

**Rutgers Law School**  
Academic Requirements and Information  
As of May 4, 2022

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**Rutgers Law School**  
**Academic Requirements and Information**  
**As of February 1, 2022**

**Introduction**

The academic requirements are listed below.

Each student is presumed to have knowledge of the contents of these rules, along with all of the appendices. In other words, law students are required: 1) to be familiar with Law School and University Rules, Regulations and Policies; 2) to read e-mails and other communications from the University and Law School; and 3) to keep their addresses and other contact information current with the Registrar.

From time to time the faculty may promulgate new rules or alter the present rules. Students are considered to be on notice of any changes or additions to these rules once they are approved by the faculty and posted on the website of the Rutgers Law School (“Rutgers Law”). The Law school will make every effort to notify all students via email of any and all changes. Please note that it is possible that students may be immediately impacted by these amendments, including changes relating to requirements of the JD degree imposed after a student’s admission to Rutgers Law School.

To the extent permitted, and only in extraordinary cases, exceptions to these rules may be granted by the Dean for good cause shown.

All rules are subject to federal & state law, and shall be construed in harmony with the rules and standards of the American Bar Association (ABA) and the Association of American Law Schools (AALS).

**1. Terminology**

- a. **"Academic Year" Defined** - The term "academic year" is defined to mean the Fall and Spring semesters, as set forth annually on the Law School’s academic calendar. Summer sessions are not considered as part of an academic year. No semester shall be considered as part of more than one academic year. A semester during which a student withdraws from all of his or her classes, or obtains a leave of absence, does not count as part of an academic year.
- b. **"Professor" Defined** - Unless otherwise noted, the term "professor" as used in these Rules means any individual who teaches a course for which students receive credit at the Law School.
- c. **"Dean" Defined** - With regard to these academic requirements, all references to “Dean” shall mean the Dean at either location (Newark or Camden) or any of their designees, such as Vice Deans or Associate Deans.
- d. **"Domicile" Defined** - The term “domicile” means the Rutgers Law location where a student completes the required curriculum in the first year for full-time students and in

the first and second years for part-time students as described in Rule 2a1 and 2b1. A student shall complete those courses, and Critical Legal Analysis if required, at their domicile, unless granted permission from the Dean.

- e. **“Residency” Defined** - Notwithstanding his or her domicile, a student shall have residence in one location or the other. Residency each semester shall be determined by the location where the student is physically receiving the majority of non-clinical credits for which the student has enrolled. For a student enrolled in a clinic, the student must be in residence on the campus where the clinic is being offered, subject to the discretion of the Dean and the Clinic Director.

## **2. J.D. Requirements**

- a. A candidate for a J.D. degree, who matriculated to law school prior to June 2021 must complete four requirements:
  - 1. The basic required curriculum: Civil Procedure, Constitutional Law, Contracts, Criminal Law, Property, Torts, Legal Analysis, Writing, and Research I and II in Camden or Legal Analysis, Writing, Research & Skills I and II in Newark; See Section 3.
  - 2. An upper-level course in Professional Responsibility. See Section 3.
  - 3. Eighty-four (84) academic credits of work, of which at least 75 must be Course Credits. Course Credit is defined as academic work completed and evaluated in the context of a regularly scheduled class, seminar, or clinic. Course Credit may also be granted for Directed Research under the supervision of a full-time professor. A student may only complete one Directed Research for credit toward the 84-credit graduation requirement. See Appendix D for a description of the Directed Research requirements. Non-course credit is defined below in Section 5.
  - 4. The Graduation Writing Requirement, defined below in Section 6 and in Appendix B.
  - 5. The Skills Requirement, defined below in Section 7 and in Appendix C.
- b. A candidate for a J.D. degree, who matriculated to law school in June 2021 or later must complete the following requirements:
  - 1. The basic required curriculum: Civil Procedure, Constitutional Law, Contracts, Criminal Law, Property, Torts, Legal Analysis, Writing, and Research I and II in Camden or Legal Analysis, Writing, Research & Skills I and II in Newark.
  - 2. An upper-level course in Professional Responsibility. See Section 3 below.
  - 3. Ninety (90) academic credits of work, of which at least 81 must be Course Credits. Course Credit is defined as academic work completed and evaluated in the context of a regularly scheduled class, seminar, or clinic. Course Credit may also be granted for Directed Research under the supervision of a full-time professor. A student may only complete one Directed Research for credit toward the 90-credit graduation requirement. See Appendix D for a description of the Directed Research requirements. Non-course credit is defined below in Section 5.
  - 4. The Graduation Writing Requirement, defined below in Section 6 and in Appendix B.
  - 5. The Skills Requirement, defined below in Section 7 and in Appendix C.
  - 6. The Racial Equity Requirement, as described in Appendix G.

- c. Work performed in one course or activity for credit may not be duplicated to earn credit in another with the exception that students may use the same course to satisfy both the Racial Equity Requirement and other curricular graduation requirements. A primary factor used to determine whether work is duplicative is the extent to which additional work was undertaken to justify credit. Students seeking credit for overlapping work have an affirmative obligation to disclose to the instructor the extent to which work has been previously submitted for academic credit. A student who seeks to obtain credit for overlapping work not only may be denied credit, but may be charged under the Academic Integrity Policy, which finds that it is a violation to “submit the same work or major portions thereof to satisfy the requirements of more than one course without permission from the instructors involved.” <http://academicintegrity.rutgers.edu/>
- d. Courses repeated pursuant to Section 15 below are counted for credit only the last time taken and passed. All coursework, however, shall appear on the student’s transcript.

### **3. The Basic Required Curriculum**

- a. The basic required curriculum in the first year for full-time students and in the first and second years for part-time students, designed to establish foundational knowledge of substantive law and procedure and the ability to engage in legal analysis, includes Civil Procedure, Constitutional Law, Contracts, Criminal Law, Property, Torts, Legal Analysis, Writing, and Research I and II in Camden or Legal Analysis, Writing, Research and Skills I and II in Newark.
- b. Transfer students who have not completed these courses must, upon matriculation at Rutgers, take these courses in the earliest semester in which they are offered.
- c. The remainder of the required curriculum as described in Rule 2 must be completed before graduation.

### **4. The 90-Credit Requirement**

- a. All students who matriculated to prior to June 2021, must complete at least 84 academic credits, of which at least 75 credits must be taken in the form of Course Credits, which are regularly scheduled classes, seminars, clinics, and, subject to the limitations described herein, Directed Research.
- b. All students who matriculated to law school in June 2021 or later, must complete at least 90 academic credits, of which at least 81 credits must be taken in the form of Course Credits, which are regularly scheduled classes, seminars, clinics, and, subject to the limitations described herein, Directed Research.
- c. Students who matriculated to law school prior to June 2021 or later may count up to 9 Non-Course Credits, subject to the limitations described below, toward the required number of credits to graduate.
- d. With prior approval from the Dean, students may also count up to 6 credits of graduate coursework from other units at Rutgers University toward the required number of credits to graduate subject to the limitations described below in Section 5.
- e. The course of study for the J.D. must be completed no earlier than 24 months and no later than 60 months after a student has commenced law study at the law school or a law school from which the school has accepted transfer credit. For exceptional reasons, the Dean may

grant an extension to the 60-month limit, but in no event greater than 84 months (see Appendix A, rule 7).

NOTE: Students are responsible for ensuring that they have complied with the J.D. requirements, especially those students who plan to undertake multiple Non-Course enterprises or undertake a joint or dual degree. All students are urged to utilize the graduation checklist available in Appendix E1 for students who matriculated before June 2021 or Appendix E2 for students who matriculated in June 2021 or later or obtain a “credit check” from the Registrar before the final semester of Law School.

### **5. Non-Course Credit Limitations**

- a. Students may engage in other non-classroom experiences that will add to their understanding of the law, legal processes, and legal scholarship. “Non-Course” credit is granted for externships, field placements, and all other academic offerings that do not take place in the context of a regularly scheduled course enterprise. Non-Course offerings include credit granted for teaching assistants and fellows, moot court competitions, Hunter Moot Court Fellows, Marshall Brennan Fellows, journals, and faculty research assistants (Newark location only). Credit for a Non-Course activity shall be conferred on a pass/no credit basis by the faculty advisor designated by the Dean for that activity. A student may be dropped from a Non-Course activity if the faculty advisor determines that the student has failed to complete required activities.
- b. A student may only take 9 Non-Course credits toward the required number of credits to graduate. Students who wish to exceed the minimum credit requirement for graduation may complete more than 9 Non-Course credits. No more than 5 of these 9 Non-Course credits to be counted toward the required number of credits to graduate may be taken as an externship or field placement; and a student is not permitted to count more than 7 Non-Course credits for activities aside from externships or field placements toward the required number of credits to graduate. Grades in all such enterprises, other than Research Assistants in Newark, are Pass/D+/D/F. (An election of the Pass/D/F option in a regularly scheduled class does not render that credit as Non-Course credit.) Students are advised to carefully review the registration materials for each semester to check for any further explanations.
- c. For each externship credit, a student must complete 60 hours of work at the placement or externship over the course of the semester, attend the mandatory seminar, and satisfy all other requirements as defined in Appendix C.
- d. A student may earn up to a total of 7 Non-Course credits in 1 through 6 below.
  1. **Teaching Assistants and Fellows:** Students may assist faculty in particular courses, including acting as MSP facilitators and Legal Writing Teaching Fellows, Academic Support Fellows (Newark location), Hunter Moot Court Fellows (Camden location) or Marshall Brennan Fellows (Camden location). Students may earn up to a total of 3 Non-Course Credits based upon time spent on academic work performed.
  2. **Moot Court Competitions and Moot Court Board:** Students may earn up to 1 Non-Course credit for certain intramural and interscholastic competitions, which involve research, drafting, oral presentation, coaching or other substantive activities, as well as up to 1 Non-Course credit per year for completing the

requirements for academic credit for Moot Court Board. These do not include those moot courts that are taught as classes by professors and are offered for Course Credit.

Students in Newark may compete for membership on the student-run Moot Court Board by submitting a membership application to the current Moot Court Board. Typically, full time students who are finishing their first year of Law School, and part-time students who are finishing their second year, compete to participate as Moot Court Board members and are expected to devote two full years to this enterprise, but for students who have transferred to Rutgers, or who have moved between part-time and full-time status, to be eligible for this competition, must have completed Legal Analysis, Writing, and Research 1 and II or Legal Analysis, Writing, Research, and Skills I and II. The competition and selection process is student-run, and the selection determination is not reviewable.

3. **Research Assistants (Newark Location only):** Upper class students may assist full-time faculty for a maximum of 2 credits per semester where a substantial portion of the student's work involves independent inquiry and analysis. Such work may be for a grade or may be ungraded (P/F). However, if a grade is given, it will appear on the student's transcript, but will not count toward the student's GPA.
4. **Journals:** Students may earn credit for participation on the Rutgers University Law Review, the Computer and Technology Law Journal, the Race & the Law Review, the Law Record, the Women's Rights Law Reporter, the Journal of Law and Religion, the Journal of Law and Public Policy, the Rutgers Business Law Review, and the Rutgers International Law and Human Rights Journal. Students may compete for membership on these journals by participating in the Spring Journal Competition (also known as the "write-on" competition), traditionally held during the week following spring term final examinations. Typically, full time students who have finished their first year of Law School, and part-time students who have finished their second year compete in the write-on competition and are expected to devote two full years to their membership on a journal. The competition and selection process is student-run, and the selection determination is not reviewable.

