Credit	Gives credit for the course but is not computed in the grade point average. CR" credit is the equivalent of at least a grade of "C".
NC	No Credit	Not computed in the grade point average.
I	Incomplete	The grade of "I" is given only when circumstances beyond the student's control have prevented completion of the work of a course within the official dates of a session. Courses given a grade of "I" are excluded in the calculation of the grade point average.
AU	Audit	Audit is recorded for completion of enrollment in an audited course. No credit is earned for an audit grade option.
W	Withdrawal	A "W" grade is used for approved administrative and instructor withdrawals.

Computation of Grades

1. Course grades shall be recorded as letter grades in all courses except those courses designated as "CR", "C-", "D+", "D", "D-", "F " or "Credit/No Credit".

2. Each grade shall be assigned a fractionated grade point value. (see *Grade Points below)*

3. Only letter grades shall be computed in determining a student's grade point average, including non-passing grades earned in "CR/C-/D+/D/D-/F" courses.

4. <u>Grade points</u> - grade points shall be determined in each course by multiplying the numerical value of the grade earned by the number of credit hours for the course.

5. Grade point average - a student's grade point average is determined by dividing the total number of grade points earned in all graded courses by the number of credit hours attempted in such courses. At UNM, the grade point average is calculated out to two decimal points without a rounding from the third decimal point.

Grade Points

The University of New Mexico utilizes a fractionated grading system. Following are the allowable letter grades and associated grade points:

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

Note: "A+" became effective fall semester 1991. An "F+" is not a valid grade.

Grade Point Average

A student's academic standing is referred to in terms of a grade point average calculated by dividing the total number of grade points earned at the School of Law by the total number of graded hours attempted. Courses given a grade of "CR", "NC", or "I" are excluded in the grade point average calculation.

Grading Practices

Law professors must grade all students in a course using the same grading system. Available grading systems are:

A. Regular fractionated grading (most law courses)

B. "CR", "C-", "D+", "D", "D-", "F" (typically "skills" courses, e. g., mediation courses, and designated elective courses throughout the law school)

C. "CR/NC" (examples of courses designated by the faculty as using this grading system are participation in the New Mexico Law Review, the Natural Resources Journal, and various Moot Court competitions)

Grading Options

Law students must register for courses using the standard GRADING option. Because law professors must grade all students in a course using the same grading system, students **do not** have the option to take a particular course on a "Credit/No Credit" basis.

Some professors, after consulting with the Associate Dean for Academic Affairs, may choose to grade an entire course on a "CR", "C-", "D+", "D", "D-", "F" basis and any necessary grading adjustments will be made at the law school Registrar's Office. This

grading system is not the same as "CR/NC". In addition, a student may register for a course as an audit (without credit).

Limited Grading Options

Students will be able, during their law school years, to take up to two designated elective courses on a "CR", "C-", "D+", "D", "D-", "F" basis.

Please note the following: No required courses are available on this basis (i.e., first year courses, Constitutional Rights, Ethics, and Clinic).

This optional grading system may be selected only in elective courses in which the option is made available by the instructor. A list of elective courses so designated will be available shortly after the beginning of the semester by the Registrar.

A student may take no more than one elective course under this option during a semester, and no more than two elective courses during the student's law school career.

In order to exercise this option, a student must complete an Enrollment Authorization Grade Mode Change form, which is available from the Law School Registrar's Office, and submit it to the Law School Registrar's Office no later than **November 1st** for the fall semester and no later than **April 1st** for the spring semester. Submission of a grade mode change form is irrevocable; there will be no exceptions.

Students selecting this grading option will be expected to meet all course requirements, including class participation, examination, papers, etc.

Auditing Law Courses

Elective courses may be audited. Students wishing to enroll in a limited enrollment course as auditors are allowed to enroll on a space available basis. An auditor who fails to attend class may be dropped at the instructor's request or a grade of F may be submitted. The fee for audited courses is the same as for credit courses. Audit enrollment receives no credit and is not included in the student's total course load for purposes of enrollment certification, but audited courses are included on the student's transcript. Once a student elects to audit a course, the status cannot be reversed to a grade or credit. Courses taken for audit may be repeated for credit. The deadline for requesting to audit a class is **September 15th** for the fall semester and **February** 15th for the spring semester.

Incomplete (I) Grade

According to University academic policy, no "I" grade can be outstanding for a student who is graduating from the University.

Incomplete Course Work

1. The grade of "I" is given only when circumstances beyond the student's control have prevented completion of the course work within the official dates of the semester. Request for extension of time to fulfill requirements of a course is by permission of the professor and are limited to one extension. If the request is granted, the final course grade will go to a "CR", "C-", "D+", "D", "D-", "F".

Incomplete Papers

2. For any course in which a paper is a component of the grade, the paper must be submitted by the due date established by the professor and applicable to all members of the course (which, in any event, must be no later than one week after the last day of the examination period). Requests for extensions are approved by the faculty member and are limited to one extension. If an extension is granted, the final course grade will go to a "CR", "C-", "D+", "D", "D-", "F".

3. Papers written for individual research credit shall be due no later than one week after the close of the examination period. An extension may be granted by the supervising faculty member, at his or her discretion, and will result in a grade of "I".

If course requirements are not completed **within a four month period** after the end of the semester (last class day) in which an "Incomplete" was assigned, credit will not be granted for the course. The Registrar will submit a grade of "F", unless strong justification has been made by the student to the instructor for a grade of "W" (Withdraw). It is the responsibility of the instructor to inform the Registrar's Office of such justification.

Time Table for Completion of an Incomplete Grade

Term Incomplete received	Course completion date
Fall	**April 2nd**
Spring	**August 27th**
Summer	**November 29th**

Submission of Grades by Faculty

Faculty shall submit grades for all courses to the Registrar's Office as soon as possible but no later than:

1. For classes in which an examination is given, faculty exam grades will be due to the Registrar 20 calendar days from the day the faculty member receives his/her examinations from the Registrar.
2. If the class is a seminar with a paper, the grades on the paper must be submitted within 20 calendar days from the due date for the papers or the last day of classes whichever is later.
3. If the professor requires both a paper and a final examination, the final grades on both are due 20 calendar days from either the paper due date or from the date the examinations are delivered to the faculty member, whichever is later.
4. Clinic grades, or grades in experiential classes with no exams or papers, are due one business day before the first day of the following semester or summer term.
5. All final course grades are due on the first business day after the Registrar returns all components of the course grade to the professor. The grades are due in the Registrar's Office no later than 5:00 p.m.

Late Submission of Grades by Faculty

No exceptions will be made except with the approval of the Dean for good cause shown which is normally construed as circumstances unanticipated and beyond the control of the faculty member. The affected students will be notified of any exceptions permitted by the Dean and the reason why the professor has requested the extension if the Dean concludes that such action is appropriate.

Monetary fines for the submission of late grades without an extension will be $50 per class per day or any portion of a day that grades are late. Faculty, previously submitting late grades, will be fined $100 per day. Payment of fines will be received by the Registrar. The Dean, however, may take into consideration the fact that a faculty member has not submitted grades in compliance with this policy and without obtaining an extension or has not paid fines that have been imposed when determining a faculty member's eligibility for summer research grants, reimbursement for professional travel, and any requests for course release or sabbaticals.

Grade Notification

Students will log on to LoboWeb to receive their grades.

Bar Graph/Rank

The School of Law does not provide an academic rank order of students. Rather, a bar graph (numerical grouping of grade point averages) is utilized to illustrate a student's academic standing in relation to the other members of the class. The graph is updated at the conclusion of the fall and spring semesters only.

Review of Grades

Students are prohibited from discussing their examination, examination number, or grade with a professor **prior** to the time grades have been submitted for posting. After grades have been submitted, a professor may change a grade only after he/she has determined that a mathematical, data entry error, or other similar event, not involving the exercise of discretion in grading, has occurred in the grading process and the change is approved by the Associate Dean for Academic Affairs.

Grade Change Deadline

Any grade change requests must be reported within 12 months after the original grade was issued and prior to graduation. Otherwise, the grade stands as originally reported. No grades can be changed after graduation certification.

Students Challenge to a Grade

When a student has questions about the grade he or she received on a paper or in a course, the student should:

1. First talk with the professor.

2. If the matter is not thereby resolved, the student may confer with the Dean, who will seek to work the matter out.

3. After conferring with the Dean, the student may formally question a grade by filing a written notice with the Dean. On receipt of the notice, the Dean will appoint two or more faculty members as a committee to make a

recommendation. The Committee may seek advice inside or outside of the faculty.

4. If, after considering the Committee's recommendation, the Dean believes a change in grade should be made, he/she shall confer with the full faculty before acting.

Because of the position, the Dean represents both students and faculty in such matters, and he/she has a broad responsibility and authority. Either party may appeal the Dean's decision within two weeks of receipt of the decision to the Provost. The Provost or his or her designee shall resolve the grievance utilizing any procedures available to the Dean set out above. Also, see *Student Standards and Grievance Procedure* on page 52.

Limitations on Repetition of Courses

In order to assure educational value in classroom courses and the clinical field experience, the following regulations have been adopted:

Classroom Courses

1. No student shall repeat the same course without the prior written permission of the Associate Dean for Academic Affairs based on a finding of substantial educational value. The Associate Dean shall inform the Registrar that approval has been granted.

2. No student shall repeat the same course more than once unless a minimum required grade has not been achieved.

3. When a student is granted permission to repeat a course he/she will receive credit only once. However, **all attempts** and **all grades** are computed in the student's Grade Point Average.

Dishonesty in Academic Matters

Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The School of Law and the University reserve the right to take disciplinary action, up to and including dismissal, against any student who is found guilty of academic dishonesty or otherwise fails to meet these standards.

Academic dishonesty includes, but is not limited to, dishonesty in quizzes, tests or assignments; claiming credit for work not done or done by others; and nondisclosure or misrepresentation in filling out applications or other university records.

Students at the School of Law are governed by the *Student Code of Conduct*. Please refer to Appendix A for the complete policy statement.

Student Papers

Papers require a student's original research and writing. Without advance approval from course instructor(s), the paper may not have been prepared for other classes, nor simultaneously submitted to another class, nor have been written in other settings.

If there is any question concerning the applicability of this policy, students should fully explain the issue to the course instructor(s). When it is determined that a student has committed an act of academic misconduct, whether or not grades for

that course have been turned in by the professor before the violation became known, the student shall be given a grade of "F" for the course.

If a professor suspects or discovers a student has committed plagiarism (as defined in the Student Honor Code, see Appendix A), and due to the severity of the plagiarism, should refer the matter to the Dean and Associate Dean for Academic Affairs for determination of the matter. The Dean and Associate Dean for Academic Affairs may either determine the outcome of the discovery under the Professional Good Standing policy, or conclude that the matter be referred to the SBA Honor Board.

Other sanctions may be imposed by the Dean as defined in the Professional Good Standing clause (page 31) or by the SBA Honor Board, if the matter is referred to that governing body.

Use of Journal Case Notes

No student may fulfill a seminar, individual research, or class paper requirement by submitting materials substantially similar to materials prepared for the *Natural Resources Journal*, *New Mexico Law Review*, or the *Tribal Law Journal.*

Policy on Academic Retention, Suspension, and Readmission

Maintenance of Grade Point Average

1. To be in good academic standing with the law school, a student must maintain a cumulative grade point average of 2.00 or higher.

2. Any student whose cumulative law school grade point average is above 2.25 but below 2.50 must attend an academic advisement session with the Associate Dean for Academic Affairs or the Associate Dean for Academic Affairs designee(s) during the subsequent term's enrollment period to discuss future course selection.

3. Any student whose cumulative law school grade point average is between 2.00 and 2.25 shall be placed on Academic Warning.

