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A.1 ACADEMIC CALENDAR

The College of Law has its own academic calendar, which differs from the general West Virginia University academic calendar. For example, the College of Law's examination period extends over a two-week period, instead of the standard one week. Law students should refer only to the College of Law Academic Calendar, which can be accessed from the College of Law website (<https://www.law.wvu.edu/academics/academic-calendar/>).

A.2 SCHEDULING

The College of Law assigns first-year students to specific sections of their required courses. The students then register for these courses on the STAR System. Second- and third-year students make their own schedules through WVU's STAR System.

A.3 MAXIMUM CREDITS PER SEMESTER

The maximum number of law school credit hours a student may take during a semester at the WVU College of Law is eighteen. Exceptions to this rule may be granted by the Academic Standards Committee only in extraordinary circumstances. Students in a joint-degree program may take no more than 18 law school credits in a semester, but their total of law school and joint degree program credits may exceed 18.

A.4 SUMMER CLASSES

Students may earn credits for summer class offered only at the West Virginia University College of Law, other ABA-accredited law schools, or their ABA-approved study abroad programs. The College of Law will accept transfer credits only for courses where the student earned a grade of C or better. Students may transfer credits for pass/fail courses only with the advance approval of the Academic Standards Committee. Independent Studies are not permitted during the summer semesters.

A.5 AUDITING

A law student may audit a College of Law course (without receiving academic credit) with the permission of the professor teaching the course. The student and professor should reach an agreement about what the student must do to audit the course successfully. Typically, professors require class attendance, preparation, and participation, but individual professors are free to ask auditors to do more if they wish. Once a student has obtained a professor's permission to audit a course, the student should register the course in STAR and then notify the University Registrar's Office, who will update the 'Audit' status in STAR. An email from the professor giving permission to register for the course as an audit is required. An auditing student is treated as enrolled in the class. Therefore, a student may not audit a class if it has reached its enrollment capacity.

A.6 WITHDRAWAL FROM THE PROGRAM

There are three types of withdrawals that are governed by this rule: (1) partial withdrawal from some part of a student's course work; (2) in-semester withdrawal from all College of Law courses in which a student is registered; and (3) between-semester withdrawal after the completion of one semester and before the start of the next semester. The faculty and staff of the College of Law are available and willing to help resolve any difficulties that may be hindering a student's legal studies. Any student considering withdrawing from school must see the Director of the Academic Excellence Center in order to withdraw according to guidelines set by the College of Law and by the University. In addition, students considering withdrawal should consider the impact the withdrawal will have on current and future financial aid awards and scholarships. Please note that the deadlines described below are for fall and spring courses. Summer courses are often shorter in length, and may have very short deadlines (*i.e.*, a couple of days) for dropping without the withdrawal being recorded on the student's official transcript.

TYPE 1 - PARTIAL WITHDRAWAL (I.E., DROPPING SOME, BUT NOT ALL, COURSES FOR A SEMESTER):

Reduction in the First Year. Because a student must complete the first-year curriculum before the student may take upper-division courses, full-time students are not permitted to reduce the course load in the first year by dropping courses except with the permission of the Academic Standards Committee, which will only be granted in extraordinary circumstances. By faculty resolution, no student shall be allowed to drop the required first-year course in Legal Analysis, Research, and Writing.

Dropping Courses After the First Year -- During First Week of Class. During the first week of the semester, upper-level students may drop any course without having a W ("withdrew") placed on their transcripts. (See the College of Law Academic Calendar for the specific date each semester.) If the dropped course brings a student's course load below nine hours, the student may be eligible for a reduction in tuition and fees and should consider the impact such withdrawal may have on financial aid and scholarships.

Courses Dropped Before the "Last Day to Drop" Deadline. Until the "last day to drop a course" on the law school's academic calendar, upper-level students are free to drop most courses by simply logging into STAR and dropping. The exceptions to this policy are clinical courses. Slots in such courses are limited, and the student who drops them after the first week has wasted an opportunity sought by others. In addition, clinical students now have a professional obligation to their clients and their clinic partner that must be considered before allowing a student to not participate in the second semester of a clinic. Accordingly, a student must take the second semester of a clinic. Students may drop clinic courses only with the permission set forth in the "Capstone Requirement" section of the Academic Program portion of this catalog. The grade for a course dropped during this period shall be a "W." Please note that under university policy (http://studentaccounts.wvu.edu/refunds/reduction_schedule/), students who drop some but not all of their courses during this period receive no refund of tuition and fees.