Students may earn one Non-Course credit in the first year on the journal, a second Non-Course credit for the second year on a journal, and a third Non-Course credit for participation in substantial managerial responsibilities during their second year on a journal.

NOTE: Other student-run journals, such as the Bankruptcy Law Journal, the Conflict Resolution Journal, and others that students from time to time have published, may run their own competitions and selection processes for participation. The Law School does not grant academic credit for participation on these journals.

The following chart summarizes the number of Non-Course credits that may be counted towards graduation:

Externship/Field Placement	Other Approved Non-Course Activities	Total Credits That May Count Towards Graduation
Up to 5 Credits	Up to 7 Credits	Up to 9 Credits

## **6. The Graduation Writing Requirement**

- a. Students must successfully complete 2 writing intensive (WI) courses after the first year. At least one of the WI activities must be fulfilled through a class, seminar, or clinic. One WI course may be satisfied by successful completion of a Directed Research project (see Section 8 below and Appendix D) or through a student's Journal note, under faculty supervision.
- b. The Graduation Writing and Skills requirements *cannot* both be satisfied with a single course or enterprise.
- c. The details of the Graduation Writing Requirement are contained in Appendix B.
- d. Only with permission of the Dean can the Graduation Writing Requirement be satisfied by taking a course at another Law School.

## **7. The Skills Requirement**

- a. Students must successfully complete 6 credits in a Skills course or courses. These requirements are contained in Appendix C. Only 3 of the 6 required Skills course credits may be completed in an externship. An individual externship must be certified by the Dean as Skills credit eligible in order to satisfy this requirement.
- b. The Graduation Writing and Skills requirements *cannot* both be satisfied with a single course or enterprise.
- c. Only with permission of the Dean can the Skills Requirement be satisfied by taking a course at another Law School.

## **8. Directed Research**

- a. A student in good standing, who has at least 28 degree credits, may undertake a Directed Research project in a semester or summer session. Such research shall be undertaken under the supervision of a full-time professor. An adjunct professor with special qualifications in the subject matter of the research may serve as supervisor with the approval of the Dean or jointly with a full-time professor.
- b. Directed Research for credit shall be permitted no more than once during a student's time in law school and typically will be offered for 2 credits. Permission from the Dean must be obtained for 1-credit Directed Research projects and shall be granted sparingly.
- c. In deciding whether to supervise a Directed Research project, the professor may take into account all pertinent factors including, but not limited to, the nature of the topic, as detailed in the research proposal, the topic's relation to other offerings in the curriculum, the interests, background and abilities of the student, the student's academic record, and the student's ability to perform independent work. No professor is obligated to agree to supervise a Directed Research project. No professor may supervise more than five students in a single semester or summer session except with the permission of the Dean.



- d. Directed Research shall be graded by the supervising professor, who shall ensure, before issuing a final grade for the directed research project, that students have satisfied the minimum requirements as set forth in both Appendix B (Graduation Writing Requirement) and the Directed Research Approval Form (as contained in Appendix D).

## **9. Part-Time vs. Full-Time Status**

- a. A student carrying fewer than 12 credits a term is a part-time student for all purposes. Nevertheless, a student may carry as many as 12 credits and be considered a part-time student with special permission from the Dean.
- b. As a declared part-time student, the student is not bound by the rule prohibiting full-time students from being employed for more than 20 hours a week.
- c. A part-time student (1) pays tuition based on his/her credit load rather than a flat amount; (2) pays a lower student fee which does not include health coverage (although this may be separately purchased); and (3) is eligible for more limited financial aid under the Guaranteed Student Loans Program (“Stafford Loans”).
- d. Those students carrying 12 credits with special permission who declare part-time status will nevertheless be considered full-time by Rutgers University for the purposes of assessment of tuition and fees, and for loan eligibility.
- e. Part-time students must take required courses as approved and designated by the Registrar and Dean. Part time students may take upper-level courses prior to completing the required first year curriculum as approved by the Dean. After the required curriculum is completed, other than Professional Responsibility and Critical Legal Analysis, if relevant, part-time students may enroll in any course - day or evening - but they will have enrollment priority over full-time students only in evening courses.

## **10. Courses of Study**

- a. Only the basic required curriculum is prescribed. Upper class students have wide latitude in selecting electives that will further their desired legal specialty or intellectual curiosity across a range of legal topics, subject to Sections 2 and 10c.
- b. For students who matriculated to law school before June 2021, the upper-class program consists entirely of electives, subject to prerequisites imposed by individual professors, except for the Professional Responsibility requirement, the Graduation Writing Requirement, and the Skills Requirement. For students who matriculated to law school in June 2021 or later, the upper-class program consists entirely of electives, subject to prerequisites imposed by individual professors, except for the Professional Responsibility requirement, the Graduation Writing Requirement, the Skills Requirement, and the Racial Equity Requirement
- c. A student whose GPA is 2.85 or below after having completed the basic required curriculum, shall be under Academic Supervision. A student under academic supervision shall be required to:
  - 1. enroll in Critical Legal Analysis; and
  - 2. have his or her course schedule approved by the Dean every semester thereafter.

- d. A student who is required to enroll in Critical Legal Analysis must do so at the location in which he or she is domiciled and must take Critical Legal Analysis in the semester following completion of the basic required curriculum. Students domiciled in Camden who elect to register for summer classes after their first academic year and who have a GPA below 2.85 must include Critical Legal Analysis as one of their summer courses.
- e. (1) For students who matriculated to law school prior to June, 2020:  
A student whose GPA is 2.95 or below after having completed the basic required curriculum shall be required to enroll in the Common Law Capstone (Newark) or Fundamentals of Legal Analysis (Camden) course in the last spring semester prior to his or her anticipated graduation.  
(2) For students who matriculated to law school after June, 2020:  
A student whose GPA is (a) 2.95 or below after having completed the basic required curriculum or (b) 3.30 or below before the beginning of their final year for law school (second year for full-time students or fifth term for part-time students) shall be required to enroll in the Common Law Capstone (Newark) or Fundamentals of Legal Analysis (Camden) course in the last spring semester prior to his or her anticipated graduation.
- f. A student who is domiciled at the Camden location, who anticipates a spring or winter graduation and, as of the end of the registration period in the preceding fall semester, has a cumulative grade-point average in the bottom quartile of students scheduled for graduation at the end of the next spring semester, shall be required to enroll in the Fundamentals of Legal Analysis course in the last spring semester prior to his or her anticipated graduation.
- g. Students who exhibit demonstrable hardship and good cause may petition the Dean for waiver of the requirements in Sections 10c and 10d, and students who do not meet these criteria but who wish to enroll in these courses may similarly seek permission from the Dean.

## **11. Matriculation Requirements**

- a. **Minimum credit load:** A full-time student must register for a minimum of 12 credits in both the fall and spring semesters. A part-time student must register for a minimum of 8 credits in both the fall and spring semesters. A part-time student who needs fewer than 8 course credits to fulfill the course credit requirements to graduate may enroll for less than 8 course credits in a semester if the student is in good standing.
- b. **Maximum credit load for full-time students:** A full-time student can register for a maximum of 16 credits in a semester. However, with the permission of the Dean, a full-time student may register for 17 credits in a semester.
- c. **Maximum credit load for part-time students:** A part-time student may not register for more than 11 credits in any semester, except that with the Dean's permission, a student may register for 12 credits.
- d. When a course or other credit program extends over two semesters, half of the credit shall be allocated to each semester. Pending the completion of the second semester, a student enrolled in such a course shall receive a grade of N for the first semester. Such a grade carries no course credit. At the end of the second semester, a grade of Pass or No Credit shall be substituted.
- e. **Summer Sessions.** A student may earn up to 11 credits during summer sessions, if offered.

- f. **Intensive courses.** A student may not enroll in more than one intensive course at a time, except with special permission of the Dean or the Dean's designate. For purposes of this subsection, an "intensive course" is a course in which all of the class meetings occur in a period of not more than two weeks.
- g. **Non-Matriculated Students.** Non-matriculated students, defined as a student who is not a degree candidate at Rutgers, may, with the Dean's permission, take fewer than 8 Course Credits in any semester.

## **12. Clinics and Externship**

Except with permission from the clinical professor and the externship/field placement faculty advisor, a student may not take a Clinic for the first time and an externship simultaneously. A student in an Advanced Clinic (Camden) or who is repeating a clinic (Newark) may enroll in an externship simultaneously.

## **13. Distance Education**

- a. Distance education refers to a course in which students are separated from the faculty member or each other for more than one-third of the instruction and the instruction involves the use of technology to support regular and substantive interaction among students and between the students and the faculty member, either synchronously or asynchronously. *See* ABA Rules Definition 7; NY Rules of the Court of Appeals for the Admission of Attorneys and Counselors at Law § 520.3 (6).
- b. A student may apply toward the Course Credit requirement up to 15 credits earned through distance education, provided the student has completed at least 28 credits of conventionally delivered coursework before enrolling in any distance education courses.
- c. Each semester the Dean shall list on the schedule the courses that constitute distance education.
- d. All courses taught in the Holodeck to students in both locations, including those where an instructor is physically present in the room, constitute distance education courses counting toward the maximum limits specified in these Rules.
- e. A student may enroll each semester or summer session in up to 6 credits of distance education.
- f. In the case of transfer students or students seeking credit for courses at other institutions, the student shall seek approval from the Dean on whether those courses may count toward the Course Credit requirement. These students should also identify all distance education courses taken elsewhere before registering for a distance education course at Rutgers.

## **14. Repeating courses**

- a. A student who receives a grade of F in a required (first-year) course *must* repeat the course in the next academic year, subject to the discretion of the Dean.
- b. A student who fails LAWR I (Camden) or LAWRS I (Newark) may not take LAWR II (Camden) or LAWRS II (Newark) in the immediate subsequent semester. Instead, the

student must re-take LAWR I (Camden) or LAWRS I (Newark) when it is next offered and then take LAWR II (Camden) or LAWRS II (Newark) only after passing the first semester of the course.

- c. A student repeating a required first year course shall not be assigned to the same professor as the one who gave the original grade absent exigent circumstances.
- d. Except as set forth in Section 15b, a student may not repeat a course in which she or he receives a grade with credit, including a grade of D, although in exceptional circumstances, the Dean may permit a student to retake a required course in which s/he earned a D+ or D and an elective course in which the student has earned a D+, D, or F.
- e. Grades are never expunged or overwritten on the transcript; i.e., a later grade in a course does not replace an earlier grade. However, only the repeated grade counts when calculating the student's GPA and class rank.
- f. The Committee on Scholastic Standing may require that a student who is subject to the jurisdiction of the Committee on Scholastic Standing repeat courses if the Committee believes this to be in the best interest of the student's legal education.

### **15. Course Conflicts or Overlaps**

- a. Students are prohibited from registering for courses whose class-meeting times conflict or overlap in any way on the class schedule (even by 5 minutes!). Any student who registers for courses that conflict or overlap in class-meeting times will be required to withdraw from a course to eliminate the conflict.
- b. If class meeting times do not conflict but exam times do, the student will be permitted to defer one exam to the next available day, with prior permission from the Dean.
- c. In order to obtain a deferment, students must alert the Dean of the exam conflict by the end of the add/drop period.
- d. An exam conflict is deemed as two exams on the same day, or three exams within a span of three days or less.