4. Any student whose cumulative grade point average falls below 2.00 shall either be placed on probation or suspended.

Academic Warning

1. Any student whose cumulative law school grade point average is between 2.00 and 2.25 shall be placed on Academic Warning.

   The Dean or the Dean's designee shall notify in writing any student of this status.

2. A student placed on Academic Warning will be encouraged to seek out support from the Office of Career Strategies and Student Affairs and the Director of Academic Success in order to improve the student's academic standing. Additionally, a student placed on Academic Warning must attend an academic advisement session with the Director of Academic Success during the subsequent term's enrollment period to discuss future course selection.

3. If a student placed on Academic Warning is subsequently suspended, the Committee on Student Suspension, Retention, and Readmission shall consider the student's utilization of the services and support offered by the Office of Career Strategies and Student Affairs and the Director of Academic Success when reviewing a petition for relief from suspension.

Probation

1. Any student whose cumulative grade point average is between 1.67 and 1.99 after attempting 1-15 credit hours, the number of credits in the first semester of law school, shall be placed on probation without further action:

Credit Hours Attempted	Cumulative Grade Point Average
0 - 15	1.67 - 1.99

The Dean or the Dean's designee that he or she has been placed on academic probation.

2. A student on probation:
   a. Shall meet with the Director of Academic Success to develop a plan for academic success. The Director of Academic Success shall determine whether the plan is satisfactory, and the student must follow the plan. In addition, the Director of Academic Success must approve in writing the course schedule of each student on probation, and no changes may be made to that schedule without the written approval of the Director of Academic Success.

   b. Shall not work during the semester or serve in any leadership role in a student organization, including as an officer or representative.

Suspension

1. A student shall be placed on suspension without further action if:
   a. his or her grade point average for the first semester is below 1.67,
   b. his or her grade point average falls below 2.00 in any semester after the first semester,
   c. he or she withdraws from law school,
   d. he or she is withdrawn by administrative action, or
   e. he or she fails to return for a new semester while on probation.

2. The Dean or the Dean's designee shall notify in writing any student who has been suspended. Such notice shall specify the student's right to petition for relief from suspension and shall contain a copy of this policy.

3. A student on suspension may not enroll in classes for a subsequent semester, except that a suspended, full-time student who has enrolled in summer classes shall be permitted to remain enrolled in summer classes other than the Clinical Law Programs.

4. A student's academic status for the fall semester will be determined once spring semester grades are recorded, subject to reconsideration upon receipt of summer grades.

5. Any suspended student whose grade point average for the first semester is below 1.67, and who is considering petitioning for relief from suspension, must first consult with the Director of Academic Success. Any student who is later suspended is strongly encouraged to consult with the Director of Academic Success to develop a plan for academic success.

Submission of a Petition for Relief from Suspension

1. Any student placed on suspension must petition the Committee on Student Suspension, Retention, and Readmission (hereinafter "Committee") for relief from suspension in order to be granted probation.
    a. At the beginning of each academic year, or as soon thereafter as practicable, the Dean shall appoint the Committee.
    b. The Committee shall be comprised as follows:
        i. Five full-time members of the faculty.
        ii. Two students. The Dean shall appoint the student members of the Committee after consultation with the president of the Student Bar Association, student representatives, and leaders of student organizations. A student must be in good academic standing (2.00 cumulative GPA) to serve on the Committee.
        iii. Ex officio members may also be appointed as appropriate.
        iv. Any student who petitions for relief from suspension as provided herein shall have the right to disqualify the student members of the Committee and to have his or her petition considered only by other voting members of the Committee.
2. The petition shall set forth:
    a. any factors that the student believes may have contributed to his or her unsatisfactory performance;
    b. the student's assessment of the likelihood that such factors will no longer affect his or her performance in law school; and
    c. any contemplated changes in the student's study, work, or extracurricular activities that might improve his or her law school performance.
3. The student shall sign the petition.
4. Any willful misrepresentation contained in the petition will be deemed a violation of the Professional Good Standing policy and the Student Code of Conduct. The violation will be referred to the Committee for determination of the matter. The Committee may either determine the outcome of the discovery under the Professional Good Standing policy, or conclude that the matter be referred to the SBA Honor Board.
5. The petition shall be submitted to the Associate Dean for Academic Affairs and the Registrar within ten days from the date of the notice of suspension. The Associate Dean for Academic Affairs may, for good cause, extend the time for submitting the petition. Any student who fails to file such a petition within the foregoing time limits may thereafter submit such a petition no later than 45 days prior to the beginning of any semester in which he or she desires to be placed on probation.
6. Except as provided below in paragraph 7, any student who has received notice of suspension may submit a written petition requesting that he or she be placed on probation.
7. A student may not file a petition for relief from suspension if
    a. the student was first enrolled before Fall 2016 and has previously filed three unsuccessful petitions for relief from suspension; or

b. the student was first enrolled in Fall 2016 or later and the student has previously filed three petitions for relief for suspension, unless

   i. the student's third petition for relief from suspension was successful; and

   ii. the student's academic performance in the most recent semester of attendance was adversely affected by extraordinary circumstances beyond the student's control, which may include but are not limited to

      1. a medically documented physical or mental incapacity;
      2. a documented automobile accident, assault, robbery, or similar traumatic experience;
      3. childbirth;
      4. a documented military commitment; or
      5. a documented death or serious medical emergency involving a close family member.

The Committee's Process in Considering a Petition for Relief from Suspension

1. Upon receipt of a petition for relief from suspension, the Registrar shall forward it to the Chair of the Committee, who shall convene a meeting of the Committee as soon thereafter as practicable. The Chair shall notify the student in writing of the time and place of such meeting. In addition, such notice shall advise the student that he or she may

   a. make a personal appearance before the Committee,
   b. submit any additional written or documentary evidence that he or she considers relevant to the matter, and
   c. bring any person before the Committee who he or she feels can provide relevant information concerning the matter.

2. A quorum of the Committee shall consist of five voting members, at least one of whom shall be a student, unless the petitioning student has disqualified the student members of the Committee pursuant to paragraph one under Submission of a Petition for Relief from Suspension, in which case a quorum shall consist of four voting members.

3. In the event the Chair is unable to assemble a quorum for the consideration of the petition, the Chair shall appoint, on a *pro tempore* basis, as many additional members as is necessary to constitute a quorum.

4. Prior to the meeting the members of the Committee shall contact as many of the student's professors as possible in order to gather information about

   a. the student's classroom performance,
   b. the student's attitude and attendance record,
   c. the professors' opinions regarding the student's probability of completing law school successfully within a reasonable period of time, and
   d. additional information that may be relevant to the Committee's decision.

5. The Committee shall consider the following, in addition to any other information deemed relevant by any member:

   a. the information set forth in the student's petition;
   b. any additional information submitted by the student;

c. any written or oral statement of any person offered by the student;

d. information provided by any professor pursuant to paragraph four;

e. the student's grades in all law school courses attempted;

f. the student's submission of or compliance with his or her plan(s) for academic success, including utilization of the services and support offered by the Office of Student & Career Services and the Director of Academic Success;

g. the extent to which the student's grades have improved or declined compared to previous semesters; and

h. any relevant information contained in the student's application for admission to law school, including LSAT score(s) and undergraduate record.

6. If, at the conclusion of the presentation of the foregoing information, a majority of the Committee determines that additional information is necessary to resolve the matter, the meeting will be continued pending the receipt of such additional information.

The Committee's Decision on a Petition for Relief from Suspension

1. Following receipt of all relevant information, the Committee shall meet in executive session to make its decision.
2. The Committee's decision shall be made by a majority of members present.
3. If a majority of Committee members present determines, on the basis of all the information presented, that the student if placed on probation is likely to complete law school successfully within a reasonable period of time, the student shall be placed on probation. The Committee shall specify that such probation shall be unconditional or subject to such conditions as the Committee deems appropriate.
4. If a majority of Committee members present determines, on the basis of all the information presented, that the student if placed on probation is not likely to complete law school successfully, the student shall be suspended. The Committee shall either suspend or continue the suspension of the student indefinitely or for a specified period of time not to exceed one year.
5. In the event of a tie vote the student shall be placed on probation either unconditionally or subject to such conditions as the Committee deems appropriate.
6. The factors that have traditionally been discussed in connection with student petitions are to be considered only if they are relevant to the ultimate question of the student's successful completion of law school. The following summary of relevant considerations from past faculty deliberations on suspension questions is offered as a guide to the Committee and student petitioner:

    a. An improvement or decline in the student's academic performance may be relevant to the extent that it indicates the cause of the student's difficulties. Improvement may in an individual case show that the student has overcome impediments in the form of inadequate preparation for law school or the adverse effects of personal difficulties encountered in an earlier semester. Conversely, a marked decline in performance from that of previous semesters may indicate that personal difficulties which are on the record were the cause in fact of the student's academic performance.

    b. The Committee's determination of the student's successful completion of law school will require it to explore and evaluate the causes of the student's

difficulties. Personal difficulties should be taken into account to the extent that the Committee is persuaded that such difficulties were a cause of the student's academic performance. The Committee must also consider whether such personal difficulties are likely to present similar problems in the future.

c. An explanation by the student that the inadequate performance was caused by poor study habits, poor attitude, or external commitments, presents factual questions which must be resolved by the Committee. The Committee must determine whether it is likely that such a change will be sufficient to allow the student to raise his or her grades to a passing average.

d. The student's academic ability is always relevant to the issue of ultimate completion of law school.

e. Use of preadmission predictors must be carefully circumscribed so as not to undercut the admissions policies of the law school. Those predictors may be relevant to a determination of whether the student has had sufficient time to adjust to the demands of law school.

7. If the Committee grants relief from suspension to a suspended student, then the student shall be placed on academic probation until the student completes the next semester. If, after the completion of the next semester the student's cumulative grade point average is below 2.00, then the student shall again be automatically suspended.

Review of an Unfavorable Committee Decision on a Petition for Relief from Suspension

1. A student whose petition for relief from suspension is denied may, within five days after notification of the Committee's decision, file a petition for review with the Dean.

2. The petition for review shall allege that the Committee's decision is clearly erroneous and shall specify the manner in which the decision is clearly erroneous.

3. The Dean shall consider the decision of the Committee to be presumptively correct. If the Dean determines that the Committee's decision is not clearly erroneous, he or she shall affirm the decision as final.

4. If the Dean determines that the Committee's decision is clearly erroneous, he or she shall either remand the matter to the Committee for reconsideration or present the matter to the faculty for decision. In making its decision, the faculty shall consider the factors set forth in paragraph 5, under The Committee's Process in Considering a Petition for Relief from Suspension, and paragraph 6, under The Committee's Decision on a Petition for Relief from Suspension.

Application for Admission by a Student Ineligible to File a Petition for Relief from Suspension

1. An individual may submit a new application for admission to the law school if

   a. the individual was previously suspended and is ineligible to file a petition for relief from suspension under Paragraphs 6 and 7 of the policy on Submission of a Petition for Relief from Suspension; and

   b. the new application for admission is submitted at least five calendar years after the date of the Committee's denial of the most recent petition for relief from suspension.