Courses Dropped after the University Deadline. After the University's last date for withdrawal from a course (see the Academic Calendar), no student may withdraw from a course for any reason. Students who do not complete course requirements will receive an F for the course. Specifically, students denied permission to sit for a final because of excessive absences will receive an F if the last date for withdrawal has passed. This is a university rule, and there are no exceptions.

TYPE 2 - IN-SEMESTER WITHDRAWAL FROM ALL CLASSES:

Withdrawal Prior to University Deadline. During the semester, a student may withdraw totally from the College of Law by obtaining permission from the Director of the Academic Excellence Center. Any student withdrawing from the College of Law during this period receives a grade of "W" in all courses dropped pursuant to this withdrawal. Students should consider the impact such withdrawal may have on financial aid and scholarships. See website (http://studentaccounts.wvu.edu/refunds/reduction_schedule/).

Withdrawal After University Deadline. After the last date of withdrawal established by the University Registrar's Office, a student may withdraw totally from the West Virginia University College of Law by obtaining permission from the Academic Standards Committee. The Committee shall grant permission upon a showing by the student that continuation in school will create a severe hardship on the student because of some substantial physical, emotional, or family problem. If permission is granted, the student receives a grade of "W" in all courses dropped; if permission is denied, then the student remains responsible for his or her performance in all courses and will be graded accordingly. The last day to withdraw from all classes is marked on the College of Law Academic Calendar. Students should consider the impact such withdrawal may have on financial aid and scholarships.

TYPE 3 - BETWEEN-SEMESTER WITHDRAWAL:

After the end of a semester and prior to the start of the next semester, a student may withdraw from the College of Law. In all such cases, the College of Law shall advise the student of its requirement that studies must be completed within seven years from the date on which the studies began. Students should consider the impact such withdrawal may have on financial aid and scholarships.

RESUMPTION OF STUDIES:

First Semester, First Year. A student who withdraws from the College of Law before completing the first semester of the first year must, except as herein provided, be readmitted by applying for an initial admission to the College of Law. A student who withdraws during the first semester may petition the Academic Standards Committee at the time of such withdrawal for permission to be readmitted at the next regular fall semester of the College of Law. If the Committee determines that such withdrawal is for causes beyond the control of the student, the Committee will verify this fact in writing at the time of withdrawal and grant such permission. Permission to be readmitted to the College of Law applies only for admission for the beginning of the next academic year. A student receiving an adverse decision by the Committee on granting this privilege may appeal to the Dean.

Other Students. Any student who withdraws voluntarily after the first semester of study and wishes to resume his or her studies must petition the Academic Standards Committee to be readmitted to the College of Law. The Committee may readmit the petitioning student subject to conditions of the Committee's choosing, or it may deny the petition for readmission, thus leaving the petitioner with the option of seeking admission to the College of Law through the regular admissions process. Students who withdraw from law school and then successfully reapply through the regular admissions process start their legal educations from the beginning alongside other members of their entering class; *i.e.*, they begin with no credit hours and no law school GPA. Students who are readmitted through petition to the Academic Standards Committee retain credit hours and grades earned prior to their voluntary withdrawal from the College of Law. In deciding whether to grant a petition for readmission, the Committee considers the length of the interruption of studies, the causes for the interruption of studies, the intervening activities of the student and how they

relate to the intellectual activities of a law student, changes in curriculum and the teaching program of the College of Law, and any other factors deemed relevant. The Academic Standards Committee may require a readmitted student to repeat, without credit, work previously done, or may require the student to audit certain courses. Any student who is readmitted may have the student's overall academic program adjusted to meet the requirements at the time of readmission. Resumption of studies is permitted only at the beginning of a semester. A first-year student whose last complete semester was a fall semester is permitted to return only at the beginning of a spring semester.