### **16. Transfer to Full-Time Status**

- a. Part-time students who have completed the basic required curriculum may transfer to full-time status by declaring such at registration.
- b. A student who has not completed the basic required curriculum may transfer to full-time status after completion of the semester or first full year with permission of the Dean. However, with the exception of students who completed the jump start class, a student must obtain schedule approval for each subsequent full-time semester until all classes in the basic required curriculum have been completed, in order to ensure that a student does not elect upper class courses before taking the underlying first-year work.
- c. Part-time students who are considering transferring to full-time status before completion of the basic required curriculum should be aware that some enterprises, such as journal staff and moot court board membership, have eligibility requirements that will not be met by early transferring, and the student will be precluded from participating. The Dean's Office can provide further information in this regard, to help a student ascertain whether an early transfer to full-time status will prevent participation in these enterprises.
- d. A student may transfer to full-time status at any point up to the beginning of classes for the semester in which transfer is contemplated. Early notification is desirable, however,

because students who transfer after registration is complete will not be able to register for closed courses.

NOTE: Part-time students typically graduate in 4 years, including 2 summers. Students who transfer to full-time status can graduate in 3 or 3-1/2 years, depending on how early they transfer, when they enroll in certain required courses, and whether they attend summer and winter session classes. But again, students who so transfer should understand that by changing programs and accelerating graduation, they may render unavailable certain scholastic opportunities (such as Moot Court and journal participation) and some elective course offerings.

### **17. Transfer to Part-Time Status**

Full-time students, including those who may have begun as part-time students, may transfer to part-time status, following the same procedures outlined in Section 16 above.

### **18. Courses at Other ABA Accredited Law Schools**

- a. Students in good standing may take courses at other ABA accredited law schools for credit toward their Rutgers J.D. degree with the *prior* approval of the Dean. This includes summer session and summer-abroad programs.
- b. If advance permission has not been received, the student may receive credit by demonstrating good cause as to why it was not possible to obtain advance permission. A student not obtaining advance permission proceeds at his or her own risk.
- c. In addition to prior permission, in order to receive credit, a student must receive a grade of C or better and the student must submit an official transcript of the grades in those courses.
- d. Unless the student seeks and is granted prior approval from the Dean, clinic, externships, and Non-Course credit may not be earned at another law school.
- e. Only with permission of the Dean can the Graduation Writing Requirement and the Skills Requirement be satisfied by taking a course at another Law School.
- f. The Dean will approve visiting student status at another law school, for a semester or academic year, only upon a showing of special personal circumstances or convincing need in furtherance of academic best interests. Courses must not overlap with courses previously taken and the courses must not result in a violation of the Rules that would have applied to the student were the student taking courses at this law school.

### **19. Study Abroad at Non-ABA Accredited Institutions**

- a. A student may, with advance permission of the Dean, receive credit for courses taken at a foreign institution that provides an academic program leading to a first degree in law.
- b. For study via the exchange program at Leiden University or the University of Graz, permission is not required, except for students subject to program approval under other circumstances,
- c. A student must be in good academic standing, have completed 1 year of full- or part-time study of law, and demonstrate fluency in the language of instruction at the foreign institution.
- d. The Dean shall grant permission to a student meeting the standards of (c) if the Dean finds that:

1. the student's program of study accords with the provisions of these Rules and the requirements of the ABA and the AALS.
  2. the Dean has received written assurance from the foreign institution that the student's proposed educational objectives can be achieved at that institution, and
  3. granting permission is in the best interest of the student and this institution. The Dean may consider, among other factors, the nature of the course proposed to be taken, its relationship to the student's course of study at this school, the institution at which the course is offered, the student's academic record at this school, and the student's prior education.
  4. No more than two students may receive credit in the same term for study at a single foreign institution, except for study at Leiden University or the University of Graz.
- e. If the Dean approves the petition to study abroad, the student shall be assigned a full-time faculty member at this institution to effectively monitor the student's course of study, and to develop, in conjunction with the student, a plan that defines the educational objectives sought to be achieved by the student during the period of study abroad, and that specifies the methods to be employed in evaluating the Student's performance.
  - f. The student's selection of courses must be approved in advance by the Dean.
  - g. The student may receive up to 14 units of course credit for work undertaken under this Rule if all requirements of the ABA and AALS are satisfied. Such course credit shall be awarded if the Dean finds, upon sufficient review of the student's written work, that his or her study has met its educational objectives and those of the law school. Writing credit may be approved by the Dean to the extent consistent with the requirements of Rutgers Law School.
  - h. All aspects of the student's program not governed by these Rules shall be controlled by the ABA's Criteria for Approval of Individual Student Study Abroad for Academic Credit.

**20. Interdisciplinary courses, joint degree, and dual degree programs**

- a. Law school students may take up to 6 credits of graduate-level courses at other Rutgers divisions for Course Credit toward a J.D. degree. In individual situations, the Dean may approve more than 6 credits of graduate-level courses for Course Credit toward the degree, but under no circumstances, may more than 11 credits be approved as Course Credits that count toward the credits that must be earned in law courses required for graduation.
- b. Credit for interdisciplinary courses for those students in joint or dual degree programs will be determined by the requirements of the specific dual degree or joint degree program.
- c. Interdisciplinary courses intended to meet J.D. academic and residence credit requirements must have been approved in advance of registration. Permission is based on the following criteria: (1) the course must be reasonably related to the law, (2) the course may not duplicate a course offered in the law school curriculum, or be one that the student has taken prior to entering law school, and (3) the course cannot be a "core" type course. If any of the credits a student plans to earn in another discipline will be needed to fulfill your graduation requirement of credits, the student should be certain that the method of instruction is not one that will prevent the student from sitting for a bar examination you will want to take.
- d. To receive credit in an approved interdisciplinary class, a student must receive a grade of C or better.

- e. Interdisciplinary courses are not included in Law School grade point averages for determination of honors, nor should these grades be included in GPA calculation for publication on students' resumes, or other documents used in connection with career advancement.
- f. Except for transfer students with advanced standing from J.D. coursework completed at another law school, courses taken prior to enrollment at the Law School can never be considered towards J.D. graduation requirements.
- g. No law student may take a course at another school, even a course not for credit, toward a J.D., without prior approval from the Dean. Outside courses are subject to the school's maximum credit limit of 16 for full-time students and 12 for part-time students.

**NOTE:** Even if a student is accepted and enrolls in a dual or joint degree program, the student may only apply 6 credits toward the J.D. degree from the other program unless the degrees from each program will be earned contemporaneously. Typically, dual and joint degree programs are organized as follows: first, completion of the required "first-year" curriculum at the Law School; then completion of the "first year" curriculum at the other program, and finally, the third and fourth year enrolled in a combination of Law School and other program courses. Students are encouraged to consult the Dean's office about course selection.

### **21. Credit for Transfer Students**

- a. A student who has transferred from another law school may apply towards graduation only those courses successfully completed at another institution and approved by Rutgers Law School. Such approval shall be given when it is warranted by the content of the courses and the student's performance in them.
- b. A student may not apply towards the course credit requirement more than 42 credits for courses taken at other ABA accredited law schools.

### **22. Class Lotteries**

When a course is over-subscribed during the preliminary registration – by limits imposed by room size, by the professor, or by school policy to equalize enrollment – enrollment is conducted by lottery. The procedures vary by location.

### **23. Adding and Dropping Courses**

- a. A course may be added without obtaining approval during the first week of class. Thereafter, a student may add a course only with the permission of the instructor and Dean. Classes missed by late addition of a course to a student's semester registration will be treated as unexcused absences. Students are strongly encouraged to attend all classes they are considering adding.
- b. An upper class student may withdraw from a course without approval only through the add/drop period. Thereafter, a student may only withdraw from a course with the permission of the Dean.
- c. A student may not withdraw from a required course except under extraordinary circumstances, with the approval of the Dean. Withdrawal from any required class will usually be permitted only upon withdrawal from all classes for that semester.

- d. After the second week of class (the add/drop period), the transcripts of students who withdraw from a course will reflect the grade of "W."
- e. For the Summer Term, no classes may be added after the second meeting of the class without the permission of the instructor, and once classes begin, a grade of "W" will appear on a student's transcript for any class from which the student withdraws.

## **24. Employment**

It is the policy of the Law School that a full-time student shall not be engaged in employment in excess of 20 hours during any week in which school is in session, including the examination period. A student's declaration of full-time status thus constitutes a declaration that she or he will limit outside employment during the school year to no more than 20 hours a week. From time to time, the Dean may ask for work records to ensure that students are in compliance with this rule.

## **25. Class Attendance**

- a. Prompt and regular class attendance, with preparation adequate for full class participation, is expected of all students. Students are prohibited from sitting for the final exam or otherwise receiving a passing grade in any course for which that student has attended fewer than 80% of the scheduled class hours. Specifically, a student missing 20% or more of the total scheduled class hours in a course, whether due to excused or unexcused absences, is presumed to not be attending regularly, subject to the discretion of the Dean. In the event that a student is deemed to not be attending regularly, the Dean shall determine whether the student receives a "W" or an "F" in the course.
- b. Furthermore, when a student has unexcused absences that exceed the number of credit hours for the course (e.g., three absences in a three semester hour class), a professor may choose to lower the student's grade by no more than 1/3 of a grade. The professor must clearly articulate such a policy to students in writing on or before the first class.
- c. To implement this policy, attendance will be taken in all classes, and absences will be recorded. Late arrival, early departure, or extensive mid class exits may, at each professor's discretion, be treated as absence from class. It is therefore incumbent upon all students who must miss any class for medical reasons or other emergency to contact the Dean in advance of the class meeting, or as soon as the student is able to return to school, so that a determination can be made whether the absence will be excused. A student whose absence is of long duration (one week or more) *must* consult with the Dean.
- d. Students may not register for a course which is scheduled in such a way that attendance at each and every class hour is impossible because of a conflict with another course or activity for which the student is registered.
- e. All professors are permitted to establish rules regarding decorum in the classroom. Repeated violation of such rules may be considered an element of classroom performance, and may be counted in grading, and/or may constitute a breach of the University Code of Student Conduct. (<http://studentconduct.rutgers.edu/disciplinary-processes/university-code-of-student-conduct/>)
- f. Among other rules faculty are permitted to establish are rules related to use of laptop computers and smart phones in the classroom. Individual instructors may ban the use of laptops altogether; however, in such circumstances, notice will be given before or during



the add/drop period. Faculty members may also permit the use of laptops but impose restrictions specific to laptop use.

## **26. Incompletes**

- a. All work for an academic enterprise must be submitted to the professor on the established due date.
- b. When the professor grants an extension beyond that date, required work nevertheless must still be submitted in final form no later than two weeks before the date when grades must be submitted to the University for recording for the semester during which the enterprise was taken. Generally, this means that work from the spring semester cannot be submitted after June 15, and work from the fall semester cannot be submitted after February 1. Summer work is generally due by August 25. Extensions beyond these deadlines (which will be fixed each semester) will be granted by the Dean only under the same conditions as for exam deferrals – extreme illness, religious reasons, or sudden, unforeseeable, and unavoidable emergency.
- c. Failure to ask for an extension prior to the deadline date will constitute a waiver of the right to request an extension; the student will receive the grade of F for failure to submit required course work. Students are encouraged to see the Dean if there is a problem before the situation becomes irremediable.

## **27. Examinations**

- a. Examinations are closed-book, limited open-book, or open-book, at the discretion of the instructor. The professor also determines the length of the examination – one hour for each course credit is the norm.
- b. Detailed examination rules are posted and circulated to the student body at the time student examination numbers are distributed, and most instructors provide students with their examination instructions prior to the exam. Students are responsible for knowing the examination rules; if a student has the slightest doubt, see the Dean for further explanation.