2. A new application for admission must contain, along with the application, a petition to the Committee for permission to apply for admission.
3. The petition shall set forth
    a. any factors that the petitioner believes may have contributed to his or her unsatisfactory performance;
    b. the petitioner's assessment of the likelihood that such factors will no longer affect his or her performance in law school; and
    c. any contemplated changes in the petitioner's study, work, or extracurricular activities that might improve his or her law school performance.
4. Upon receipt of a petition for permission to apply for admission, the Director of Admissions and Financial Aid shall forward the petition to the Chair of the Committee, who shall convene a meeting of the Committee as soon thereafter as practicable. The Chair shall notify the petitioner in writing of the time and place of such meeting. The notice shall provide the same information as the notice for a petition for relief from suspension.
5. To consider a petition for permission to apply for admission, a quorum of the Committee shall consist of the same number and types of members as for a petition for relief from suspension, and the Chair shall appoint as many additional *pro tempore* members as necessary to constitute a quorum.
6. In determining whether to grant the petition for permission to apply for admission to the law school, the Committee shall consider the same information and factors that the Committee considers in determining whether to grant a student relief from suspension. The Committee shall grant the petition for permission to apply for admission to the law school only if a majority of the Committee members present determines that
    a. the petitioner has demonstrated that his or her prior academic performance in law school was due to circumstances that would no longer affect his or her performance in law school; and
    b. if admitted, the petitioner would be likely to complete law school successfully within a reasonable period of time.
7. The Committee shall communicate its decision to the petitioner and to the Director of Admissions and Financial Aid. If the Committee grants the petition for permission to apply, the Committee shall also forward the petitioner's file to the Director of Admissions and Financial Aid for consideration by the Admissions Committee.
8. If a petitioner enrolls under these provisions, he or she is subject to the same academic requirements as other law students. The law school shall not
    a. award any credit for courses the petitioner previously took at the law school, or
    b. consider courses the petitioner previously took in calculating the petitioner's cumulative grade point average.

Special Situation Policies

Weather Policy

Should the weather become bad enough to cause a delay or school closure, the University of New Mexico will provide information to the local media, and place on UNM's "Snow Hotline," 277-SNOW. During the regular semester, if the University is on a two-hour delay, then all law classes will commence on a two-hour delay. **A two hour delay**

declared by the University means that law school classes will commence with classes that begin on or after 10:00am. Morning classes that begin before 10:00am will be cancelled. Classes will begin starting at the next regularly scheduled time block on the law school schedule. For specific times on the snow day or any other announced delay, call (505) 277-SNOW (7669), or check the Law School web site at: http://lawschool.unm.edu/. If a University closure should occur, all law classes will be cancelled.

Examination Period

If there is a delay or closure during examinations, the following procedures will be observed:

Delay

If on a two-hour delay, morning examinations **will begin at 10:00 a.m.** The afternoon examinations will begin at the regularly scheduled time of 1:30 p.m.

School Closure

If a school closure should occur, the exams scheduled for that day will be rescheduled as "Self-Scheduled Exams". The student will schedule the exam with the Law School Registrar. The exam may be scheduled during the time remaining in the examination period and/or up through the first two weeks of school of the following semester.

Road Conditions outside Albuquerque

Given the geographic location of areas outside the city of Albuquerque that may have hazardous weather conditions occurring that are not occurring in the city, students should notify the Registrar's Office that they are unable to safely travel to school for an examination. Such geographic areas include the east side of the Sandia Mountains, north to Santa Fe, south to Belen or Los Lunas, and west towards Grants. In such a case, the student will take the examination the next day or as soon as weather conditions permit the student to safely travel to school. The examination will NOT be placed on a late exam basis.

Jury Duty

Occasionally a student is summoned for jury duty. If the summons is for a time period which is inconvenient (e.g., during final exams), the Assistant Dean for Student Services may request that the court excuse the student from that particular panel and reassign the student to a later panel at a more convenient time. See the Assistant Dean for Student Services for assistance.

Leave of Absence or Reduction in Course Load

It occasionally becomes necessary for a student to interrupt or reduce his or her legal studies because of illness, financial, or other personal problems. A student finding him/herself in such a situation should consult the Associate Dean for Academic Affairs or the Registrar to identify various alternatives and possible actions which would assist the student. The permission of the Associate Dean for Academic Affairs is necessary to either reduce a semester course load below 12 hours (unless it is the student's final semester) or to take a leave of absence from the School of Law.

Classroom Conduct

The instructor is responsible for all classroom conduct, behavior, and discipline. Any action that would disrupt or obstruct an academic activity is prohibited.

Classroom Use

Use of School of Law classrooms or other facilities during scheduled activities is limited to enrolled students and University personnel. Use of these facilities during nonscheduled periods should be arranged with the front desk receptionist of the School of Law. UNMSOL is a non-smoking facility.

Building Use after Hours

The School of Law maintains regular business hours that are posted at the entrance of the library as well as on the library web site (http://lawlibrary.unm.edu/). Normally during the examination period there are expanded hours to afford students adequate time each day to study and to conduct research for term papers.

The doors to the law school will be locked by campus security at closing time. This is to ensure the safety all individuals using the law school facility. When the building is closed, all students must leave the law school. Staying in the building overnight is prohibited. If a student is asked to leave the building by a security officer or by law school personnel, that student shall leave immediately. Failure to comply with this policy will be dealt with by the law school administration.

Smoking Policy

UNM, including the School of Law, is a smoke free campus. Students, faculty, and staff violating this policy are subject to disciplinary action. (http://policy.unm.edu/university-policies/2000/2250.html

Recording of Classes

A student may record a class solely at the discretion of the faculty member teaching the class. Students wishing to have the Media Center tape a class must first secure the professor's permission and then make a request with the Media Center. https://lawmedia.unm.edu/

Student Grievances

There are a variety of policies that address student issues. This section is designed to identify some of them. Matters of concern to students that do not fall under the provisions of the Student Honor Code or other specific processes described in this publication should be brought to the attention of the Dean or one of the Associate Deans.

Rights and Responsibilities at the University of New Mexico

The purpose of this statement is to help clarify relationships between the Regents and the Administration, Faculty, and Students of the University. It is a statement of the kinds of **conduct** that will lead the University into disciplinary action.

This refers to behavior which adversely affects the University's educational function, disruption of community living on campus, or interference with the rights of others to the pursuit of their education or to conduct their University duties and responsibilities.

This specific policy may be found in the current *UNM Pathfinder* (http://pathfinder.unm.edu/).

Sexual Harassment

The purpose of this policy is to foster dialogue, and take action to prevent, correct, or discipline behavior as delineated in the policy. It is a violation of Title VII of the

Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972.This specific policy may be found in the current *UNM Pathfinder.* (http://pathfinder.unm.edu/).

Student Employee Grievance Procedure

This policy provides a due process mechanism for all student employees when a grievance results from a violation of University policy which adversely affects a student employee (termination without correct procedure, etc.). This specific policy may be found in the current *UNM Pathfinder* (http://pathfinder.unm.edu/).

Student Grade Grievance Procedure

The School of Law policy describes the procedure to be followed when a student objects to a grade. See *Students Challenge to a Grade* (page 41).

Student Standards and Grievance Procedure

This policy is used for resolution of disputes between students and faculty or staff of the University as well as procedures for handling disciplinary matters. This includes academic disputes, disciplinary matters brought against students, academic record disputes such as grades, dishonesty, enrollment or disenrollment or withdrawal. This specific policy may be found in the current *UNM Faculty Handbook, D176: Graduate Student Grievance Procedures,* http://handbook.unm.edu/policies/section-d/d176.html .

Article 9 Variances 9.2. Law School

Students attending the UNM School of Law must comply with the Law School Students Code of Conduct in addition to the UNM Student Code of Conduct.

Allegations of academic misconduct, as enumerated in the Law School Student Code of Conduct, are addressed by the processes defined in that Code. Other kinds of alleged misconduct, except for allegations of sexual violence, may be addressed as described in the School of Law Administrative Due Process Policy and Procedure.

Allegations that a student in the School of Law has engaged in any discriminatory act as provided in Article 4.4 herein, including an act of sex discrimination, sexual harassment, sexual misconduct, or sexual violence, shall be referred to the UNM Office of Equal Opportunity.

The School of Law Bulletin and Hand book of Policies (Bulletin) governs students enrolled in the Law School and to the extent this Student Grievance Procedure differs from the policies and procedures in the Bulletin, the Bulletin supersedes this Grievance Procedure.

Discretionary review by the UNM President and Board of Regents, as provided for in Article 10.4 herein, is accorded to students in the School of Law.

The School of Law may, at its discretion, refer cases of alleged student misconduct to the UNM Dean of Students for review and possible action under the UNM Student Code of Conduct, except that allegations that a Law School student has engaged in any act of sexual violence shall be referred to the Office of Equal Opportunity.

This specific policy may be found in the current *UNM Pathfinder* (http://pathfinder.unm.edu/).

Procedure for Informal Student Complaints

A student with a complaint or concern about a School of Law policy, student, or faculty member should seek informal resolution of the concern by meeting first with the Assistant Dean for Student Services who can provide guidance for most issues. Frequently the matter is one which the Assistant Dean for Student Services has dealt with before and for which there is an available answer. Alternatively, the Assistant Dean for Student Services may refer the student to another administrator or staff member whose areas of responsibility include the topic of concern.

In the event the student is dissatisfied with the proposed resolution, the student should meet with the Associate Dean for Academic Affairs. In a matter involving another student, a student who is still dissatisfied with the proposed resolution should proceed pursuant to the policies and procedures set out in the Bulletin and Handbook of Policies, specifically the Student Grievances and Student Honor Code sections, as appropriate.

Procedure for Formal Student Accreditation Standard Complaints

1. "Student Accreditation Standard Complaint" defined. A "Student Accreditation Standard Complaint" is a written communication from a School of Law student that seeks to bring to the attention of the School of Law administration a significant problem that directly implicates the College's program of legal education and its compliance with the ABA Standards under which the School of Law is accredited.

2. Submission of Complaint. Student Accreditation Standard Complaints shall be made to the Dean. The complaint shall be in writing and include the name and contact information of the complainant and the complainant's status as a student in the School of Law. The complaint shall specify with particularity the facts relied upon to support the allegation and shall identify the ABA accreditation standard as to which it is alleged the School of Law is not in compliance.

3. Action on the Complaint. The Dean shall have thirty calendar days following receipt of the complaint to respond in writing to the complainant. Such response may be in the form of:

    a. Notice from the Dean to the complainant that an investigation of the allegations of the complaint has been initiated, together with a date by which it is expected a final substantive response will be made;

    b. A preliminary substantive response to the allegations of the complaint, together with a date by which it is expected a final substantive response will be made; or,

    c. A final substantive response to the allegations of the complaint.

4. Appeal. Upon receiving a final substantive response to a Student Accreditation Standard Complaint, the complainant may appeal pursuant to the University's grievance procedures.

Additional University Policies

These additional University policies may be found in the Appendix of the current *UNM Pathfinder.* (http://pathfinder.unm.edu/)

Policy on Illegal Drugs and Alcohol
Resolution on Alcohol Marketing on the Campus

Ethics Code and Policy for Computer Use
Demonstrations and Assemblies
Policy on Academic Dishonesty
Facilities Use
I.D. Card and Student I.D. Number
Mall Use/Time, Place and Manner of Public Expression
Mall Amplification Policy
Policy on Outdoor Vendors
Student Union Building: Prohibited Conduct
Off-Campus Speakers Policy
Outdoor Entertainment
Resident Status in New Mexico
Military Withdrawal
Telephone Policy
Smoking Policy
Weapons Policy

Financial Aid and Employment

Sources of financial aid include loans, grants, and student work-study employment. Most financial aid is need-based and must stay within a cost-of-attendance (COA) budget that is determined by the UNM Financial Aid Office. Detailed information on financial aid procedures and answers to frequent questions may be received from the UNM School of Law Financial Aid office or the Assistant Dean for Admissions & Financial Aid.

The law school's policy regarding student financial aid and employment is as follows:

Grants

The Law school shall award grants on the basis of need.

Applications for grant assistance will be made on line at the Need Access website (https://www.accessgroup.org/) This application requires a detailed disclosure of a student's financial circumstances. The application also requires a financial statement from the applicant's parents or a certification of financial independence form. In making financial aid awards, the Financial Aid Committee will consider parents' financial resources and ability to assist the applicant.

Employment during Law School

Law students will be permitted to hold employment during the academic year only within the following conditions:

First-Year Students

No more than fifteen hours a week per semester so long as the student is in good academic standing. Due to the intensity and importance of the first semester curriculum, UNMSOL **strongly recommends** that students refrain from any employment during this semester. The exception to this policy is students who have been granted permission to be on the Flexible-Time Legal Education Program.