A.7 INDEPENDENT STUDY

Overview. Enrollment in an independent study is by permission only. A student may complete an independent study for academic credit. Normally, an independent study should address an area of law that is not covered in the College of Law's regularly available course offerings. However, the Academic Standards Committee may approve a project in an area of law that is covered in regularly available courses if the student can establish that the student has or had no reasonable opportunity to study the subject in a regular course or the student wishes to pursue more in-depth work on a particular subject after completing the regularly offered course or courses in the area. (E.g., a student could satisfy the "no reasonable opportunity" condition by demonstrating that even though a course was offered during the student's 2L or 3L year, the student could not take the course because it conflicted with a required course or a course central to the student's planned career path.)

Independent study does not satisfy any specific graduation requirement, other than counting towards the total number of credits needed to graduate.

Independent study courses are offered only during the fall and spring semesters and are not available during the summer. A student may receive academic credit for only one independent study project.

Student Eligibility. To be eligible to complete an independent study, the student must have

1. completed all the first year required courses;
2. a law school cumulative grade point average of 3.20 or higher at the time of application;
3. completed an upper-level seminar writing course, earning a grade of B+ or higher; and
4. secured a recommendation from the faculty member who oversaw the student's seminar project, stating that, in the faculty member's professional judgment, the student demonstrated during the seminar sufficient research, writing, and self-management skills to be capable of completing a high-quality independent study project.

The Academic Standards Committee may waive some or all of the eligibility requirements for a student if:

1. the student is in their final semester or penultimate semester of law school;
2. the student needs to complete an independent study to satisfy the total credit requirement for an on-time graduation; and
3. the necessity arose due to extraordinary circumstances outside the student's control.

Credit Hours. A student may earn one or two hours of credit for a suitable research project. The College of Law credit hour policy related to ABA Standard 310 and Interpretation 310-1 requires that "a 'credit hour' is an amount of work that reasonably approximates: not less than one hour [fifty minutes] of classroom time or direct faculty instruction and two hours [120 minutes] of out-of-class student work per week for fifteen weeks, or the equivalent amount of work over a different amount of time." ABA Interpretation 310-1 further explains that "at least 42.5 hours of total in-class instruction and out-of-class student work is required per credit." Therefore, a student must complete at least 42.5 hours of work to earn one credit hour of independent study and at least 85 hours of work to earn two credit hours of independent study. This work includes meetings with the supervising faculty member, and students are responsible for tracking the amount of work they perform and reporting that work and time expended to the faculty supervisor.

Work Product. A student in an independent study must produce a written work with a substantial research component that involves an amount of research and writing commensurate with the credit hours awarded. Typically, the work product required is a law-review style research paper of publishable quality, but other written products can be produced if they are original, well-researched, and of publishable quality as dictated by the product's purpose and audience. A student must produce at least 3,000 words (excluding footnotes) to earn one credit hour and at least 6,000 words (excluding footnotes) to earn two credit hours.

Faculty Supervision. The independent study must be completed under the supervision of a full-time employee of the University who teaches at least one course at the College of Law. The independent study plan should also identify a second reader who is a full-time employee of the University who teaches at least one course at the College of Law. The faculty supervisor must oversee the student's academic progress throughout the semester and meet with the student at least five times throughout the semester. The faculty supervisor must provide individualized formative feedback throughout the semester, including feedback on the student's ideas, research, and written work product. The independent study supervisor and the second reader must approve the final grade for an independent study.

Application Process. Students wishing to pursue an independent study should draft a plan for the independent study that would specify the proposed topic for the study, the independent study supervisor, a research and reading agenda (including time estimates), a proposed work product or products, and an explanation of how this project makes an original contribution to the field. The student should obtain approval of this plan from the supervisor and the agreement of the second reader to act as such. The Chair of the Academic Standards Committee and the Law School Academic Program Coordinator have the independent study application forms.

The student must forward the supervisor-approved plan to the Chair of the Academic Standards Committee (a) no later than the last day of finals in the Fall for an independent study for the Spring semester, or (b) no later than August 1 for an independent study for the Fall semester. The Academic Standards Committee shall review the proposal and approve or reject such project; the Committee may request changes to the project as a condition of approval; provided, that the Chair of the Academic Standards Committee may unilaterally approve an independent study project that meets the following criteria:

1. It is supervised and seconded by full-time faculty members of the College of Law;
2. The topic of the independent study addresses an area of law not covered in regular course offerings; and
3. The proposed work product meets the quality and length requirements described above for the number of credit hours requested.