## **28. Absence from Examinations**

Beginning with the Fall 2016 semester:

- a. Examination schedules for both the fall and spring semesters will be included in the registration materials. Because upper class students can thereby select courses with the examination schedule in mind, deferments will not be granted for examinations because of a taxing examination schedule, except for conflicts in examinations. (A conflict is deemed as two examinations on the same day or three examinations on three consecutive days. Generally, such conflicts will be resolved by setting one examination to the next day, or at an alternate time at the discretion of the Dean.) First-year examinations are scheduled to equalize the intervals between examinations.
- b. For similar reasons, students who anticipate that problems will interfere with a heavy examination schedule are expected to register for non-examination courses, register for a reduced or part-time load, or withdraw from school for a semester. Deferral requests based on examination schedule problems that should have been anticipated at the time of registration will not be granted. In short, permission to defer an examination will be granted

only in the event of a student's severe illness on the day of the examination, for religious reasons, or for another sudden and unavoidable emergency. Inadequate exam-preparation for any reason will not excuse absences from an examination. Deferrals are usually granted for a minimal amount of time, seldom exceeding 1 or 2 days.

- c. Students may enroll in 2 courses whose examinations conflict, if the class meeting times do not. The Dean may defer 1 of the exams. Requests for deferral are granted only by the Dean. *A student is not to discuss the matter with any instructor because this would undermine the anonymous grading system.* A request for deferral must be made before the end of the add/drop period, unless emergency or compelling circumstances make prior notice impossible. A student who is absent from an examination without having been excused by the Dean automatically receives a grade of F in the course.

**29. Deferred Examinations**

A student who has been excused by the Dean from a regular examination must take the deferred examination when directed by the Dean in his/her discretion. If an emergency prevents a student from arriving to a scheduled exam on time, the student must call as soon as access to a telephone is possible, and deferrals are granted for very short periods of time, usually no more than an hour or so.

**30. Grading Policies**

- a. Letter grades are given in all required and elective classes. The letter grades are: A+, A, A-, B+, B, B-, C+, C, C-, D+, D, and F.
- b. The following numerical equivalents are used for internal purposes such as determining honors and grade-based prize winners at the law school. In determining your average for use on a resume or the like, these are the equivalents you should use. See also Appendix A, Section 1.

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
F	0.00

- c. In addition, the following conditional grades and symbols are used:

**Inc-Incomplete.** This is used whenever a student, with permission from the appropriate person, is absent from an examination or, with permission of the faculty member, has not completed the work in a course, seminar or clinic by the due date for the work. After the student takes the examination or completes the work by the date set by the Dean or faculty member who gave the permission, the faculty member enters the grade earned, which replaces the “Inc. If the student is absent from an examination without permission or fails to complete the work by the date set by the faculty member, the faculty member enters the grade of “F”, which replaces the “Inc”.

**W-Withdrawn without evaluation.** This is used when a student withdraws from a course, seminar or clinic with permission of the appropriate person.

**N-Deprived of credit.**

**E-Not taken for credit.**

- d. A professor may count classroom performance – both good and bad performance – in grading, provided she or he has informed the students of that intention no later than the first class of the semester.

**NOTE:** When calculating a student’s GPA for this or any other purpose, the calculation should be extended to three decimals, and then rounded to the nearest 1/1000<sup>th</sup>.

### **31. Pass/D+/D/F Grading Option**

- a. For elective classes other than clinics, students have the option of choosing between a letter-grade system and Pass/D+/D/F system. A letter grade for every student will be entered by the professor. A student may, however, choose for the grade to be recorded by the registrar on a Pass/D+/D/F system whereby a grade of A, B, or C (including pluses and minuses) is entered on the student’s transcript as a “Pass.” A grade of D+, D, or F will be recorded as a D+, D or F regardless of whether students choose this option. The Pass/D+/D or F option is available only in elective courses and may be exercised in only 1 course during law school. Grades of “Pass” earned in a Non-Course credit enterprise such as an externship or journal participation do not count as an exercise of this option. When choosing this option, students provide the registrar with a target letter grade of B+ or higher. If that grade or higher is earned, the letter grade is entered, and the one-time option is deemed not to have been used. If the student earns a grade lower than the target, but not a D+, D, or F, a grade of “P” is recorded, and the student may not exercise the option again.
- b. Students who wish to exercise this option must make this decision by the end of the add/drop period. Decisions on opting cannot be changed after the deadline. Opting forms for the Pass/D+/D/F system are available from the Law School Registrar and on the website.

- c. Letter grades in courses taken Pass/D+/D/F are unofficial and are not recognized by the school for any purpose except for compliance with scholastic standing regulations. Students who elect this option may not themselves publish the letter grade entered by the professor for any purpose, if that letter grade is later learned. A student who fails to choose the Pass/D+/D/ F option will automatically be given a letter grade.

### **32. Anonymous Grading System**

All examinations and some written assignments are graded on an anonymous basis. Each student is assigned a different number each semester and summer session to use on all examination books and papers.

**NOTE:** To preserve anonymity, students are cautioned never to talk directly with a professor about the possibility of seeking permission to defer an examination. All communications about possible absences from examinations must be made only with the Dean's office. *Discussing this kind of problem with the professor may severely limit any accommodations that might otherwise be possible, and may be treated as a violation of the honor code.*

### **33. Calculation of Grade-Point Average**

- a. A student's grade-point average (whether cumulative, or for a semester, summer session, or academic year) shall be the numerical equivalent of his/her final grade (as weighted in accord with the grading system in effect when the course was taken) for each course taken at this law school graded on an A-F basis multiplied by the number of credit hours assigned to the course and divided by the total number of credit hours taken at this law school in courses graded on an A-F basis.
- b. The calculation shall be carried to the 3rd decimal place.

### **34. Grading Pattern – Basic Required Curriculum**

- a. The mean grade-point average in the basic required curriculum shall be between 2.950 and 3.100, regardless of the size of the class. This shall include adjustments for class participation.
- b. For purposes of calculating the mean grade point average in the basic required curriculum, an F grade shall not count, subject to the discretion of the Dean.
- c. Professors are strongly encouraged to give 60% of grades in the B range (B+, B, or B) and no more than the higher of one A+ or 3% A+'s.
- d. Beginning with the Fall 2021 semester, the grading mean for Legal Analysis, Writing, and Research I (Camden) and Legal Analysis, Writing, Research and Skills I (Newark) shall be between 2.950 and 3.200.
- e. Beginning with the Spring 2021 semester, the required grading mean for Legal Analysis, Writing, and Research II (Camden) and Legal Analysis, Writing, Research, and Skills II (Newark) shall be between 3.100 and 3.300.
- f. LAWR and LAWRS professors can aggregate their grades across their sections, but are not required to do so.

- g. Grades with means outside the range set forth above shall not be accepted except with the Dean's permission. The professor grading the course must substantiate the justification for grading outside this range. The Dean's permission shall be granted sparingly.

### **35. Grading Pattern - Upper Class**

#### **Beginning with the Spring 2021 semester:**

- a. The mean grade-point average in upper-class courses of more than 12 students shall be between 3.1 and 3.4. This shall include adjustments for class participation.
- b. The mean grade-point average in upper-class courses of more than 12 students in which writing credit or skills credit is mandatory shall be between 3.1 and 3.7. This shall include adjustments for class participation.
- c. The mean grade-point average in upper-class courses with 12 or fewer students, clinics, and courses in which students are admitted on a competitive basis, such as Hunter Appellate Advocacy, Intramural Mock Trial, Mastering Trial Advocacy Skills, Mastering Appellate Advocacy, and Trial Advocacy Competition Team, shall be between 3.1 and 3.8. This shall include adjustments for class participation.
- d. Critical Legal Analysis, Fundamentals of Legal Analysis, the Common Law Capstone course, Directed Research and Directed Practicum projects, Advanced Clinic, and courses with four students or fewer are exempt from the grading patterns described in this Rule.
- e. Faculty are strongly encouraged to give no more than the higher of one A+ or 3% A+'s.
- f. Grades with means outside the range set forth above shall not be accepted except with the Dean's permission. The professor grading the course must substantiate the justification for grading outside the range. The Dean's permission shall be granted sparingly.
- g. Summer sections of courses are subject to this section.

### **36. Grade-Grievance Procedure**

A student dissatisfied by a grade should make an appointment to see the instructor who assigned the grade. This meeting is often useful in highlighting exam-taking deficiencies or gaps in a student's knowledge. Thereafter, a complaint about a grade may be discussed with the Dean. Once a grade is recorded, however, no grade may be changed, even at the instructor's request, except to correct a mathematical or clerical error in the calculation or reporting of the grade. In particular, an instructor is not permitted to change a grade upon reconsideration of professional judgment. The Dean will investigate the claim of mathematical or clerical error before approving a grade change, and the burden of proof is upon the instructor to establish a correctable error. The Faculty has consistently declined to review an individual instructor's grades.

### **37. Honors and Prizes/Order of the Coif**

- a. It is the general policy of the Faculty not to publish or disclose class rank, although certain prizes and scholarships may reveal the person in each class who is first in their class.
- b. At graduation, academic honors are awarded by the faculty on the basis of distinguished scholastic attainment over the entire law school career. Students with a cumulative grade point average of 3.900 or higher will receive their degrees Summa cum Laude. Students

with a cumulative grade point average of 3.750 or higher will receive their degrees Magna cum Laude. Students with a cumulative grade point average of 3.600 or higher will receive their degrees cum Laude. Students in the top 10% across locations will also be elected to the Order of the Coif, the law school equivalent of Phi Beta Kappa.

- c. The faculty members of the Prizes and Awards Committee in Camden and the Scholastic Standing Committee in Newark, in consultation with other faculty members, also select the recipients of various specialized graduation prizes for achievement in a variety of legal disciplines.
- d. Students (except for transfer students) must have a minimum of 64 graded law school credits earned at Rutgers to be eligible for Honors and for the Order of the Coif. Students enrolled in the Foreign Lawyers Program must have a minimum of 42 law school credits earned at Rutgers to be eligible for Honors and for the Order of the Coif. To be eligible, transfer students must have a minimum number of X graded law school credits earned at Rutgers, calculated according to the following formula:  $X = Y * 64/Z$ , where Y is the total number of law school credits attempted at Rutgers and Z is the total number of credits required for graduation. Honors that are determined by comparison with other students' grades, such as the Order of the Coif, shall, for transfer students, be determined by comparing their grades in courses not subject to the 1L curve to that of other students for courses not subject to the 1L curve.
- e. In addition to honors at graduation, each semester the Dean may designate the top 25 (twenty-five) percent of the students with the highest grade point averages in a semester as Dean's list. First year students (those who have earned 28 or fewer units of law school work) will be considered separately from upper class students. Calculations of honors under this subsection following the Fall Semester shall include courses taken in the preceding summer term, and calculations following the Spring Semester shall include courses taken in the preceding winter term. To be eligible for Dean's list, a student must take a minimum of 8 credits in the Fall or Spring Semester, not counting credits in the preceding summer or winter terms, respectively, except that a part-time student who needs fewer than 8 credits to fulfill the course credit requirements to graduate and who enrolls for less than 8 course credits in their final semester shall be eligible for Dean's list. Calculations shall be made across locations.