Second-and Third-Year Students

No more than twenty hours of work a week so long as the student is in good academic standing. Students participating in the Flexible-Time Legal Education Program are not bound by the work rules.

At the beginning of law school, all law students must file a certification form, which acknowledges their understanding of the School's employment policy. Violation of the work policy can result in administrative sanctions including a formal entry into the student record, reduction in credit hours, and suspension.

Law School Student Services

Academic Support Programs

The School of Law offers academic support programs designed to help students adjust to the first year of law school. Tutorials in each substantive course are available to first-year students. Tutors are chosen from among outstanding upper-class students. Also, Career & Student Services coordinates the advisement program and assists all students with making course selections while in law school. For assistance with advisement or counseling on any aspect of your law school experience, contact one of two attorney-counselors in the Student Services office, located in the northwest corner of the Fred Hart Wing or call 277-0028.

Career & Student Services

Career & Student Services supports students and graduates of the UNM Law School with their professional development. The office does this through confidential direct, one-on-one career counseling. It also sponsors programs throughout the academic year to enhance job interviewing, resume and other writing skills. It offers opportunities for students to connect with attorneys and judges through mentoring, programs in particular legal practice areas, career fairs and on-campus interviews.

The office has information about clerkships, advanced legal education, summer programs, fellowships, moot court competitions and writing competitions. The Career & Student Services staff is also available to help students with academic concerns while in law school, and provides administrative support to student organizations.

Sometimes UNM Law Students find themselves in personal difficulties that can interfere with their law school experience. Such things as financial, emotional, legal and family difficulties can be addressed if students will approach the school to seek assistance. Students are encouraged to contact the Office of Career and Student Services whenever they have need for any type of counseling. Students can speak in confidence to Career and Student Services staff, who will assist the student directly or refer that student to the appropriate resource inside or outside the law school.

Stress Management

Student Heath and Counseling (SHAC) on Main Campus provides assistance with problems, such as stress management and anxiety that interfere with successful functioning. They also provide other psychological services. Students may make arrangements for services by calling 277-4537, Monday through Friday, 8:00 AM – 5:30 PM.

In addition, starting fall 2013, a SHAC counselor will be at the law school one day per week on Wednesdays. The morning time slots will be reserved for drop-ins and the afternoon hours will be for individual appointments. Her name is Teresa Law and she will be located in Professor Sidhu's office which is room 3116.

Enrollment Certification

Individuals, institutions or organizations request enrollment certifications for information related to a student's past or current enrollment. Information requested normally takes the form of validation of confirmed degrees, dates of attendance or future enrollment or whether a student is part-time or full-time.

Enrollment Certifications can be requested and obtained electronically any time online via your student Loboweb account under the "Student Schedule" section. If necessary, the UNM School of Law Registrar's Office can produce a standardized enrollment certification letter validating a student's status for the current semester and any past semester upon written request. UNM does not certify enrollment prospectively, but only retroactively. Courses taken in Audit status are not included in total course load for purposes of enrollment verification.

Bookstore

Booklists are prepared prior to each semester and are available on the UNM Bookstore web page: http://bookstore.unm.edu/.The UNM Bookstore has a Medical/Legal Branch that stocks all law textbooks and materials. The **Medical/Legal Bookstore** (505-277-5828 or 1-800-354-5585) is located directly south of the law school on the Medical School campus in the Domenici building (Location: 1001 Stanford NE, Albuquerque, NM 87106). In addition to items on hand, the Bookstore can special-order books for students. The Main Campus Bookstore (505-277-5451 or 1-800-981-2665) carries additional supplies, and non-law books (Location: 2301 Central NE, Albuquerque, NM 87131).

Student Bookstore/Bursar's Charge Account

- Account will be activated within 24 hours of enrolling in 3 or more credit hours for summer semester, or 6 or more for fall semester, and if you are in good standing with the Bursar's office.
- You will receive an email (i.e. jdoe@unm.edu) from the Bookstore informing you about the account.
- Limit is $750 for fall and spring semesters ($300 for summer).
- Accounts open approximately 1 month prior to the start of classes, and will close 3 months into the semester. They will remain active as long as you continue to be in good standing at the Bursar's office, and maintain at least 6 credit hours for fall & spring semesters (3 credit hours for summer).
- Students are NOT obligated to utilize this account.
- Account must be paid in accordance with Bursar's office terms.

  The UNM Bookstore now accepts your Student Bookstore/Bursar's Charge Account as a method of payment for course materials on our website. If you select this method of payment on our website you will be charged tax. However, you can purchase your course materials tax-free in the UNM Bookstores, utilizing your Student Bookstore/Bursar's Charge Account.

Computer Use

Computers: Use of the law school computer equipment is subject to UNM Business and Regents' policies, New Mexico State Law and United States Federal Law. The University Business Policies and Procedures Manual, provides guidelines for computer use by

students, faculty and staff. Section 2500 documents overall acceptable computer use and includes "Computer User Guidelines" (Policy 2510) and "Computer Security Controls and Guidelines" (Policy 2520). The manual in its entirety is located on the UNM web site at: http://policy.unm.edu/university-policies/index.html.

The following are summaries from the guidelines:

- The use of University computing services is a **privilege**. Users who have been granted this privilege must use the services in an appropriate, professional, ethical, and lawful manner. **Any use of email deemed to violate University or Law School policies by the administration may result in loss of computer privileges.**
- If a user violates federal or state law or University policy by misusing University computing services, the user may lose the privilege of computer use.

Examples of misuse include but are not limited to:

- attempting to defeat or circumvent any security measures
- using computing services for unlawful purposes including fraudulent, threatening, defamatory, harassing, or obscene communications
- invading the privacy rights of anyone

- A password is a security measure designed to prevent unauthorized persons from logging on with another person's computer account. Users should create passwords carefully and handle them with care and attention.
- Electronic communications include information in any form such as data, audio, video, and text that is conveyed or stored electronically, for example, by email, web pages, and in files. The following types of communication are prohibited:
  - chain letters, pyramid schemes, and unauthorized mass mailings
  - fraudulent, threatening, defamatory, obscene, harassing, or illegal materials
  - non-work or non-class related information sent to an individual who requests the information not be sent
  - copyright law violation
  - commercial or personal advertisements, solicitations, promotions, destructive programs, or any other unauthorized use

In summary, UNM computer networks, systems and computers cannot be used for personal gain that includes spamming (sending email to get business) or creation of a web page for commercial use. Access to computing and networking resources, including email, is a privilege and not a right. The privilege can be suspended or revoked in the event of misuse or abuse of resources. Any action that is illegal without a computer is also illegal with a computer, such as harassment, copyright violations, theft or fraud.

Specific law school Computer Use Policies can be found on the law school intranet: https://lobolaw.unm.edu/it/computer-use-policies.php

Law School Computer Accounts

An account is created automatically for every law student upon entry into law school. It is a violation of the law school computer use policies for anyone except the authorized account holder to use a law school account. Don't use another person's account or give another person access to your account. Giving your password to anyone poses a security breach for the entire network. Such a breach may result in administrative disciplinary action, such as but not limited to professional probation, or expulsion from the law school.

Accounts are deleted upon termination of employment, graduation, or when students are not enrolled. Graduates are given a grace period to study for the bar. December and May graduate accounts are deleted on August 1st. Accounts for summer

graduates are deleted on November 1st. Dual degree students do not retain their law school accounts past these dates.

Required Laptop Computers

All incoming first-year law students are required to purchase a laptop computer. Students are required to see the Assistant Dean for Information Technology for specific information on the laptop specifications. For further information, go to: http://lawschool.unm.edu/students/it/laptop-program.html.

Network Printing Policy

All currently enrolled students, who have paid the Technology Fee, are given a print account credit of 600 pages per semester to the network laser printers.

Students are charged $.05 per page for each page printed over the allotted 600 pages.

Students are not charged for poor quality print outs that are the result of printer/computer malfunction, low toner, or damaged paper if the issue is immediately reported to the IT department. Students are not charged for printing in connection with various exemptions, such as research for a School of Law faculty member, clinic work, and similar tasks. The Information Technology department provides detailed information about policy and procedures for printing each semester.

Student Computer Workstations

Computer workstations dedicated to law student use only are located on the lower level of the Law Library. Current access information and policy statements governing use of these workstations is maintained on the Intranet.

Laptops and Network Access

Wired and wireless networking is available throughout the law school building. Students with laptops may access the law school network and shared resources such as network printers but must be running antivirus software with current virus definitions to do so. Laptops exhibiting virus activity may be blocked from use on the law school network. Instructions for accessing the law school's wireless network can be found on the lobo law intranet.

Email Quota

Students are allocated 500 MB of email storage and will be notified via an email from the system administrator when the mailbox becomes close to the email quota (450MB). If a mailbox reaches 475MB MB, no email can be sent and at 500 MB, no email can be sent or received.

Email Lists

Official Law School Announcements

Students are automatically enrolled in a listserv, Students, used to communicate information about official law school activities i.e., student organization event announcements, official law school notices, and law school deadlines. This email list is reserved for faculty and staff use only; students may not send email to the list. Students may not opt out of the Student listserv and are responsible for reading any message originating from the Student listserv.

Optional List-Servs

There are some optional List-servs that students may use. All incoming students are placed on the lists but students can be removed upon request by sending an email to the helpdesk (helpdesk@law.unm.edu) with the list name. The optional lists are:

- General (general@law.unm.edu)
  Only students and the Assistant Dean for IT may be members.

- For Sale or Rent: Open membership (faculty, staff and students). May not be used for commercial or personal advertisements, solicitations, or promotions as per UNM UAP 2500: Acceptable Computer Use (http://policy.unm.edu/university-policies/2000/2500.html).

Emergencies

If an emergency arises and a law student must be located, the Law School Registrar's Office is the appropriate department to initially contact. **Please use the main law school telephone number** (**505-277-2146**) **as your emergency contact number**. Someone in the Registrar's Office will look up the student's class schedule and attempt to locate the necessary individual as quickly as possible. Obviously, if the location of the student is already known, the caller should let us know. If we are unable to locate the student, a message will be left in the student's mailbox and an email message will be sent to the student. Please **do not** contact the Circulation Desk of the Law Library in emergency situations during business hours (8:00 AM - 5:00 PM). Law Library personnel do not have the information required to determine a student's potential location.

Health Care

Student Health and Counseling (SHAC) is located on Main Campus north of Johnson Center and across the mall from (east of) the Student Union Building (SUB). Students taking six or more credit hours are eligible to utilize SHAC services. Student Health & Counseling (SHAC) is funded in part by student activity fees, therefore, fees charged at SHAC are lower than community rates. Contact: 505-277-3136 or shac@unm.edu

A list of office visit charges for UNM students can be found on the SHAC website at: (http://shac.unm.edu/)

SHAC is open for Advanced and Same-Day Medical Appointments, Monday through Friday, 9:00 AM - 5:30 PM. The last appointment of the day is at 5:30 PM.

Counseling Services: Fees for Service

Students are not required to have health insurance to be seen in Counseling Services. Services are funded in part by student activity fees so that fees to the individual are as low as possible. There are fees for most visits, as well as a "no-show/late cancellation" fee. A fee schedule is on the SHAC website at: http://shac.unm.edu/

Law School Communication

The Law School communicates with students through their Law School email and the student mailboxes. Student messages and official law school notices are distributed by email. However, student mail, and some messages and notices are placed in the student mailboxes located in the back hallway (across from classroom 2405) of the law school. Thus, it is important that students check both their email and student boxes on a regular basis.

Note: Confidential information (such as academic records, grades, returned papers, in-class exams, and exam numbers) are **not** sent by email or delivered to student mailboxes. The student is notified that the information is available from the Registrar's Office.