The Chair of the Academic Standards Committee has discretion to request full Committee review of a proposal even if it meets this standard for unilateral approval.

A.8 EARNING CREDIT OUTSIDE THE COLLEGE OF LAW

Individual Courses in Other WVU Colleges. Students in good standing, who are classified as 2L or 3L law students, and who do not receive credit toward the J.D. for completion of a joint degree program may receive law school credit for graduate-level courses (courses listed in the Graduate Catalog and numbered 400-799) in another college at the University; however, no student may receive more than a total of four credits from all classes taken under this rule. The student must obtain approval from the Director of Academic Excellence before enrolling in classes outside of the College of Law. Credit toward the J.D. is obtained only for courses in which the grade earned is A, B, C, P, or S, including + and - of these grades.

Grades earned in other colleges do not affect the student's law school GPA. These credits are excluded from class rank calculations. When possible, students should choose the pass/fail option when registering to take courses in other colleges so that grades for these courses are not included in the cumulative GPA on the student's professional school transcript. Cross-listed courses (*i.e.*, courses that have two course numbers, one from the College of Law and one from another college) will be treated as a law course only if the student registers under the Law course number.

Law students may also register for courses in other colleges at the University (*e.g.*, physical education courses) that would not qualify for law school credit. Students do not need permission to take non-law courses for personal enrichment, but should consult with the Director of Academic Excellence before doing so.

Study at Another School - Visiting. A student in good academic standing and who is classified as a 2L or 3L law student can take up to thirty credits toward graduation at another ABA-accredited law school. Upon completion at that law school of all the requirements necessary for the J.D. from the College of Law, the College of Law will award the J.D. degree. Such students require advance consultation with the Director of Academic Excellence and approval of their curriculum by the Academic Standards Committee. Only grades of C or better will be transferred to the College of Law. Students may transfer credits for pass/fail courses only with the advance approval of the Academic Standards Committee. Grades earned at other law schools will not be included in the calculation of the student's cumulative law school GPA. Students who take J.D.-required courses for credit at other law schools are not eligible for election to Order of the Coif at the College of Law.

Study at a Foreign Law School - Visiting. The College of Law, in cooperation with the WVU Office of Global Affairs, permits individual students to take courses toward their law degree at foreign law schools. Students wishing to study at a foreign law school must submit an application to the Director of Academic Excellence, who must review the application for compliance with the "Criteria for Student Study at a Foreign Institution" promulgated by the American Bar Association. Once reviewed by the Director of Academic Excellence, the application must also be approved by the Academic Standards Committee. The application must also be approved by the Office of Global Affairs.

Students seeking such credit must establish an educational purpose that both is consistent with the aims of the College of Law and can be met only through the proposed foreign study. Examples could include students seeking proficiency in the legal vocabulary of a foreign country, students seeking international credentials to support their practice of law, or students interested in the study of comparative legal systems. Students must be classified as a 2L or 3L law student prior to application and can take only one semester under such a foreign program.

A.9 ATTENDANCE AND ABSENCES

Overview. ABA Standard 308(a) states "A law school shall adopt, publish, and adhere to sound academic standards, including those for regular class attendance, good standing, academic integrity, graduation, and dismissal." The College of Law believes that class attendance is important and necessary to the successful study of law. Students are required to attend class regularly and in a punctual manner, whether their classes are held in-person or online. Failure to do so may result in a failing grade in the course.