### **38. Withdrawal from School (Leave of Absence)**

- a. A student in good standing may obtain a leave of absence for good cause by completing a withdrawal form or submitting a letter of withdrawal to the Registrar. An interview with the Dean is highly recommended.
- b. A leave of absence may be granted upon completion of one or more semesters at the law school. A leave of absence will be granted after the commencement of classes only under extraordinary circumstances.
- c. Students not in good academic standing must consult with the Dean before withdrawing, and all students who have received financial aid must have an "exit interview" with a University financial aid representative.
- d. Petitions for withdrawal or leave of absence from students not in good standing shall be decided upon by the Committee on Scholastic Standing.

- e. All other petitions for withdrawal or leave of absence shall be decided upon by the Dean. The consent of the Dean is required for any withdrawal or leave of absence during or after the last two weeks of classes until the end of the semester, or during or after the last week of a summer session.
- f. The Dean may impose such conditions on the withdrawal or leave of absence, or on the student's return to school following the withdrawal or leave of absence, as are appropriate.
- g. A withdrawal shall result in a grade of "W" in the student's courses, and entitle the student to a pro rata refund of tuition and fees to the extent prescribed by University regulations.
- h. A student who withdraws is considered to have been enrolled for the semester in which the withdrawal was taken.
- i. A leave of absence, if granted after the commencement of classes, shall retroactively cancel the student's registration for that semester and entitle the student to a refund of tuition. A student who has received a leave of absence during a semester shall be considered not to have been enrolled for that semester.

**NOTE:** Information about withdrawing before a student has taken any examination or near the end of a semester, or by a student not in good academic standing, appears in the Scholastic Regulations attached as Appendix A.

### **39. Withdrawal to Enter Military Service**

A student in the law school who has satisfactorily completed at least 2 terms of work in the school and who is required to withdraw in any term except his/her final term in order to enter the armed forces will be granted advanced standing toward his/her degree to the extent of the number of credit hours for which s/he is registered, and if registered for at least 12 credit hours, for one term's residence credit. A student who is required to withdraw during his/her final term in order to enter the armed forces will receive his/her degree. To be eligible to receive the degree or advanced standing toward the degree, the student must (1) have done work of such quality that, if continued until the end of the term, it would, in the judgment of the Committee on Scholastic Standing, have entitled the student to full credit; (2) remain in regular attendance until s/he is required to report for active military duty; (3) have been denied a deferment to complete the term; and (4) have been in regular attendance for at least one-half of the term. A student who is required to withdraw to enter the armed forces who does not meet the above requirements may petition the Committee on Scholastic Standing, acting in its discretion, for appropriate relief. A student wishing to withdraw to enter the armed forces but who has voluntarily enlisted for military service may petition the Committee on Scholastic Standing, acting in its discretion, for his/her degree or for advanced standing toward his/her degree, provided (a) s/he has satisfactorily completed at least two terms of work in the school; (b) s/he fulfills requirements 1, 2, and 4, above; and s/he presents to the Committee weighty reasons for requiring such relief.

### **40. Re-admission of Students Granted Withdrawals or Leaves of Absence**

- a. If the petitioning student is in good academic standing, the Dean may, in granting the petition, grant the student the right to re-enter within a specified period of time from the date of the leave. In no case may the right to re-enter extend beyond two years from the date of the leave.

- b. If a student in good standing is not granted the right to re-enter, or wishes to re-enter after the expiration of the period for which the right to reenter applied, the student may re-enter only upon approval of the Committee on Admissions.
- c. If the petitioning student is not in good standing, then the student may re-enter only upon approval of the Committee on Scholastic Standing.
- d. If the petitioning student has not taken any examinations at this institution, then the student may re-enter only upon approval of the Committee on Admissions.

#### **41. Repeat Petitions**

- a. A student who has been denied re-admission may again petition the Committee on Scholastic Standing after a waiting period of at least 2 academic semesters.
- b. The Committee, in denying either an initial or repeated petition, may shorten the period in (a) to a semester, or lengthen it to a maximum of 6 semesters depending on the strength of the student's presentation and the reasons why the student's petition was denied.
- c. A student petition to be re-admitted prior to the expiration of the waiting period may be heard only if the student demonstrates in writing that the student's circumstances have changed so much that a new hearing is appropriate. The Committee need not hold a hearing on attempts to make such a demonstration.

#### **42. Enrollment Limits in Courses and Seminars**

- a. Enrollment in any course may be limited by authorization of the Dean in consultation with the faculty. The Dean shall determine who shall be admitted to limited-enrollment courses.
- b. Notwithstanding any other provision of these rules, the Dean, with the consent of the professor, may authorize an increase in the enrollment limit for a course.

#### **43. Degrees**

Degrees are conferred by the University each October, January and May of every academic year, upon recommendation of the law school faculty. The Law School conducts Commencement ceremonies in May for all graduates, but October and January graduates may receive their diplomas by mail soon after they complete the degree requirements. It is the responsibility of each student to make certain that all the graduation requirements of the law school have been fully met before the graduation date. There is no charge for the diploma.

#### **44. Academic Deficiency**

- a. Scholastic Regulations appear in full in Appendix A of this Rule book. Generally, students whose GPA falls below 2.33 are considered not to be in good standing, and may be subject to academic dismissal if their GPA falls below a cutoff determined by their year in law school. In order to graduate, students must have a cumulative GPA of 2.33.
- b. Students who fall short of the minimum standards imposed by the law school are required to appear before the Committee on Scholastic Standing. The Committee is empowered to determine whether and to what extent academic credit has been earned for the subject semesters.



#### **45. Preparation for Class - Minimum Hours of Work Expected**

For exam courses, students are expected to prepare a minimum of 2 hours outside of class for each hour (calculated on a 50-minute basis) of in-class time. Note that the requirement of 2 hours of out-of-class work per week per credit hour represents a minimum standard. If necessary to complete assignments, students are expected to spend whatever additional time is needed to complete the assigned work.

For seminars and writing intensive courses in which a paper is required, students are generally expected to work a minimum of 2 hours outside of class for each hour (calculated on a 50-minute basis) of in-class time. Qualifying work outside of class includes preparing for class as well as researching, drafting, editing, and proofreading papers. The credits awarded may exceed the weekly time spent in regular classroom sessions in recognition of the additional time allocated for preparation of a substantial paper.

For other academic activities such as clinical courses, field placements, independent studies, research assistantships, and moot court, students shall keep a log recording the amount of time spent on the activity. These time logs shall be submitted to and approved by the supervising faculty member to ensure that an appropriate number of credit hours is being awarded for the academic activity. In general, students are expected to devote a minimum of 3 hours, per week, for each credit that is awarded.

#### **Appendices**

- A – Scholastic Regulations
- B – Writing Requirement
- C – Experiential Requirement
- D – Directed Research
- E – Graduation Check List
- F – New York State Bar Skills and Values Requirement
- G – Racial Equity Requirement

## **Appendix A Scholastic Regulations**

### **1. Grade Point Average Required for Graduation**

Students are required to earn a cumulative grade-point average (“GPA”) of 2.33 in order to graduate. The Committee on Scholastic Standing is not permitted to relax this rule.

At the end of the spring semester of the third year, if a full-time student’s GPA has fallen below 2.33 but is above 2.28 he or she may once be permitted to register for up to 12 additional credits to bring the GPA up to 2.33.

At the end of the spring semester of the fourth year, if a part-time student’s GPA has fallen below 2.33 but is above 2.28 he or she may be permitted to register for up to 12 additional credits over two part-time semesters to bring the GPA up to 2.33.

### **2. Condition for enrolling in Common Law Capstone/Fundamentals of Legal Analysis**

Effective June 2020, a student whose (a) GPA is 2.95 or below after having completed the basic required curriculum (first year for full-time students, third term for part-time students) or (b) GPA is 3.30 or below before beginning their final year of law school (second year for full-time students, fifth term for part-time students) must enroll in the Common Law Capstone or Fundamentals of Legal Analysis in the spring semester just prior to their anticipated graduation.

For students who matriculated to law school prior to June, 2020: A student whose GPA is 2.95 or below after having completed the basic required curriculum shall be required to enroll in the Common Law Capstone (Newark) or Fundamentals of Legal Analysis (Camden) course in the last spring semester prior to his or her anticipated graduation.

### **3. Condition for Academic Supervision**

A student whose GPA is 2.85 or below after having completed the basic required curriculum (first year full-time students, third term for part-time students), shall be under Academic Supervision. A student under academic supervision shall be required to: enroll in Critical Legal Analysis and have their course schedule approved by the Dean every semester thereafter.

A student who is required to enroll in Critical Legal Analysis must do so at the location in which they are domiciled and must take Critical Legal Analysis in the semester following completion of all required courses, except for Professional Responsibility. For students domiciled in Camden, this can include the summer semester.

### **4. Conditions for Jurisdiction of the Scholastic Standing Committee**

A full-time or part-time student shall be subject to the jurisdiction of the Scholastic Standing Committee if, after any semester or term, his or her GPA is below 2.33. A student subject to the jurisdiction of the Scholastic Standing Committee may be either not in good standing and subject to Rule 5 or subject to dismissal and subject to Rule 6.

## **5. Conditions for Students Not in Good Standing**

- a. A full-time student shall be deemed not in good standing if: (i) at the end of the first semester of the first year the student's GPA is below 2.33; (ii) at the end of the second semester of the first year the student's GPA is between 2.10 and 2.32; and (iii) at the end of the first semester of the second year the student's GPA is between 2.20 and 2.32.
- b. A part-time student shall be deemed not in good standing if: (i) at the end of the first part-time term of the first part-time year the student's GPA is below 2.33; (ii) at the end of the second part-time term of the first part-time year or the first part-time term of the second part-time year the student's GPA is between 2.10 and 2.32; and (iii) at the end of the second part-time term of the second part-time year or the first part-time term of the third part-time year the student's GPA is between 2.20 and 2.32.
- c. Each domicile shall designate a dean or faculty member to meet with all students not in good standing as soon as grades are reported for the semester or term in which they fell into that status. The purpose of the meeting is to explain the scholastic standing process.
- d. A student not in good standing after the first semester or the first year shall be required to meet with one or more of the following people as soon as possible during the spring semester or the summer, respectively: the Associate Dean for Student Affairs, the Director of Academic Support, a member of the Scholastic Standing Committee, or any other faculty or staff member designated by the Dean at the student's domicile.
- e. The purposes of the meeting are to inform the student formally of the consequences of being not in good standing and of potentially becoming subject to dismissal under Rule 6, and to inquire of the student what he or she believes to be the reasons for his or her inadequate academic performance.
- f. The consequences of being not in good standing are to be subject to: (i) the jurisdiction of the Scholastic Standing Committee until the student's GPA rises above the conditions in Rule 6 (a) or 6 (b); (ii) the discretion of the Committee to deprive the student of academic credit for any enterprise in which the student earned a grade of D+ or D in the immediately preceding semester; (iii) the conditions for academic supervision in Rule 4; (iv) the condition for enrolling in Common Law Capstone in Rule 3; and (v) meeting regularly during the current semester with a person at the student's residence responsible for academic support.

## **6. Conditions for Students Subject to Dismissal**

- a. A full-time student shall be subject to dismissal if: (i) at the end of the first year the student's GPA is below 2.1; (ii) at the end of the first semester of the second year the student's GPA is below 2.2; or (iii) at the end of the second year or any semester thereafter the student's GPA is below 2.33.
- b. A part-time student shall be subject to dismissal if: (i) at the end of the first year the student's GPA is below 2.1; (ii) at the end of the second year or the end of the first semester of the third year the student's GPA is below 2.2; or (iii) at the end of the third year or any semester thereafter the student's GPA is below 2.33.
- c. A full-time or part-time student who is subject to dismissal under either Rule 6(a) or 6(b) shall be dismissed without a hearing if his or her GPA is 1.5 or below.