Other UNM departments/offices may send email information to law students at their "@unm.edu" addresses, not the "@law.unm.edu" address. Each student is responsible for having the "@unm.edu" email forwarded to the email address they check the most often.

Parking

All weekday University parking requires a paid UNM parking permit. Hourly parking is also available in metered spaces and in the parking garages. Parking information is located on the Parking and Transportation website at: http://pats.unm.edu/

ADA Accessible Parking

If you have been personally issued and possess a current and valid ADA or handicapped placard or if you are transporting an individual who has been personally issued and possesses a current and valid ADA or handicapped placard, you can park in any designated ADA/Handicapped parking space.

If those designated spaces are full, with the display of a valid placard, you may also park in any regular zone parking space or in any pay station space (including our Cornell and Yale parking garages) not further restricted by other signage. There is no charge for this parking. We also accept out-of-state placards. (http://pats.unm.edu/)

Cars parked illegally will be ticketed and/or towed. Motorcycle permits are available for special zone parking. It is a violation to transfer, sell or give your permit to another individual. Check with the Parking and Transportation Services web site for specifics. (http://pats.unm.edu). Additional information is available from Parking Services at 2401 Redondo Drive NE, Albuquerque, NM 87106 (505-277-1938).

Veterans Affairs

UNM is approved for certification of students eligible to receive educational assistance from the Veterans Administration. The UNM Veterans Resource Center is located in the Student Union Building (SUB), Suite 2002.

Hours: Monday – Friday 9:00AM to 4:00PM (MST)
Phone No : (505)-277-3181/3184
Website: http://vrc.unm.edu/

Equal Educational Opportunity Policy

UNM is committed to providing equal educational opportunity and forbids unlawful discrimination on the basis of race, color, religion, national origin, physical or mental handicap, age, sex, sexual preference, ancestry, or medical condition. Equal educational opportunity includes: admission, recruitment, extracurricular programs and activities, housing, facilities, access to course offerings, counseling and testing, financial assistance, employment, health and insurance services and athletics. In keeping with this policy of equal educational opportunity, the University is committed to creating and maintaining an atmosphere free from all forms of harassment.

Affirmative Action Policy

UNM is committed to providing equal educational and employment opportunity regardless of sex, marital and parental status, race, religion, sexual preference, age, national origin or handicap. Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of sex in any educational program or activity receiving federal assistance by way of grant, contract, or loan. Title VI of the Civil Rights Act of 1964 is similar in its prohibition of discrimination on the basis of race, color, or national origin, and section 504 of the Rehabilitation Act of 1973 prohibits discrimination of individuals with disabilities who are otherwise qualified for admission.

Appendix A

Student Code of Conduct

(Adopted March 1983, Amended 2001, Amended 2002, Amended 2011, 2012)

The student body, like the practicing bar, governs itself in matters of professional conduct. A student-authored code of conduct outlines standards of conduct UNM law students are honor-bound to follow. The code's provisions cover many phases of law school life as set forth in the following provisions

Elected student leaders constitute an honor board that reviews all charges of code infractions. When an investigation warrants it, the honor board conducts a hearing for the student who has been accused of violating the Student Code of Conduct (hereafter "the respondent"). Sanctions for code violations range in severity from verbal reprimands to permanent expulsion from the law school.

Preamble

We, the students of the University of New Mexico School of Law, recognize that integrity of the highest order is expected of each of us, and as members of a self-governing student body do hereby adopt the following document, which states the minimum standards of honesty to be followed by students in this institution.

Only conduct related to academic misconduct enumerated in this Code will be governed by the provisions of this Code. Issues related to a student's academic standing, which occurs when a student's grade point average falls below a required threshold will be addressed by the Committee on Student Suspension, Retention, and Re-Admission. Other disciplinary matters will be dealt with by the Law School Administration according to the procedures set forth in the UNM School of Law Bulletin and Handbook of Policies.

I. Persons Subject to this Code

Any person enrolled in the University of New Mexico School Of Law is subject to the provisions of this Code. When any person is accused of violating this code while a student, but has since disenrolled, transferred, taken a leave of absence, graduated or otherwise ceased to be enrolled as a student, the accuser shall notify the Dean of this Law School. The Dean shall notify appropriate authorities for an appropriate investigation. This notification shall go to any school in which the person is enrolled. If proceedings under this Code result in a finding that there has been a violation of the Code, the Dean shall notify any State Bar Association or other relevant professional licensing organization of which the person is either a member or applying for membership if that organization so requires.

II. Standard of Conduct

Every student shall be honest and candid in his/her academic pursuits as defined in the subsequent provisions of this Code.

III. Substantive Provision

A. Examinations

1. Every student shall abide by the principle that each examination shall be the product of his/her own knowledge, unless the instructions explicitly and unequivocally provide that students may work co-operatively, in which case every student shall abide by the limitations, if any, on cooperative work which are set by the professor.

2. Every student assumes the burden of compliance with the provisions of this Code.
3. It shall be a violation of the Code for a student:

    a. To obtain or use prior to an examination any information concerning the content of the examination, unless such information is authorized by the faculty member concerned.

    b. To bring into the examination room books, papers, or other materials of any sort, unless explicitly authorized by the instructor, which could be used to aid one's self or any other student in any way during the examination.

    c. To refer to, or be in possession of unauthorized books, papers, or other materials during the course of the examination, whether inside or outside the examination room
    d. To communicate during the examination in any manner with another student concerning the examination
    e. To display one’s examination with the intent to aid another student, or to look at the examination of any other student with intent to copy or use information from it
    f. Failure to turn in all examination materials at the appointed time
    g. To take more time to complete an examination than is allowed.
    h. To have an examination in one's possession at any time or place not authorized by a faculty member.
    i. To discuss an examination already taken with another student who will take the examination at a later time.
    j. Failure to follow the instructions of the examination administrator
    k. To prepare, encourage, to counsel or to combine with another to violate the above provisions

B. Written Submissions

1. Every student shall abide by the principle of academic honesty in all written work.
2. Plagiarism is a violation of the Code. Plagiarism is the knowing use of the ideas or words of another as your own without indicating such use fully and accurately.
3. It shall be a violation of the Code if a student fails:

a. To cite fully and accurately the source of an idea taken from another;
b. To place in quotations material used from a source and to cite fully and accurately such material; or
c. To cite fully and accurately material paraphrased from a source.

4. It shall be a violation of the Code if a student:

a. Represents someone else's work as his/her own; or
b. Uses any unauthorized research materials.
c. Submits work in fulfillment of any law school requirement which the student has submitted in compliance with the requisites for any other class or program at this or any other academic institution without the express consent of the present professor. This provision shall also apply to work submitted for law school credit that was previously completed in satisfaction of non-academic work requirements outside the law school.

C. Law Library

1. Every student shall respect the integrity of our library's collection and facilities and shall respect the rights of others in their use of the library.
2. It shall be a violation of the Code for a student:

a. To intentionally damage or destroy library property (including, but not limited to: books, microforms, equipment or furniture).
b. To hide or secrete library materials within the library.
c. To violate library rules concerning checkout procedures for library materials with the knowledge that such violations may deprive others of those materials.
d. To violate the library’s posted access policies.

D. School Activities

1. Every student shall be honest in his/her every action with regard to all Law School-related activities. Such activities include, but are not limited to:
a. Moot Court competitions;
b. Client counseling competitions;
c. Clinical Law programs;
d. Any Law Journal activity;
e. All other academic activities or co-curricular or extra-curricular activities related to the educational mission of this school of law.
2. It shall be a violation of the Code for a student to lie, cheat, steal, be dishonest, or otherwise act contrary to the provisions of this Code while participating in, or preparing for, the above-mentioned activities.

E. Property

1. Every student shall respect the property rights of every member of the faculty, staff, student body, and of the University and its employees.
2. It shall be a violation of the Code for a student:

a. To take University property with the intent to permanently deprive the University of the property

b. To take property belonging to another student, the faculty or any staff members without the owner's permission; done with an intent to temporarily or permanently deprive the owner of the property.
c. To intentionally deface, destroy or otherwise abuse University property or property belonging to a student, faculty or staff member at the University.

F. Compliance with Code Procedures

1. An effective code depends for its enforcement on the professional responsibility and individual integrity of those functioning under it.
2. It shall be a violation of the Code for a student:

a. To witness, know of, or have a reasonable basis to believe that a person subject to this code has violated this code, and not to report the violation, the names of the offender(s), and all relevant circumstances of the violation, as provided in section IV herein.

b. Refusal to appear when requested as a witness at an Honor Board hearing.

c. To disclose any fact concerning an Honor Board Hearing except as provided by this Code.

IV. Confidentiality

A. All Honor Board proceedings, records, and actions shall be considered confidential in nature. No person other than the respondent having knowledge of such proceedings or actions shall reveal anything concerning them except as provided in this Code, or as required by existing law.

B. The Senior Officer may share information with the Investigating Officer, the Respondent, any Witnesses and other members of the Honor Board in order to effectively arrange and run the Honor Board Hearing.

C. The Senior Officer also has the discretion to speak with the Assistant Dean of Student Services regarding procedural questions and guidance in arranging and running an Honor Board hearing. In seeking guidance, the Senior Officer must keep as many facts as to the details of the allegations as confidential as possible.

V. Procedure for Reporting an Honor Violation

A. Any student, faculty or staff member who has personal knowledge of an apparent violation normally should report the incident to the SBA president within 48 hours of the incident or upon gaining knowledge of the incident or as soon as possible.
B. The SBA president, with the reporting witness, shall write a brief report of the alleged violation. The report shall include the following:

1. The nature of the alleged violation;
2. The time and date of the alleged violation;
3. The name of the respondent;

4. The name of the reporting witness;
5. The names of other witnesses.

C. the SBA president shall deliver a copy of this report to the Investigating Officer to facilitate the investigation.

D. The respondent shall be notified by the SBA President that allegations against the respondent have been presented to the SBA President at the time that the SBA President completes the report described in paragraph B above. At this time, the SBA president shall provide the respondent with a copy of the applicable Code of Conduct. The SBA President shall inform the respondent that s/he must read the code prior to speaking to anyone about the matter and also that the respondent is not required to speak to the Investigating Officer if s/he does not wish.

VI. Investigation

A. The Investigating Officer is the Third-Year Faculty Representative, unless the Third Year Representative is not available, or is involved with or reasonably potentially involved with the allegation, or reasonably may be perceived to be biased or prejudiced in the matter, in which case s/he must decline to serve as the Investigating Officer.

1. If the Third-Year Faculty Representative is not available or must decline to serve, the Second-Year Faculty Representative shall act as the Investigating Officer.
2. If the Third-Year Faculty Representative requires assistance due to the breadth of an investigation or severe extenuating circumstances, s/he may petition the SBA President in writing to request assistance from the Second-Year Faculty Representative.
3. If the Second-Year Faculty Representative is not available or must decline to serve because s/he is not available, or is involved with or reasonably potentially involved with the allegation, or reasonably may be perceived to be biased or prejudiced in the matter, the SBA President can appoint another student to assist The Third-Year Faculty Representative may serve as the Investigating Officer in the Spring and Summer prior to beginning his/her third year, once elected or appointed.
4. The Investigating Officer may ask the Executive Committee to be excused from duty, and any person under investigation may also ask the Executive Committee to excuse the Investigating Officer from duty, and replace the Investigating Officer.
5. The Executive Committee may consider these requests, but is not required to follow them, unless good cause for change in the Investigating Officer is shown.

B. The Investigating Officer shall conduct an investigation and evaluate the circumstances of a case to determine whether the violation should be considered by an Honor Board.

C. An investigation should not interfere with the respondent's examinations. Measures should be taken to insure a timely investigation. The Investigating Officer has a two week time period (excluding the reading period and final examinations) in which to complete this investigation.