Regular Attendance. "Regular attendance" is defined as attending a class meeting listed in the syllabus, in the modality specified for the whole class by the instructor (*e.g.* in person, online), being prepared, and engaging in class discussion. Students must attend at least 80% of the class meetings. Instructors may establish higher expectations. All absences count against the 80% attendance requirement or whatever higher percent is established by the instructor. Except as expressly specified in the University's policies for Sanctioned Absences (http://catalog.wvu.edu/graduate/advisingcoursesdegrees/advising_and_evaluation/#Attendance), Days of Special [Religious] Concern (<https://provost.wvu.edu/academic-calendar/guidelines-and-policies/>), Military Leave (http://catalog.wvu.edu/undergraduate/enrollmentandregistration/#Military_Credit), and Emergency Leave (http://catalog.wvu.edu/graduate/advisingcoursesdegrees/advising_and_evaluation/#Emergency), the College of Law does not distinguish between "excused"

and “unexcused” absences for purposes of the 80% attendance requirement. Instructors may, in their discretion, allow an individual student to attend remotely or record lectures and make those recordings available. An individual student attending remotely or watching a recorded lecture does not count as attending the class.

Emergency Leave. During any semester, students may experience serious emergencies that will prevent them to be present in class or participate in a course for more than a week. Students who will miss more than a week of course work should refer to WVU's Emergency Leave Policy (http://catalog.wvu.edu/graduate/advisingcoursesdegrees/advising_and_evaluation/#Emergency). If a student needs to utilize the Emergency Leave Policy, the student should contact the Assistant Dean for Student Services and Engagement to initiate the process.

Sanctioned Absences. University sanctioned absences are absences in which instructors provide opportunities to make up missed substantial class work or activities (e.g., assignments, exams) and will not penalize students for those absences. University sanctioned absences include mandatory military obligation, mandatory court appearances, and participation in university activities at the request of university authorities. For the College of Law, sanctioned absences are:

- participating in a co-curricular (i.e. credit earning) academic competition for Appellate Moot Court or Lugar Trial Advocacy;
- attending the annual Law Review Symposium; and
- appearing on behalf of a clinical client at a government-scheduled event necessary for client representation.

Calculating Absences. The 80% rule is applied based on the number of weekly class meetings and not the number of credit hours for a course. Therefore, when a course meets

- once per week (or approximately 15 times per semester), a student is permitted 3 absences. If a student accrues a fourth absence, then the student earns an automatic failing grade in the course.
- twice per week (or approximately 30 times per semester), a student is permitted 6 absences. If a student accrues a seventh absence, then the student earns an automatic failing grade in the course.
- three times per week (or approximately 45 times per semester), a student is permitted 9 absences. If the student accrues a tenth absence, then the student earns an automatic failing grade in the course.

Record Keeping. Students are responsible for maintaining their own records of attendance and may not receive notice or warning regarding their number of absences. Instructors must take attendance for every class meeting to monitor the attendance requirement in their course. Additionally, instructors must explain their attendance requirements and their method for taking attendance (e.g. roll call, sign in sheet, digital verification) in their syllabus.

Penalty for Excessive Absences. If the instructor determines that a student's absences exceed the permitted level, then the student will automatically receive a failing grade in the course – regardless of the student's actual performance in the course. Prior to the last day to drop a course (as indicated on the College of Law Academic Calendar), a student who is subject to the automatic “F” for failing to attend class regularly may voluntarily withdraw from the course to avoid an “F” on their transcript.

Non-Waivable Policy. This policy is non-waivable. Faculty are not empowered to alter the requirements of this policy. Students who have a concern about this Attendance Policy should consult with the College of Law's Assistant Dean for Student Services and Engagement.

A.10 STUDY OUTSIDE THE CLASSROOM

The College of Law, in compliance with ABA Standard 311, requires students to complete at least 64 credit hours in courses that require attendance in regularly scheduled classroom sessions or direct faculty instruction (e.g. regularly scheduled classes, simulation courses or law clinics, distance education courses, and law-related studies or activities in a country outside of the United States). Credit hours counting toward meeting the 64 credit minimum may not include field placements/internships, co-curricular activities (e.g. Law Review, Moot Court, Lugar Trial Association), independent study, courses in other graduate departments, and summer study abroad programs that are not law-related.

A.11 DISTANCE EDUCATION

ABA Standard Definition (8) defines a distance education course as "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."