- d. As soon as possible after the semester in which the student becomes subject to dismissal a student whose GPA is above 1.5 but below the GPA required by either Rule 6(a) or 6(b) Rule shall have a hearing before the Scholastic Standing Committee. At the hearing the student shall have the burden of proof to show cause why the student should not be dismissed.

The Committee shall consider all relevant facts shown by the student or otherwise presented to it, including those that bear on the student's aptitude and motivation for legal studies, the student's work habits, the circumstances that have interfered with the student's performance, the means available to ameliorate such circumstances and the likelihood that such circumstances will not exist in the future.

The Committee also shall consider whether and to what extent the student complied with the Rules and Regulations of the law school, and, if the student previously was deemed not in good standing whether and to what extent the student complied with any conditions imposed by the persons who met with the student under Rule 5.

The first semester of law school requires a difficult adjustment for many students. Accordingly, in exercising its discretion whether to dismiss a student the Committee shall take this factor into account.

The Committee may permit the student to continue to enroll in law school if it finds that the student has demonstrated sufficient potential so that there would be substantial likelihood that he or she would complete his or her law studies satisfactorily. If it permits the student to continue to enroll in law school the Committee may impose conditions, which may include: (i) any or all of the consequences under Rule 5 (e) attributable to a student not in good standing except that the Committee may deprive the student of academic credit for *all* enterprises in which the student earned a grade of D+ or D in any semester; (ii) requiring the student to re-enroll as a first year student; and (iii) any other conditions the Committee deems appropriate to enable the student to complete his or her legal education satisfactorily. According to the 'Repeating Courses' provision of the Handbook, grades in courses that the Committee requires the student to repeat remain on the student's transcript. However, only the repeated grade counts when calculating the student's GPA for Scholastic Standing purposes. Likewise, a grade of 'F' in a course that the student is required to repeat remains on the transcript but does not count for Scholastic Standing purposes. When the student repeats the course only the repeated grade counts when calculating the student's GPA for Scholastic Standing purposes.

The Committee shall dismiss the student if it finds that the student has not demonstrated sufficient potential so that there would be substantial likelihood that he or she would not complete his or her law studies satisfactorily. If the Committee dismisses the student, the Committee may set a time after which the student may petition the Committee for readmission as though he or she were enrolling for the first time.

## **7. Length of Course of Study**

The course of study for the J.D. must be completed no earlier than 24 months and, no later than 60 months after a student has commenced law study at the law school or a law school from which the school has accepted transfer credit. For exceptional reasons, the Dean may grant an extension to the 60-month limit, but in no event greater than 84 months.

### **8. Absence from Examinations**

A student who is absent from an examination without being excused by the Dean, either before, or reasonably soon after, the time of the examination, will automatically receive the grade of “F” in the course for the purpose of determining the student’s eligibility to continue in the school. If the student has been excused by the Dean, s/he must take deferred examinations in incomplete courses when the regular examinations in the courses are next given or as permitted in the discretion of the Dean.

### **9. Withdrawal from the School**

A student in the school who is in good academic standing will be permitted to withdraw upon proper written notice. The written notice is to be given to the Dean who then transmits it to the Registrar. Withdrawal without prejudice is permitted until the student’s first examination for the semester. However, a student who withdraws while not in good academic standing or who withdraws with prejudice, must obtain the approval of the Committee on Scholastic Standing before s/he can be readmitted. A student who withdraws without prejudice before taking any examinations in the law school must apply to the Committee on Admissions for readmission. A law student receiving any form of financial assistance must have an interview with the Director of Financial Aid prior to withdrawal.

### **10. Academic Honors**

Honors, at the time of graduation, may be recommended by the faculty on the advice of the Prizes and Awards Committee in Camden and the Committee on Scholastic Standing in Newark on the basis of distinguished scholastic attainment over the entire law school career. Such honors are not recommended for more than twenty percent of the graduating class. In exceptional cases recommendations may be made for high honors or highest honors.

### **11. Withdrawals from Courses**

A student will be permitted to drop a law school non-required course or course elective until the time of the course examination. Students may drop seminars and clinics until the last day of class only with permission of the instructor. After the second week of classes, a “W” will appear on the record.

## **APPENDIX B**

### **Upper-Level Intensive Writing Requirement for Graduation**

1. To be eligible for graduation a student must complete 2 intensive writing experiences, after successful completion of the required Legal Analysis, Writing, and Research (Camden) or Legal, Analysis, Writing, Research, and Skills program (Newark), through an academic enterprise directly supervised by a faculty member (“the Graduation Writing Requirement”).
2. The Graduation Writing Requirement can be satisfied by:
  - (a) Successful completion of all the requirements of a course, including a clinic, designated by the Dean or
  - (b) A paper that satisfies the requirements below, either written in conjunction with a regularly scheduled class, or as part of Directed Research or as a law review student note under faculty supervision. A writing experience that does not fulfill all the requirements in Paragraph 6 or 7 below shall not count towards the Graduation Writing Requirement.
3.
  - (a) Writing assignments used to satisfy the Graduation Writing Requirement must have as one goal the development of writing proficiency. The professor must provide oral or written individualized feedback and students must complete additional drafts of one or more assignments or develop writing proficiency through a sequence of writing assignments.
  - (b) The supervised writing is at least 6000 words [excluding footnotes] in final paper draft or, in the case of pleadings, briefs, motions, legislation or other legal documents that involve feedback and redrafting at least 6000 words in aggregate for the course.
4. No course or enterprise used to satisfy the Graduation Writing Requirement, including clinical courses and appellate advocacy courses, may be counted toward the student’s satisfaction of the Law School’s Skills course requirement for graduation.
5. Except upon consultation with the Dean, a student must complete the Graduation Writing Requirement before the start of the student’s last semester in Law School, provided a student may plan to satisfy the requirement in the last semester if the student intends to satisfy the requirement by taking a course designated by the Dean under paragraph 2(a).
6. Specific Requirements
  - (a) **Satisfaction by Upper Level Writing Course:**
    - i. A student must satisfactorily complete all writing assignments in a course to receive credit towards the Graduate Writing Requirement for the course.
    - ii. The course and writing assignments are directly supervised by a professor.

- iii. The course requires the student to complete individual or collaborative written work or works that constitute a substantial portion of the final grade.
  - iv. The course must be limited to no more than 20 students or the course must have a ratio of no more than 20 students per instructor.
- (b) Satisfaction **by Writing in a Course Not Designated As a Writing Course:**
- i. Faculty member teaching courses not designated as writing courses but providing the opportunity for some students to earn writing credit, must provide to the Dean at the onset of the semester, the expectations for students using course papers to satisfy the graduation writing requirement, in terms of the outlines and drafts the student will have to submit for review and comment over the course of the semester. The writing experience must comply with Paragraph 3 above.
  - ii. The opportunity to earn writing credit for the course must be limited to no more than 20 students or the course has a ratio of no more than 20 students per instructor.
  - iii. The student must maintain a record of the outlines or drafts submitted, the substance of the feedback received, and the dates on which outlines and drafts were submitted and feedback was provided.

**7. Satisfaction by Directed Research Project or Law Review Student Note or Comment:**

- (a). In order for a paper produced during a Directed Research project to count towards the Graduate Writing Requirement, the student must seek approval of the topic, in advance of commencing substantial work on the project, by a member of the faculty under whose direction the student will be doing the Directed Research. The writing experience must comply with Paragraph 3 above. While the project may involve a topic the student has written on in the context of employment or otherwise, a previously-written paper merely approved by a member of the faculty “as is” or with minor revisions cannot satisfy the Graduation Writing Requirement.
- (b). A student note or comment written for the *Journal of Law and Religion*, the *Journal of Law and Public Policy*, *Rutgers Law Review*, the *Computer and Technology Law Journal*, the *Women’s Rights Law Reporter*, the *Race and the Law Review*, and the *Rutgers Law Record*, can be used to satisfy the Graduation Writing Requirement only if it is done under the supervision of a member of a faculty member. It is the student’s responsibility to find a faculty supervisor for his or her note or comment. The topic must be approved by the faculty member and the writing experience must comply with Paragraph 3 above.
- (c). The student must maintain a record of the outlines or drafts submitted, the substance of the feedback received, and the dates on which outlines and drafts were submitted and feedback was provided.

## **APPENDIX C**

### **Experiential Course Requirement**

All students must complete 6 credits of experiential courses as designated by the Dean in accordance with the definition set forth in section 2 of this document. Also, please note that from time to time the Academic Policy Committee may review such designations and recommend changes to the faculty, as the Committee deems appropriate.

#### **Definition of Experiential Course**

To qualify as an experiential course, a course must be one of the following types of enterprises:

1. A Simulation course that has the characteristics set forth in Section A below, **or**
2. A Clinical course that has the characteristics set forth in Section B below, **or**
3. A supervised field placement or externship for credit that has the characteristics set forth in Section C below. **However, no more than 3 of the required 6 credits may be earned through a field placement or externship.**

#### **A. A qualifying Simulation course must have the following four characteristics:**

1. The course must either
  - a. provide each student with substantial experience that is reasonably similar to the experience of a lawyer advising or representing a client, or
  - b. engage each student in lawyering tasks on a set of facts and circumstances devised or adopted by the faculty member;
2. develop the concepts underlying the skill or skills being taught;
3. have a classroom instructional component, which includes integration of doctrine, theory, strategy, skills, and legal ethics as they relate to the experiential component, and
4. provide each student with multiple opportunities for direct faculty-supervised performance in which the students are learning through feed-back from a faculty member concerning the professional skills being taught and through self-evaluation.
5. have enrollment of 24 students or less.

#### **B. A qualifying Clinical course must have the following characteristics:**

The course must provide each student with substantial lawyering experience, involving one or more actual clients, and include:

1. advising or representing a client;
2. direct supervision of the student's performance by a full-time faculty member;
3. multiple opportunities for performance, feedback from a full-time faculty member, and self-evaluation; and
4. a classroom instructional component.



**C. A qualifying field placement program shall include the following:**

1. a clear statement of its goals and methods, and a demonstrated relationship between those goals and methods and the contemplated field placement program;
2. adequate instructional resources, including full-time faculty or law school administrators teaching in and supervising the program who devote the requisite time and attention to satisfy program goals and are sufficiently available to students;
3. a clearly articulated method of evaluating each student's academic performance and providing feedback to the student involving both a full-time faculty member or law school administrator and the site supervisor;
4. a method for selecting, training, evaluating, and communicating with site supervisors;
5. regular contact between the full-time faculty or law school administrator and the site supervisor to assure the quality of the student educational experience, including the appropriateness of the supervision, the student work, and feedback to the student;
6. opportunities for contemporaneous student reflection on their field placement experience, through a seminar and other means of guided reflection.

**Note on Field Placements for international & Non-US citizens:** International and non-US citizens attending the law school may earn externship credit by working at a “for profit” organization upon the approval of the professor overseeing practice externships and receiving all other required university and governmental approvals. The student would have to a) articulate clear educational objectives for the placement, b) demonstrate that the educational objective cannot be met through a non-profit or governmental placement, or an available clinic, and c) demonstrate a professional interest and commitment to the subject or practice area.