If the Investigating Officer determines that the investigation cannot be completed before a reading or examination period or the investigation would begin within three (3) weeks of the reading or examination period, the investigation shall begin one day after the reading period or final examinations.

The investigation will consist of the following:

1. The Investigating Officer shall talk to the reporting witness, the respondent (if the respondent consents), any other witnesses, and all other persons, including faculty and staff, who may have relevant information. Written statements should be taken from all witnesses.

2. After all witnesses have been interviewed and the investigation is complete, the Investigating Officer shall convene an Honor Board hearing, according to paragraph three if the Investigating Officer concludes that there is a reasonable probability that the respondent has violated this code as charged by the reporting witness.

3. If the Investigating Officer calls for an Honor Board hearing, she shall notify the SBA President, who shall then convene it in a timely manner. If the Investigating Officer calls for further investigation by another Investigating Officer, all records shall be turned over to that second Investigating Officer. If the Investigating Officer calls for further investigation by a University or Police Authority, including the Law School administration for misconduct not falling under the jurisdiction of this Code of Conduct, the Investigating Officer shall make a report to that authority and preserve evidence for that investigation.

   If the Investigating Officer does not call for further investigation or for a Board hearing, the case will be dismissed and all records generated by the investigation will be destroyed immediately by the SBA President.

4. If the Investigating Officer decides to convene an honor board hearing pursuant to paragraph 2 above, he/she shall write a detailed report consisting of the following:

   a. The nature of the alleged violation;
   b. The time and date of the alleged violation;
   c. The name of the respondent;
   d. The name of the reporting witness;
   e. The names of any other witnesses;
   f. A summary of the information gained from the investigation;
   g. All written statements;
   h. A summary of all oral statements not recorded;
   i. The recommendation of the Investigating Officer.

E. When the respondent is in his/her graduating semester, an Investigating Officer has determined cause for an Honor Board hearing, and the hearing will not take place until after the respondent's final exams, the Dean shall be notified of the hearing and the name of the respondent. If s/he believes it appropriate, the Investigating Officer, with the consent of the respondent,

may also provide the Dean with the report. If the respondent decides to consent to the Dean's review of the report, the respondent will be given an opportunity, if s/he chooses, to discuss the allegations with the Dean.

F. The Investigating Officer shall deliver his report to the Senior Officer (see Paragraph VII (A)). The Senior Officer shall provide the respondent with all of the information in the Investigating Officer's report.

G. After the Senior Officer provides the respondent with the report, the other members of the Honor Board shall be notified of the hearing and given a copy of the report to facilitate scheduling of the hearing and to allow for recusal or excusal. All members receiving notification and a copy of the report shall be bound by the confidentiality provision of the code.

VII. Honor Board

A. The SBA president is the Senior Officer and shall act as an advisor to all parties to the hearing. S/he shall preside at the hearing and make all decisions that are necessary for its proper functioning. The Senior Officer will not participate in the deliberations or determination of a sanction and will not cast a vote. In the event the SBA president cannot participate as Senior Officer, s/he shall be replaced by the next highest ranking SBA officer. That person shall then be the acting Senior Officer. The Acting Senior Officer, if chosen before the Honor Board Hearing, shall nominate a replacement for the Honor Board from his/her class to be approved by majority vote of the remaining Executive Committee members.

B. The Honor Board shall consist of the SBA Executive Committee, plus one faculty member. The Dean shall recommend three faculty members to the Executive Committee. The respondent may recluse one faculty member from a list of three faculty, provided by the Dean. The Executive Committee will select the faculty member who is to serve on the Board from the remaining faculty on the list.

C. If a member of the Honor Board is excused by the Senior Officer from serving for any reason, the Executive Committee of the SBA shall approve by majority vote a replacement nominated by the Senior Officer and who shall be selected from the excused party's academic class.

D. In the event that there is a change in personnel among the SBA Board due to election, and a possible violation has been reported to the SBA President, the Honor Board convened to adjudicate that allegation, including the faculty member, shall have the duty and the authority to adjudicate that allegation through to its completion notwithstanding the termination of that SBA Board's tenure due to election, except that for good cause shown and with the approval of the Dean, this provision need not apply. Furthermore, an SBA Board shall be bound by the confidentiality provisions of this Code from informing any member of a board-elect of the proceeding, unless that member would otherwise be properly made aware of the proceeding.

E. The respondent and the Investigating Officer have the right to voir dire all Honor Board members and challenge any of them for cause. The Honor Board itself will make all decisions on the respondent's challenge(s) for cause. Removal as a result of a challenge for cause shall be by a majority vote of the

Honor Board, excluding the vote of the person being challenged. The Senior Officer has a vote for these purposes. In the event of a tie vote, the person challenged shall be removed.

F. The Honor Board shall not convene at the University of New Mexico School of Law.

G. The Honor Board hearing shall never be held during a Law School reading/examination period.

H. The Senior Officer shall notify the Honor Board members, all parties, and witnesses of the date, time, and place of the Honor Board hearing at least six days prior to the hearing.

I. The Senior Officer shall require all members of the Honor Board to give him/her their assurance that each member supports this Code of Professional Conduct.

J. The Senior Officer shall keep the Dean informed of the general nature of the Honor Board proceedings. The names of the reporting witness and respondent will not be revealed unless and until there has been a determination that the respondent has violated the Code.

K. The respondent and the person reporting the alleged honor violation and all witnesses called by the respondent, the reporting witness, or the Honor Board shall appear at the Honor Board hearing.

1. Witnesses called by the respondent and the reporting witnesses are required to appear and testify at an Honor Board Hearing. Failure to do so without an exemption is an honor code violation.

2. Witnesses can, for good cause shown, request, in writing, an exemption from testifying from the Senior Officer.

3. Incriminating testimony cannot be used against a witness in a subsequent Honor Code hearing

L. Before the Honor Board hearing, the Senior Officer shall deliver to the respondent a copy of the report described in V (D)(4) which shall include the time, date, and place of the Honor Board hearing. The respondent shall be instructed in writing of his/her rights, which are in Section VII of this Code.

M. The respondent may petition the Senior Officer for any documents needed in his/her defense. Once such requests are received in writing by the Senior Officer, the Senior Officer may direct the production of documents or tangible items that the Senior Officer deems relevant or necessary to the respondent's defense, and which are not privileged.

VIII. Honor Board Hearing

A. The Honor Board hearing shall be closed to all persons except the Senior Officer, the Honor Board members, the respondent, the respondent's counsel, the reporting witness, any other witnesses called, a hearing reporter and the Investigating Officer. Witnesses may be present only when they testify.

B. The Senior Officer shall read the nature of the alleged violation, the time and date of the alleged violation, the names of the respondent and reporting witness, and the conclusion of the Investigating Officer. The Senior Officer shall also explain to all parties the procedures to be followed in the hearing.

C. A record of the proceeding shall be kept for the purpose of facilitating proper review by the Dean should such review be requested by the respondent. The record may be taken by a court reporter or it may be in the form of a tape-recording of the entire hearing. If a taped record is created, the Senior Officer will ensure prior to the hearing that the equipment is functioning properly and that all parties will be able to be clearly heard on the tape-recording.

D. The proceedings shall not be conducted in the absence of the faculty member. In the case of extenuating circumstances when one Honor Board Member cannot make it to the hearing, the hearing will still be held.

E. The Investigating Officer will be responsible for presenting the alleged Honor Code violations against the respondent and will have the burden of proving by clear and convincing evidence that the respondent has committed the alleged violation(s). The procedure followed for the hearing shall consist of the following:

1. The Investigating Officer shall make an opening statement.

2. The respondent shall have an opportunity to make an opening statement.

3. The Investigating Officer shall present all witnesses, testimony, and other information and evidence relevant to the investigation of the respondent. Formal rules of evidence shall not apply to the Honor Board hearing; however, hearsay shall normally not be admitted as evidence in the proceeding. The Investigating Officer and the respondent may object to such evidence. The Senior Officer shall rule on whether the evidence will be permitted by determining whether the evidence is likely to assist the Honor Board in making its decision.

4. The respondent may cross-examine all witnesses against him/her. The Investigating Officer may cross-examine all witnesses presented by the respondent.

5. The respondent shall have the opportunity to refute the testimony against him/her or to explain the circumstances which led to the charge. The respondent shall have a reasonable opportunity to present witnesses on his/her behalf including but not limited to students, faculty, staff and counselors. The respondent shall not be required to testify. The respondent has the right to confront the reporting witness

and other witnesses. The respondent may be represented by counsel or a faculty member.

6. The Honor Board may call witnesses and hear further evidence relevant to the circumstances under investigation. The Board may question any witnesses and review any evidence.

7. The Senior Officer has the discretion to grant recesses and to stay the proceedings if the circumstances require it.

8. The respondent shall have an opportunity to make a closing statement.

9. The Investigating Officer shall make a closing statement.

F. At any point before or during the hearing, the respondent may admit that s/he has committed a Student Code violation and waive the right to a hearing as to the violation. At that point, the Senior Officer shall convene a hearing as above except that such a hearing shall include only such evidence and witnesses that are necessary to explain to the Board the factual circumstances of the allegation or facts that are relevant to the imposition of sanction.

G. At the conclusion of the presentation of evidence the Honor Board shall retire to deliberate.

IX. Determination of a Code of Conduct Violation

A. Before its deliberations, the Senior Officer shall instruct the Honor Board that:

1. The determination of whether the alleged violation has been proven shall be without consideration of any sanction under this Code; and

2. The respondent shall not be found to have violated the Code unless members of the Honor Board agree by at least a two-thirds majority that

3. There is clear and convincing proof that the respondent has done so, or the respondent admits the violation.

B. If the respondent is found not to have violated the Code, all records of the hearing shall be destroyed immediately following the finding of no violation by the Senior Officer. The respondent may request that the records not be destroyed but sealed and preserved.

C. If the Honor Board finds the respondent has committed the alleged violation, it shall:

1. Consider the sanction to be imposed.

2. Notify the Dean and appropriate Law School Administrators, if the Dean so requires, of the determination that the alleged violation has been proven and the imposition of the sanction. The Dean or an appropriate Law School Administrator may keep a record of all

violations and imposed sanctions for the purpose of assisting the Honor Board in imposition of consistent sanctions. The Dean or the appropriate Law School Administrator shall only release this general information to convened Honor Boards (without revealing the names of any students subject to such sanctions).

3. Reveal the names of the reporting witness only if such a revelation is necessary for the imposition of the sanction.

X. Sanctions

A. The sanction shall be determined by a majority vote of the Honor Board.

B. The sanctions which may be imposed by the Honor Board include, but are not limited to, the following:

1. Verbal reprimand;
2. Written reprimand;
3. Written reprimand to individual with copy to remain in individual's file until graduation;
3. Written reprimand to individual with copy to remain permanently in individual's file;
4. Recommendation to professor for grade change;
5. Removal from related activity, e.g., Moot Court competition;
6. Suspension from school;
7. Permanent expulsion from school;
8. Any combination of the above.

The Honor Board can suggest any other reasonable sanction in light of the circumstances.

XI. Imposition of Sanction

A. When the Honor Board has decided upon a sanction, it shall, in the presence of the respondent and the Senior Officer, announce its decision, informing the respondent of his/her sanction.

B. If the sanction includes a verbal reprimand, it shall be immediately given by the Honor Board. All other sanctions will be administered within 72 hours or as soon as possible.

C. Within 72 hours of its decision the Honor Board shall express its decision in a written statement to the Senior Officer. This statement shall be written by the First Vice President, or ranking member of the Honor Board other than the Senior Officer or faculty member. The Senior Officer shall deliver copies of the decision to:

1. The respondent, and

2. The Dean. The names of the respondent and/or the reporting witness will be excised before delivery to the Dean unless the First Vice President deems that such information is necessary for the imposition of any sanction. Included with the copy of this written statement to the

Dean, the Honor Board shall also include the original record of the proceeding.