**APPENDIX D**

**Directed Research Application and Approval Form**

**General Student Information**

Name \_\_\_\_\_

Rutgers ID number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Topic: \_\_\_\_\_

*(Students are additionally required to submit a typewritten research proposal as set forth below)*

Please circle semester and fill in year

FALL                  SPRING                  SUMMER                  20\_\_\_\_\_

**Guidelines for Completion of the Application and Approval Form<sup>1</sup>**

Students should spend approximately 4-6 hours conducting background research on the proposed research topic prior to completing this Approval Form. Such research should include but may not be limited to reviewing the scholarship for preclusion, identifying circuit splits in decided cases, and surveying the practice literature for general interest in the subject. *If the student has done extensive coursework in the proposed subject area, the faculty supervisor should consider the extent to which the research proposal explores facets of the subject not covered in class, or in some other way extends the student’s mastery of the subject, in deciding whether to approve the research proposal.*

Students should notify the faculty supervisor in advance if the Directed Research project is intended for scholarly or professional publication, or if there is any other intended use for the directed research project beyond the receipt of academic credit. *No Directed Research project shall be eligible for academic credit if produced for a student’s employer or for any other law school course or activity, including but not limited to any law journal, legal clinic, or externship. However, a student may receive academic credit for additional research and writing on a topic first researched for the student’s employer or for any other law school course or activity, but only if the prior work is first disclosed to the faculty supervisor and if the additional work performed by the student independently satisfies the requirements for the directed research project as set forth below.*

**Curriculum Requirements for Directed Research**

The following are the *minimum requirements* that must be satisfied in order for any student to receive credit for a directed research project under Rule 8. However, students and faculty are

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<sup>1</sup>This Approval form incorporates by reference the provisions of Rule 8 and Appendix D of the Rutgers Law School Academic Requirements regarding Directed Research.

encouraged to meet and/or confer at more frequent intervals as necessary for the full development and completion of the directed research project:

The student shall submit a typewritten research proposal of *not less than* 500 words, together with the Application and Approval Form, to the faculty supervisor for approval before beginning the Directed Research project. Please attach the typed research proposal directly to this executed form.

The student must expect to meet with the faculty supervisor at least 4 times, and with a research librarian at least once. *All meetings with the faculty supervisor may be conducted in person or by other electronic means.* Those meetings are detailed below:

- **Meeting 1:** *Prior to the submission of the Approval Form*, the student shall have met with the faculty supervisor at least once to discuss the proposed directed research project and to solicit guidance on the drafting of the research proposal.
- **Meeting 2:** By approximately Week 2 of the semester, the student shall have met with a reference librarian to develop a research plan for the directed research project.
- **Meeting 3:** By approximately Week 4 of the semester, the student shall have met with the faculty supervisor to receive approval of the research plan and, if necessary, to refine the research proposal.
- **Meeting 4:** By approximately Week 8 of the semester, the student shall have met with the faculty supervisor to discuss the outline of the directed research project.
- **Meeting 5:** By approximately Week 12 of the semester, the student shall have met with the faculty supervisor to discuss the draft of the directed research project.

### Signatures

Student Signature: \_\_\_\_\_

Date \_\_\_\_\_

Faculty Supervisor:

I agree to supervise this Directed Research project.

Name of Faculty Member:

\_\_\_\_\_

Signature of Faculty Member:

\_\_\_\_\_

*If Directed Research project is for 1 credit, special approval of the Vice Dean is required.*

Please check here if you would like to do this project for 1 credit Q

.

I approve this Directed Research project for 1 / 2 credit(s).

Name of Associate Dean of Academic Affairs: \_\_\_\_\_

Signature of Associate Dean of Academic Affairs: \_\_\_\_\_

This form must be completed and submitted to the Dean's Office for approval by no later than 4:00 p.m. on the day of the Add Course deadline of the semester in which you desire to do Directed Research.

**APPENDIX E1**  
**Graduation Checklist**

**Rutgers Law School Graduation Requirements**

*Students matriculating prior to June 2021*

To be eligible to graduate from Rutgers Law, you must meet the following criteria:

1. After your last semester, will you have completed 84 credits?  

**YES                      NO**
  
2. Of these 84 credits, are at least 75 of these course credits?  

**YES                      NO**
  
3. You can only count up to 9 non-course credits towards your total of 84. Of these credits:  
- Only up to 5 credits can come from externship  
- Only up to 7 credits can come from other non-course opportunities (TA, Moot Courts, Journals, etc.)  
Do your non-course credits fall within these guidelines?  

**YES                      NO**
  
4. Have you earned 15 or fewer credits in distance education coursework (in semesters in which the Law School did not receive a waiver from the ABA and New York Bar Examiner rule with respect to distance education courses)? The Law School received waivers for Spring 2020, Fall 2020, Spring 2021, Fall 2021, Spring 2022, and Summer 2020 and Summer 2021.  

**YES                      NO**
  
5. Did you complete your requirements somewhere between 24 months and 60 months since you enrolled?  

**YES                      NO**
  
6. Did you pass all the required courses (Torts, Civil Procedure, Contracts, Constitutional Law, Criminal Law, Property, LAWR I, LAWR II, and Professional Responsibility)?  

**YES                      NO**
  
7. List the two writing intensive courses you've taken.  

<u>Course Title</u>	<u>Semester/YR</u>
  
8. You must earn at least six credits in skills courses. Please list them below:  

<u>Course Title</u>	<u>Semester/YR</u>	<u>Number of credits</u>
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9. Did you confirm that your writing and skills credits were correctly credited to you? You can check your writing and skills credits at <https://camlaw.rutgers.edu/cgi-bin/students/writing-credits.cgi>.

**YES**

**NO**

10. If you are a transfer student, did you consult your advanced standing letter to confirm the amount of transfer credits accepted by Rutgers Law School? No more than 42 credits for courses taken at another ABA approved law school may be approved and applied to the course credit requirements for graduation.

**YES**

**NO**

**N/A**

**Other potential issues:**

- If you repeated any coursework, please check to make sure that the credits were not counted twice.
  - If you are a dual-degree student, make sure your cumulative/semester GPA does not include your non-law coursework.
  - Please review state bar exam requirements as there sometimes are limits on certain types of courses (asynchronous courses, etc.)
-

**APPENDIX E2**  
**Graduation Checklist**

**Rutgers Law School Graduation Requirements**

If you matriculated to law school in or after June 2021, to be eligible to graduate from Rutgers Law, you must meet the following criteria:

1. After your last semester, will you have completed 90 credits?  

**YES                      NO**
  
2. Of these 90 credits, are at least 81 of these course credits?  

**YES                      NO**
  
3. You can only count up to 9 non-course credits towards your total of 90. Of these credits:  
- Only up to 5 credits can come from externship  
- Only up to 7 credits can come from other non-course opportunities (TA, Moot Courts, Journals, etc.)  
Do your non-course credits fall within these guidelines?  

**YES                      NO**
  
4. Have you earned 15 or fewer credits in distance education coursework (in semesters in which the Law School did not receive a waiver from the ABA and New York Bar Examiner rule with respect to distance education courses)? The Law School received waivers for Spring 2020, Fall 2020, Spring 2021, Fall 2021, Spring 2022, and Summer 2020 and Summer 2021.  

**YES                      NO**
  
5. Did you complete your requirements somewhere between 24 months and 60 months since you enrolled?  

**YES                      NO**
  
6. Did you pass all the required courses (Torts, Civil Procedure, Contracts, Constitutional Law, Criminal Law, Property, LAWR/S I, LAWR/S II, and Professional Responsibility)?  

**YES                      NO**
  
7. List the two writing intensive courses you've taken.  

<u>Course Title</u>	<u>Semester/YR</u>
  
8. You must earn at least six credits in skills courses. Please list them below:  

<u>Course Title</u>	<u>Semester/YR</u>	<u>Number of credits</u>
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9. Did you confirm that your writing and skills credits were correctly credited to you? You can check your writing and skills credits at <https://camlaw.rutgers.edu/cgi-bin/students/writing-credits.cgi>.

**YES**                      **NO**

10. Have you completed the Racial Equity Requirement?

**YES**                      **NO**

11. If you are a transfer student, did you consult your advanced standing letter to confirm the amount of transfer credits accepted by Rutgers Law School? No more than 42 credits for courses taken at another ABA approved law school may be approved and applied to the course credit requirements for graduation.

**YES**                      **NO**                      **N/A**

**Other potential issues:**

- If you repeated any coursework, please check to make sure that the credits were not counted twice.
- If you are a dual-degree student, make sure your cumulative/semester GPA does not include your non-law coursework.
- Please review state bar exam requirements as there sometimes are limits on certain types of courses (asynchronous courses, etc.)



**APPENDIX F**  
**New York State Bar Skills and Values Requirement**

**RUTGERS LAW SCHOOL**  
**NEW YORK STATE BAR SKILLS AND VALUES REQUIREMENT**  
**PATHWAY 1 CERTIFICATION**

*Enacted by Faculty Resolution: August 23, 2018; August 27, 2018*

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All students who commenced coursework toward the Juris Doctor degree after August 1, 2016 and who seek admission to the New York State Bar must satisfy the New York State Bar Skills and Values Requirement under Section 520.18 of the Court of Appeal’s Rules for the Admission of Attorneys and Counselors at Law. There are five pathways to satisfy this requirement. Under Pathway 1 (§ 520.18(a)(1)), Rutgers Law School will certify students as having basic competence and the ability to participate ethically in the legal profession upon successful completion of the following requirements:

1. **Fundamentals of Lawyering (5 credits)**: Students may satisfy the Fundamentals of Lawyering requirement by completing the required first-year 5-credit enterprise in legal research, writing, analysis, and lawyering skills. The first-year required curriculum, in addition to writing exercises, includes simulations in client counseling and oral advocacy. Transfer students who completed fewer than 5 credits of legal research, writing, analysis, and lawyering skills in their first year of J.D. studies at another law school shall take a commensurate number of additional upper class skills coursework; for example, a transfer student who completed a 3-credit first-year legal writing program shall take an additional 2 upper class skills credits at Rutgers to complete the fundamentals requirement.
  
2. **Experiential Course Requirement (6 credits)**: Students may satisfy the Experiential Course Requirement by completing at least 6 credits in a qualifying Simulation course, Clinical course, or a faculty-supervised Field Placement. However, no more than 3 credits of Field Placement may count toward this 6-credit requirement. To satisfy the Experiential Course Requirement, all Simulation and Clinical courses must be graded and the student must attain a grade of C or higher.

A. A qualifying Simulation course must have the following four characteristics:

1. The course must either
  - a. provide each student with substantial experience that is reasonably similar to the experience of a lawyer advising or representing a client, or
  - b. engage each student in lawyering tasks on a set of facts and circumstances devised or adopted by the faculty member;
2. develop the concepts underlying the skill or skills being taught;

3. have a classroom instructional component, which includes integration of doctrine, theory, strategy, skills, and legal ethics as they relate to the experiential component, and
4. provide each student with multiple opportunities for direct faculty-supervised performance in which the students are learning through feed-back from a faculty member concerning the professional skills being taught and through self-evaluation.

B. A qualifying Clinical course must have the following characteristics: The course must provide each student with substantial lawyering experience, involving one or more actual clients, and include:

1. advising or representing a client;
2. direct supervision of the student's performance by a full-time faculty member;
3. multiple opportunities for performance, feedback from a full-time faculty member, and self-evaluation; and
4. a classroom instructional component.

C. A qualifying field placement program shall include the following:

1. a clear statement of its goals and methods, and a demonstrated relationship between those goals and methods and the contemplated field placement program;
2. adequate instructional resources, including full-time faculty or law school administrators teaching in and supervising the program who devote the requisite time and attention to satisfy program goals and are sufficiently available to students;
3. a clearly articulated method of evaluating each student's academic performance and providing feedback to the student involving both a full-time faculty member or law school administrator and the site supervisor;
4. a method for selecting, training, evaluating, and communicating with site supervisors;
5. regular contact between the full-time faculty or law school administrator and the site supervisor to assure the quality of the student educational experience, including the appropriateness of the supervision, the student work, and feedback to the student;
6. opportunities for contemporaneous student reflection on their field placement experience, through a seminar and other means of guided reflection.

3. **Legal Ethics (2 credits):** Students may satisfy the Legal Ethics requirement by taking at least 2 credits of coursework in legal ethics, such as Professional Responsibility or Legal Profession. To satisfy the Legal Ethics Requirement, all such coursework must be graded and the student must attain a grade of C or higher.

**Transition Rule for 2019 Graduates:** For coursework completed prior to Fall 2018 and graded on a Pass/D/Fail scale, a grade of Pass will count for purposes of Pathway 1 certification.

**Appendix F Cont'd**

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**PART 520.**

**RULES OF THE NEW YORK COURT OF APPEALS  
FOR THE ADMISSION OF ATTORNEYS AND COUNSELORS AT LAW**

**§520.18 Skills Competency Requirement for Admission**

(a) General. Every applicant for admission to practice, other than applicants for admission without examination pursuant to section 520.10 of this Part, or applicants who qualify for the bar examination under section 520.4 or 520.5 of this Part, shall demonstrate that the applicant possesses the skills and values necessary to provide effective, ethical and responsible legal services in this State. An applicant may satisfy this requirement by submitting proof of compliance with one of the following five subdivisions.

(1) Law school certification of competence in skills and professional values.

(i) An applicant may submit from an American Bar Association-approved law school a certification confirming that:

(a) the law school has developed a plan identifying and incorporating into its curriculum the skills and professional values that, in the school's judgment, are required for its graduates' basic competence and ethical participation in the legal profession, as required by American Bar Association Standards and Rules of Procedure for the Approval of Law Schools Standard 302(b), (c) and (d), and has made this plan publicly available on the law school's website; and

(b) the applicant has acquired sufficient competency in those skills and sufficient familiarity with those values.

(ii) For purposes of this subdivision, a school may certify that an applicant has attained the required skill level if the graduate received a grade that the school considers sufficient to demonstrate competence in courses the school has designated as teaching the skills and professional values needed for basic competence and ethical participation in the legal profession.

(iii) A law school may adopt such other means of assessing its students' achievement of the required skills for purposes of this subdivision, provided the school receives the prior approval of the Court of Appeals.

(2) Law school certification of credit acquisition. An applicant may submit a certification from the applicant's approved law school confirming that the applicant enrolled in and successfully completed 15 credit hours, as defined by American Bar Association Standards for the Approval of Law Schools, of practice-based experiential coursework designed to foster the development of professional competencies. The 15 credits may be earned in whole or half credits.

(i) For purposes of this subdivision, practice-based experiential coursework is coursework that:

(a) develops the concepts underlying the practice competencies being taught;

- (b) provides opportunities for performance by the student other than traditional classroom discussion;
- (c) provides for regular individualized student feedback from a faculty member; and
- (d) provides opportunities for student self-reflection.

(ii) Practice-based, experiential coursework includes, but is not limited to, those courses designated by a school as "experiential courses" under American Bar Association Standards for the Approval of Law Schools.

(iii) A law school may not count toward this requirement the first four credits earned in an introductory first-year legal research and writing class, first-year moot court class, or any combination thereof.

(iv) A student may earn up to six of the fifteen required credits through law school certified non-credit bearing summer employment supervised by an attorney in good standing in any state or territory of the United States or the District of Columbia. The supervising attorney must certify to the law school the beginning and ending dates of the employment, that the student satisfactorily completed the employment, and that the work experience: provided the student with an initial orientation session; implemented a system for assignments that assured that the student was actually engaged in the performance of legal work, including a diversity of tasks, as part of the ongoing practical work of the law office during normal business hours and throughout the required period; provided the student with experience and guidance in the skills and values required for basic competence and ethical participation in the legal profession; gave the student timely oral and written feedback; and engaged the student in reflection on his/her experiences and learning during the employment. At least 50 hours of full-time employment is required for each substituted credit under this subdivision.

(v) Certification. The certification of an applicant's compliance with this paragraph shall list the courses or parts of courses in the law school curriculum and, if applicable, the work experiences completed by the applicant that meet the 15-credit requirement as set forth herein.

(vi) Alternative method of compliance. If the law school does not submit the certification as required in paragraph (v), the applicant may submit evidence to the Court of Appeals that the requirements of this subdivision have been met by providing a list of the practice-based experiential courses taken by the applicant, the credits awarded, and the course descriptions and/or other information demonstrating that each course meets the requirements of this subdivision. Upon concluding that the applicant has submitted sufficient proof of compliance with this subdivision, the Court shall issue a determination to that effect.

(3) Pro Bono Scholars Program. An applicant who has successfully completed the Pro Bono Scholars Program as prescribed in section 520.17 of this Part shall be deemed to have met the skills competency requirement.

(4) Apprenticeship. An applicant may complete a six-month full-time paid or unpaid apprenticeship in a law office in the United States, under the supervision of one or more attorneys who have, for at least two years, been admitted to practice and in good standing in the jurisdiction where the apprenticeship occurs. For an applicant who is unable to secure an apprenticeship in the United States, the applicant may complete the

apprenticeship in a law office in another country, territory or commonwealth outside the continental United States, under the supervision of one or more attorneys who have, for at least two years, been in good standing and authorized to practice law in that country, territory or commonwealth. In countries, territories or commonwealths that permit the practice of law without formal admission, supervision by a law graduate who has not been formally admitted to the bar may suffice as long as the supervisor is authorized to engage in the relevant practice under the jurisdiction's rules, is in full compliance with the jurisdiction's rules, and has had at least two years of experience in the relevant practice.

(i) Timing. The apprenticeship shall be continuous for the six-month period, and shall commence after the conclusion of the applicant's law studies, except that an applicant who is required to complete an LL.M. program at an approved law school pursuant to section 520.6(b) of this Part may complete the apprenticeship before commencing the LL.M. program. The apprenticeship must be completed in its totality before the three-year application filing deadline provided in section 520.12(d) of this Part has elapsed.

(ii) Supervisor responsibilities. Apprenticeship supervisors are responsible for (1) certifying the beginning and ending dates of the apprenticeship; (2) providing the applicant with an initial orientation session; (3) implementing a system for assignment that assures that the applicant is actually engaged in the performance of legal work, including a diversity of tasks, as part of the ongoing practical work of the law office during normal business hours and throughout the required period; (4) providing the applicant with experience and guidance in the skills and values required for basic competence and ethical participation in the legal profession; (5) giving timely oral and written feedback to the applicant; (6) engaging the applicant in reflection on his/her experiences and learning during the apprenticeship; and (7) certifying that the preceding elements have been complied with, and that the applicant has satisfactorily completed the apprenticeship.

(iii) Any apprenticeship completed under this paragraph shall be conducted in compliance with all applicable federal, state and local laws and regulations.

(5) Practice in another jurisdiction. An applicant who has been authorized to practice law in another United States jurisdiction or any other country, territory or commonwealth outside the continental United States may satisfy the skills competency requirement by establishing and submitting proof that the applicant has been in good standing and practiced law in that jurisdiction full-time for at least one year or half-time for two years following the applicant's authorization to practice. Prior legal practice may qualify even if it occurred without formal admission to the bar if the applicant engaged in lawful practice in a country, territory or commonwealth that permits legal practice without formal admission to the bar, and if the prior practice was for at least one year or half-time for two years, in full compliance with the jurisdiction's rules. For an applicant who qualifies for the bar exam after completion of an LL.M. degree pursuant to section 520.6 of this Part, the applicant's practice may occur before or after commencement of the LL.M. program.

(b) Proof required. An applicant shall submit to the appropriate Appellate Division department of Supreme Court an Affidavit of Compliance with the Skills Competency Requirement. The Appellate Division may, in its discretion, require the applicant to submit any additional proof it deems necessary to ensure compliance with this section.

(c) Implementation. For applicants who qualify for the bar examination under section 520.3 of this Part, and for applicants who qualify for the bar examination under section 520.6 of this Part on the basis of their foreign legal education alone, the requirements of this section shall first apply to those commencing their law study after August 1, 2016. For applicants who qualify for the bar examination under section 520.6 of this Part after the completion of a qualifying LL.M. program, the requirements of this section shall first apply to those commencing their LL.M. program after August 1, 2018.

*For additional information, see <http://www.nycourts.gov/ctapps/news/skills.pdf>.*

## **APPENDIX G**

### **Racial Equity Requirement**

1. As a requirement for graduation, all J.D. students must complete at least one elective course that includes content relating to structural inequality, discrimination, cultural context, or cultural competency.
2. Students may use the same course to satisfy both the Rutgers Law School Racial Equity Requirement and other curricular graduation requirement(s).
3. To be eligible to satisfy the Racial Equity Graduation Requirement, a course must be a regularly scheduled course or clinic of one or more credits and must obtain Academic Policy Committee approval as a course that satisfies the requirements below. A current syllabus for the course must be submitted with the proposal, whether the course is a new course or a preexisting course.
4. A successful proposal must include substantial content which is focused on racial equity in the law and other related themes. Racial equity-related themes include the following:
  - Ethnic and racial diversity and equality;
  - Discrimination, oppression, and/or systemic bias based on race, ethnicity, and/or the intersections of race and national origin with:
    - socio-economic class;
    - religion;
    - culture;
    - gender;
    - sexual orientation;
    - age;
    - mental or physical disability;
    - immigration status;
    - history of incarceration; or
    - membership in a disadvantaged or underrepresented group;
  - The impact of race and national origin on civil and human rights;
  - The impact of race and national origin on cultural rights, i.e., rights related to art, cultural, or religious practices of indigenous, underrepresented, or non-Western peoples;
  - Inter-cultural understanding and competence through immersion in an environment with members of disadvantaged or otherwise underrepresented racial or ethnic minority groups;
  - How law is shaped by race-based assumptions about justice, rights and morality;
  - The extent, causes, and consequences of racial and ethnic inequality;
  - How law historically influences and has been influenced by power, privilege, and biases based on race, ethnicity, and/or the intersections of race and national origin with socio-economic class, nationality, religion, culture, gender, sexual orientation, age, mental or physical disability, immigration status, history of incarceration, or membership in a disadvantaged or underrepresented group;
  - Other aspects of legal history involving any of the aforementioned themes.
5. For a 1-credit course to fulfill the requirement, “substantial” shall be construed to mean that the overwhelming majority of the course content must be focused on racial equity-related themes.

6. The authority to approve a course for this graduation requirement generally resides with the Academic Policy Committee. During academic years when the Anti-Racist Curriculum Committee (ARCC) is constituted, the Chair(s) of the Academic Policy Committee may delegate the Academic Policy Committee's course approval duties under this Rule to the ARCC. Determination of whether a course meets the requirements may be based on a variety of considerations, including but not limited to review of the course syllabus, readings, and assessment tools (including but not limited to final and mid-term examinations), paper guidelines, quizzes, simulation exercises, and, for clinics, the nature and focus of clinical casework.