D. After a majority of the Board has determined a sanction, the respondent may appeal only the sanction to the Dean. The respondent must inform the Dean of such an appeal by writing a statement petitioning such a sanction appeal, and briefly stating the reasons therefore. The statement must be received by both the Dean and the Senior Officer within 72 hours of the publication of the Board's written decision statement described in paragraph C above.

E. Upon receiving the respondent's sanction appeal, the Dean normally shall announce a sanction appeal decision in writing within 72 hours. The Dean's decision shall be based only on the documents viewed by the Honor Board during the hearing and the taped or written transcript of the proceeding. A sanction of verbal reprimand is not an appealable sanction. The Dean may not increase the severity of the sanction imposed by the Honor Board, but may reduce it for good cause.

XII. Administrative and Judicial Review

A. This Code in no way limits the availability of existing administrative and judicial review.

XIII. Review and Adoption

A. A committee of students, faculty, and administrators should review this Code every four years.

B. Adoption of changes to this Code shall be ratified by the faculty with the consent of the students. Consent shall be accomplished through means determined by the Student Bar Association Executive Board and may include, but is not be limited to, a ratification vote or a student forum. However, at a minimum, consent of the students shall include a vote by the Executive Board of the Student Bar Association.

Appendix B

Moral Character and Fitness

A lawyer should be one whose record of conduct justifies the trust of clients, adversaries, courts and others with respect to the professional duties owed to them. A record manifesting a significant deficiency in the honesty, trustworthiness, diligence or reliability of an applicant may constitute a basis for denial of admission.

Relevant Conduct: the revelation or discovery of any of the following should be treated as cause for further inquiry before the bar examining authority decides whether the applicant possesses the character and fitness to practice law:

- Unlawful conduct
- Academic misconduct
- Making of false statements, including omissions
- Misconduct in employment
- Acts involving dishonesty, fraud, deceit or misrepresentation
- Abuse of legal process
- Neglect of financial responsibilities
- Neglect of professional obligations
- Violation of an order of court
- Evidence of mental or emotional instability
- Evidence of drug or alcohol dependency
- Denial of admission to the bar in another jurisdiction on character and fitness grounds
- Disciplinary actions by a lawyer disciplinary agency or other professional disciplinary agency of any jurisdiction

Footnote: Comprehensive Guide to Bar Admission Requirements 2011, Code of Recommended Standards for Bar Examinee: Standard 12 & 13, page viii.

http://www.ncbex.org/fileadmin/mediafiles/downloads/Comp_Guide/2011_CompGuide.pdf

Appendix C

Administrative Due Process Policy and Procedure

(Faculty adopted 4-19-11)

INTRODUCTION

The University Of New Mexico School Of Law's Due Process Policy and Procedure is designed to guide students, faculty and staff on the course of action that may be taken when a law student fails to maintain ethical or professional standards of behavior. The role of the lawyer encompasses more than just satisfactory acquisition of knowledge in courses. The legal professional must exhibit personal and professional behaviors, including honesty, integrity, and respect for others. The School of Law is committed to both ethical and professional behavior on the part of students and a respectful learning environment in which to become a lawyer.

All conduct related to academic misconduct will be governed by the Student Code of Conduct. Issues related to academic performance will be addressed by the Law School's Committee on Student Suspension, Retention, and Re-admission. Other disciplinary matters will be dealt with by the Law School Administration according to the following procedures.

I. MATTERS SUBJECT TO DISCIPLINARY ACTION

Appropriate disciplinary procedures and sanctions may be applied to any student who commits, or attempts to commit, or aids any of the following acts of misconduct:

1. Unlawful conduct.

2. Actions which have great potential for physically harming the person or property of others, including that of the University, or which actually result in physical harm, or which cause reasonable apprehension of physical harm.

3. Acts involving dishonesty, fraud, deceit or misrepresentation, including but not limited to, making false statements or omissions on law school applications and failing to report arrests or convictions that occur during law school.

4. Willful misconduct in Law School employment.

5. Conduct that evidences current mental or emotional instability or drug or alcohol dependence or abuse that may impair the ability to successfully complete law school.

6. Violation of professional standards while a clinical law student.

7. Willfully refusing or failing to leave the property of or any building or other facility owned, operated, or controlled by the University when requested to do so by a lawful custodian of the building, facility or property if the person is committing, threatens to commit or incites others to commit any act which would disrupt, impair, interfere with or obstruct the lawful mission, processes, procedures or functions of the University.

8. Violation of published or posted University regulations or policies that are not covered by the Student Code of Conduct, including but not limited to regulations prohibiting discriminatory activity.

9. Action(s) or conduct which hinders, obstructs or otherwise interferes with the implementation or enforcement of this disciplinary procedure, or its sanctions, including failure to appear before any of the Law School's disciplinary authorities and to testify as a witness when reasonably notified to do so by an appropriate Law School officer.

10. Any other acts or omissions which adversely affect University functions or University-sponsored activities, disrupt community living on campus, interfere with the rights of others to the pursuit of their education, or otherwise adversely affect the processes of the University.

II. SANCTIONS

A student who is found to have violated any of the provisions set forth in Part I above, may be subject to adverse actions,[1] including but not limited to any of the following:

1. "Written warning" is a written reprimand that is placed in the student's file.

2. "Disciplinary probation" means the establishment of a time period during which further acts of misconduct may/or will result in more severe disciplinary sanctions depending on the conditions of the probation. Conditions of probation can include community service, attendance at workshops and/or seminars including but not limited to alcohol, drug or safety workshops and/or seminars, mandatory mental health evaluation and/or counseling or other educational sanctions.

3. "Suspension" means losing student status for a period of time specified in the terms of the suspension. A suspension may commence immediately upon a finding of a violation or it may be deferred to a later time.

4. "Expulsion" means losing student status for an indefinite period of time. Readmission may not be sought before the expiration of two years from the date of expulsion, and it is not guaranteed even after that time.

[1] A verbal reprimand or warning is not considered an "adverse action."

5. "Dismissal" means termination of student employment, either for a stated time period or indefinitely.

The sanction imposed shall be set based upon numerous factors, including the severity of the offense, the amount of harm created, the student's record, and sanctions imposed in recent years for similar offenses. In considering the harm created, there shall be taken into account whether any harm or injury was targeted against a person or group because of that person or group's race, color, religion, national origin, physical or mental handicap, age, sex, sexual preference, ancestry, or medical condition. If it is found that the harm or injury was targeted because of any of these factors, the disciplinary consequences may be more severe.

III. PROCEDURES

A. Emergency Procedures

The Dean or Associate Dean for Academic Affairs[2] may immediately suspend a student on an emergency basis if, based on information received about the student's conduct, the Associate Dean finds that the student's behavior may endanger him/herself or others, or threatens disruption of the learning environment. Generally, an emergency suspension may be imposed only in response to an acute incident or pattern of student conduct that raises a significant question as to the student's ability to function safely and effectively in classroom and/or clinical settings.

A student who has been placed on emergency suspension may request a meeting with the Dean or Associate Dean ("official") who issued the suspension. The official shall hold the meeting no later than three (3) working days after the student's request. At this meeting, the student will have the opportunity to explain his/her position and request that the suspension be lifted or modified. The student may offer evidence for the official's consideration. If, after meeting with the student, the official finds that the student's continued presence at the Law School may endanger him/herself or others, or threatens disruption of the learning environment, the official will continue the suspension. Otherwise, the suspension must be lifted or appropriately modified, as determined by the official. The official will inform the student of his/her decision within three working days after this meeting. If the emergency suspension is continued, the matter shall be referred for a formal investigation by the Disciplinary Committee as described in Section B below.

If the Dean or Associate Dean lifts or modifies the emergency suspension, the student will be permitted to return to the Law School curriculum immediately, as appropriate. The matter may be referred for further investigation (informal or formal) as described in Section B.

[2] All references to the Dean or Associate Dean for Academic Affairs, by title, in this Code shall also include that person's designee(s).

B. General Procedures

Any student, staff, or faculty member who is concerned that a student's behavior may constitute a violation of the matters subject to disciplinary action listed in Part I above may bring that concern to the attention of the Associate Dean for Academic Affairs. If the Associate Dean believes that an investigation is warranted, the Associate Dean will inform the student ("respondent") of the allegations within forty-eight (48) hours or as soon as possible if good reason requires a longer period of time and explain that the matter may be handled in either of two ways. The respondent will be given the choice of which of the following alternative procedures will be utilized. If the respondent fails to make a choice, the Associate Dean will decide which of the following alternatives will be utilized.

Alternative One (Informal Investigation)

The Associate Dean for Academic Affairs will conduct an informal investigation, including interviewing individuals with relevant information if the Associate Dean concludes that such inquiries would be helpful. The respondent will be given an opportunity to be heard and to respond to the allegations. The Associate Dean will then decide what, if any, adverse action is appropriate. If an adverse action is imposed, the Associate Dean will inform the respondent of that action in writing.

Alternative Two (Formal Investigation

The matter will be investigated and decided by the Disciplinary Committee ("Committee"). The Dean of the Law School will designate a pool of six (6) faculty members who will be available to serve on the Committee. The Committee will consist of two (2) faculty members (selected from the pool by the Dean or designee) and one (1) student (selected by the SBA Executive Board). If the respondent objects that one or more selected member(s) may be biased against the respondent or otherwise may not be a fair Committee member, the Associate Dean for Academic Affairs will review the respondent's objections and decide whether or not to remove the member. The Associate Dean's decision is final. If a Committee member is removed for cause, the Dean will appoint a new member if one is available from the pool. If the pool of faculty members is exhausted, the Dean shall designate another faculty member to serve on the Committee.

Any vacancy created by the removal of a student member for cause will be filled by another student selected by the SBA Executive Committee. The respondent will also have the right to exercise one peremptory strike against
any of the faculty members. A vacancy created by the use of a peremptory strike will be filled by the Dean with another faculty member from the pool. If the pool of faculty members is exhausted, the Dean shall designate another faculty member to serve on the Committee.

The Committee will select one of its faculty members to serve as Chair. The following rules shall apply to formal hearings conducted by the Committee:

1. The Committee will conduct the hearing and its deliberations in private.

2. The respondent is entitled to be present for the hearing.

3. The respondent is responsible for presenting his or her case; advisors (including attorneys) may be present but are not permitted to present arguments or evidence or otherwise participate directly in the hearing.

4. Members of the Committee may question the respondent or any of the witnesses.

5. The respondent has the right, within reasonable limits set by the Chair of the Committee, to question all witnesses who testify. The Chair may also permit the party alleging misconduct to question the respondent, within reasonable limits.

6. The respondent can submit any evidence that he or she wants considered at least three business days before the hearing.

7. The Committee may proceed independently to secure evidence for the hearing. The respondent shall have an opportunity to review any such evidence at least three business days before the hearing.

8. The hearing will be recorded and the Committee Chair will keep the recording. The recording is the property of the University. No typed record will be made.

9. The proceeding is not subject to the rules of evidence.

Based on its investigation and review, the Committee will decide whether or not to impose sanctions by a simple majority vote of its members. The Committee may impose any of the sanctions that are described in Part II above. The Committee also has the right, on a case-by-case basis, to design other adverse actions as it deems necessary.

The Committee has five (5) working days from when it determines that it has concluded receiving evidence to issue its decision, and within that five-day timeframe, the Committee shall take one of two actions. If no adverse action is taken, the Committee will notify, or make reasonable efforts to notify, the respondent of its decision. If the Committee votes to impose an adverse action, the Chair of the Committee will send a certified letter to the respondent setting out the Committee's conclusions and the adverse action it has taken. As discussed below, the respondent may appeal the Committee's decision to take an adverse action. Pending final resolution of an appeal, the Committee's decision may take effect in the interim if the Committee so decides. In deciding whether its decision will take effect immediately, the Committee will consider the seriousness of the respondent's violation, the nature of the adverse action and whether the respondent poses any danger to him/herself or others.

C. Appeal to the Dean

The respondent may appeal the decision of the Associate Dean for Academic Affairs or the Committee to the Dean of the Law School. The request for an appeal must be made in writing to the Dean, stating the reasons why the respondent disagrees with the decision,

and must be received by the Dean within fourteen (14) calendar days after the respondent receives notification of the decision. The Dean will review the decision and may meet with the respondent. If the respondent fails to notify the Dean in writing of his/her appeal within fourteen (14) calendar days, this shall be considered a waiver of his/her right to an appeal and the decision shall become final.

The Dean's decision after an appeal is final for the School of Law. The Dean's decision is subject to discretionary review by the President of UNM and the Board of Regents. The President and the Regents will normally accept review only in extraordinary cases, such as where proper procedures have apparently not been followed, where the decision appears to be unsupported by the facts, or where the decision appears to violate University policy.

IV. GENERAL PROVISIONS

Minor deviations from these procedures are permitted so long as they do not adversely impact the due process rights of the respondent. For good cause, the time limits for Committee decisions to be made can be extended. Good cause includes the fact that a deadline falls during school holidays, vacations or summer session if parties or decision makers are absent from the School of Law. Any such time extension will be communicated in writing to all interested parties and the decision will be made thereafter as expeditiously as possible.

The University of New Mexico School of Law reserves the right to make changes to any of the policies, procedures, codes, standards, requirements or services included in this handbook as it deems necessary, with the changes applicable to all students in attendance at the School of Law.

Index

2018-2019 ACADEMIC YEAR 1
2019-2020 Academic Year 2
Academic Advisement 25
Academic Dishonesty 42
Academic Good Standing 32
  While on Probation 32
Academic Probation 44
Academic Records 23, 25
  Faxing 25
Academic Regulations 31
Academic Retention 26, 43
Academic Support 25
Academic Warning 43
Add Courses 27
Address Changes 24
Administrative Withdrawal 3
Admission Changes 5
Admissions
  Admission Changes 5
  Truthfulness and Disclosure 4
Advanced Writing Requirement
  Purpose 8
Advisement, Academic 25
Affirmative Action Policy 61
Alcohol and Drug Policy 32
  Prevention Programs 33
Amending/Updating Law School Admissions
  Application 5
Attendance and Classroom Standards 6
Audit 39
AWARDS AND PRIZES 19
Bar Graph/Rank 41
Bookstore 56
  Bursar's Charge Account 56
Building Use
  After Hours 51
Career Services 55
Certificates 12
  Indian Law Certificate 12
  Natural Resources Certificate 12
Class Attendance Policy 6
Classroom Conduct 50
Classroom Use 51
Clinical Requirements 8
Code of Honor ..... Appendix-A
Collection Agency 30
Commencement 19
Compensation 12
  Coursework 12
  Team Competitions 16
Competitions 15
  Mock Trial 16
  Moot Court 16
Computers 56
  Computer Accounts 57
  Computer Use 56, 57
  Email Lists 58
  Email Quota 58
  Joint Degree Student Account 4
  Laptops and Network Access 58
  Network Printing Policy 58
  Student Computer Lab 58
Conduct
  Article 9 Variances 9.2. Law School 52
  Classroom 50
  Rights and Responsibilities 51
  Student Code of ..... Appendix-A
Course Enrollment 4, 11
  Changes in 27
  Enrollment Certification 56
  Failure to 26
  Flexible Time 5, 54
  Outside Law School 11
  Reduction 27
  Summer 29
Course Load
  Reduction 50
  Semester 3, 29
  Summer 29
Credit Hours 7
Dean's List 19
Definitions of Good Standing 31
Delinquent Accounts 30
Disabilities 26
  ADA Accessible Parking 60
Discrimination
  Affirmative Action Policy 61
  Equal Educational Opportunity Policy 60
Dishonesty, Academic 42
Dropping Courses 27
Dual Degree 4
Educational Records 23, 25
  Access to 23
  Confidentiality of 23
Email 59
Emergencies 59
Employment 54
  First-Year Students 54
  Second and Third-Year Students 54
  While on Probation 44
Enrollment 11, 56
  Changes in 27
  Failure to 26
  Flexible Time 5, 54
  Outside Law School 11
  Reduction 27, 50

Summer 29
Enrollment Certification 56
Equal Opportunity Policy 60
Examinations 33
First-Year Examinations 34
In-House Examinations 34
Laptop Examinations 35
Late Examinations 35
Mid-Term 34
Procedures 34
Reading Period 33
Release/Reuse 36
Retention of 37
Scheduling 33
Special Accommodations 35
Take Home 34
Weather Delay 49
Expanded First-Year Flex Program 6
Externships 10
Extra Curricular Activities
Student Use of Social Networking 13
EXTRA-CURRICULAR ACTIVITIES 13
Academic Credit 15
Eligibility 13
Journals 14, 15
New Mexico Law Review (NMLR) 15
Tribal Law Journal 15
Moot Court 16
Reimbursement 16
Fees
Curricular 31
Malpractice Insurance 31
Parking 60
Service Charge 30
Student Bar Association 31
Tuition 28, 29
Financial Aid 54
Flexible-Time 5, 54
Full-Time 3
Semester Course Load 3, 29
Summer 29
Full-Time Law Program 5
Good Standing
Definitions 31
Good Standing
Professional Good Standing 31
Good Standing
Academic Good Standing 32
Good Standing
Academic Good Standing
While on Probation 32
Grade Change Deadline 41
Grade Point 7
Grades 37
Auditing 39
Bar Graph/Rank 41
Change Deadline 41
Computation of 37
Definition of 37
Grade Point Average 38
Maintenance of 43
Grading Option 38
Grievance 52
Incomplete 39
Late Submission 41
Limited Grading Option 39
Maintain 43
Notification 41
Objection to 41
Practices 38
Review of 41
Submission of 40
Graduation Eligibility 9
Graduation Requirements 7
Advanced Writing Requirement 8
Completion of Degree
Joint Degree 4
Credit Hours and Grade Point 7
Required Courses 7
Grants 54
Grievance 51
Objection to Grade 41, 52
Procedure 52
Procedure for Formal Student Complaint 53
Procedure for Informal Student Complaint 53
Student Employee 52
Guanajuato Summer Law Institute 17
Health Care 59
Counseling Services 59
Hold on Records 25
Honor Code .... Appendix-A
Honor Roll 19
Honors, Awards and Prizes 19
Academic Awards 19
Scholarships 5
Semester Honors 19
Top Grade 19
Dean's List 19
Graduation Awards and Honors 19
Academic Excellence 20
Additional Awards and Prizes 20
Order of the Coif 19, 20
Thesis Honors 20
Honor Roll 19
Howard University School of Law Exchange
Program 18
Incomplete Grade 39
Papers 40
Indian Law Certificate 12
Individual Research 11
Compensation 12
Limitations 11

Insurance
Malpractice 31
Jessup International Law Moot Court.....16
Joint Degree *4*
Journals 14
Eligibility.....13
Natural Resources Journal 14
New Mexico Law Review.....15
Tribal Law Journal 15
JURIS DOCTOR DEGREE 5
Flexible-Time Legal Education Program 5
Full-Time Law Program 5
Orientation 5
Jury Duty 50
Late Examinations.....35
Leave of Absence 3, 50
Limited Enrollment
Flexible Program 5, 54
Limited Grading Options 39
Madrid Summer Law Institute 17
Mailboxes 59
Malpractice Insurance 31
Memory Typewriters, Use of 35
Messages 59
Mid-Term Examinations 34
Moot **Court**.....16
Eligibility.....13
Name Changes 24
Natural Resources Certificate 12
New Mexico Law Review 15
Non-Enrollment 26
Non-law Classes.....11
Objection to Grade 41
Order of the Coif.....19, 20
Orientation.....5
Other Law Schools
Visiting 18
Papers
Use of 42, 43
Parking 60
ADA Accessible Parking.....60
Payments, Tuition and Fees 29
Placement (Career Services) 55
Practice Examinations, First-Year.....34
Probation, Academic 44
Good Standing
While on Probation.....32
Professional Good Standing 31
Professional Responsibility 8
Rank/Bar Graph 41
Reading Period 33
rEADMISSION
Policy 43
Readmission 3
READMISSION 43
Records
Hold on Records.....25
Records, Student 23, 25
Access to 23
Confidentiality of 23
Reduction in Course Load
Changes in Enrollment 27
Registration.....25, 27
Academic Advisement.....25
Academic Support 25
Failure to 26
Procedures 26
Sanctions.....30
Schedule of Classes 26
Student I.D. Card.....27
Support for Students with Disabilities.....26
Tuition and Fees.....28
Withdrawal.....27
Repetition of Classes 42
Class Room Courses 42
Required Courses 7
Clinic.....8
First-Year.....7
Professional Responsibility 8
Second-Year 8
Residency
In-State.....25
Out-of-State.....25
Retention, Academic.....26, 43
Review of Grades 41
Schedule
Changes 27
Classes.....26
Examinations.....33
Practice Examinations.....34
Schedule Changes 26
Tuition and Fees.....28, 29
Weather Delay.....49
Semester Course Load 3, 29
Semester Honors 19
Honor Roll 19
Service Charge 30
Services 55
Academic Support 55
Bookstore 56
Career 55
Computers.....56, 57
Email 59
Emergencies 59
Enrollment Certification 56
Health Care 59
Parking 60
Placement 55
Restrictions.....30
Stress Management 55
Student 23
Tutors (Academic Support) 55

Veterans Affairs 29, 60
Sexual Harassment Policy 51
Smoking Policy....51
Social Security Number....24
Special Programs....17
Guanajuato Summer Law Institute 17
Howard University School of Law Exchange Program 18
Madrid Summer Law Institute....17
University of New Hampshire School of Law Exchange Program 18
University of Tasmania Exchange Program .17
Standard of Character and Fitness ... Appendix-B
Student
Address Changes 24
Bar Association....31
Disabilities....26
Full-Time....3
Grievance 51
I.D. Card 27
Name Changes....24
Objection to Grade 41
Readmitted 3
Records 23, 25
Residency
In-State 25
Out-of-State 25
Schedule Changes 27
Transfer 3
Visiting 3, 26
Student Bar Association....31
Student Grievance
Objection to Grade 41, 52
Procedure 52
Student Employee 52
Student I.D. Card 27
Student Organization
Eligibility....13
Student Organizations....13
Study Abroad Programs....19
Summer Course Load 29
Summer Law Institute (Mexico)....17
Support for Students with Disabilities 26
Support, Academic....25
Support, Students with Disabilities 26
Suspension 43
Academic Warning 43
Committee Decision on Petition for Relief ...47
Committee on 45
Committee on (Failure to Enroll 26
Committee on (Leave of Absence)....4
Consideration of Petition 46
Policy....44, 45
Reviewing the Committee Decision 48
Take-Home Examinations 34
Tape Recording Classes 51
Tasmania Exchange Program 17
Transfer....3
Credits 3
Student 3
Tribal Law Journal....15
Truthfulness and Disclosure 4
Tuition 28, 29
Deadlines
Payment....29
Refunds 29
Financial Aid....54
Financial Holds....30
Payment 29
Refunds 29
Restriction of Services 30
Tutors (Academic Support)....55
University of New Hampshire School of Law Exchange Program....18
University of Tasmania Exchange Program 17
Use of Papers 42, 43
Veterans Affairs 29, 60
Visiting
Other Law Schools 18
Students 3, 26
Transfer of Credits/Grades....3
Weather Delay 49
Withdrawal 27
Withholding Services 30
Writing Requirement 8
Writing Seminar Requirement....9