By ABA rule, no student may take more than 50% of their credits during his/her law school career in classes taught through distance education unless the school has an approved "Distance Education J.D. Program. The College of Law does not have an approved Distance Education J.D. Program; therefore, no student may have more than 50% of their credits online. Students should also be aware that some states will not count asynchronous education hours toward the credit hours students must earn to become members of the state bar. Students should check the bar requirements in states where they plan to practice to determine whether similar rules have been adopted there.

A.12 CALCULATION OF CREDIT HOURS

ABA Standard 310 provides that a "credit hour" is an amount of work that reasonably approximates: "(1) not less than one hour of classroom time or direct faculty instruction and two hours of out-of-class student work per week for fifteen weeks, or the equivalent amount of work over a different amount of time." Interpretation 310-1 states that for the purposes of this Standard, fifty minutes suffices for one hour of classroom or direct faculty instruction. Further, "at least 42.5 hours of total in-class instruction and out-of-class student work is required per credit." In addition, the "time devoted to taking a required final examination may count toward the in-class time required, and time devoted to studying for a required final examination may count toward the out-of-class time required."

The following policy is in place to ensure that the College of Law meets the requirements of Standard 310:

(1) Classroom and simulation courses (including the classroom component of clinic and externship courses) must meet for an amount that allows for 750 minutes of classroom time or direct faculty instruction per credit hour, which can include time devoted to a final examination only if a final examination is required in the class. Faculty must also ensure that students complete at least 30 hours of out-of-class work over the course of the term per credit hour.

(a) Faculty in classroom courses are required to evaluate their syllabi to ensure that both the classroom time or direct faculty instruction per credit hour and the out-of-class student work required per credit hour meet the requirements described above.

(b) For clinical courses, the total number of hours spent in classroom instruction and in clinic work must meet or exceed 42.5 hours over the course of the academic term per one credit hour. Supervising faculty will ensure this amount of work is completed and are certifying successful completion of this work when submitting grades.

(c) For externship credit, faculty must ensure that students work 50 hours at the placement over the course of the academic term to receive one credit hour of placement credit per the Externship Program Guidelines found in the 'Externships & Pro-Bono' section of this catalog. Faculty teaching the classroom component of the externship course are required to evaluate their syllabi to ensure that both the classroom time or direct faculty instruction per credit hour and the out-of-class student work required per credit hour meets ABA Standard 310 described above. Supervising faculty will ensure this amount of work is completed and are certifying successful completion of this work when submitting grades.

(2) For co-curricular activities, students must complete an equivalent amount of work to the 42.5 hours of total in-class instruction and out-of-class student work per credit hour earned as noted above. Supervising faculty will ensure this amount of work is completed and are certifying successful completion of this work when submitting grades.

A.13 EMPLOYMENT DURING LAW SCHOOL

First Year. Full-time first-year law students at the College of Law take a fixed curriculum of demanding course work, and they must master materials, modes of analysis, and skills that will be unfamiliar to nearly all entering students. Succeeding in the first year is critically important in preparing students for their upper-level classes, the bar exam, and their future careers. For these reasons, the College of Law strongly discourages full-time first-year students from working during the fall and spring semesters. Law school, especially in the first year, should be treated as a demanding full-time job, and adding work on top of that job is likely to prevent students from performing to their academic potential and may also compromise students' physical and mental health. Nevertheless, the College of Law recognizes that some students' financial needs may require them to seek employment even during the first year. Full-time first-year students who intend to work for more than ten hours per week must disclose their employment plans to the Director of the Academic Excellence Center and must schedule a meeting with the Director to discuss their plans for balancing school and work. This must be done before beginning work or as soon as possible thereafter. Students who plan to retain a part-time job begun prior to law school should speak with the Director of the Academic Excellence Center no later than the end of the first week of classes.

Second and Third Years. Many upper-level students are able to successfully combine law school with moderate levels of paid employment. Historically, ABA rules prohibited students from working more than 20 hours per week, but this limitation was repealed effective for the fall semester of 2014. Although no longer a firm prohibition, the ABA's traditional limit of 20 hours per week remains a good guideline for the amount of work most students can manage in addition to the demands of law school. While the College of Law has no formal mechanism for monitoring or limiting hours of employment during the second and third years, students who contemplate working more than this should think seriously about whether their contemplated schedule will jeopardize their studies and/or their general well-being. The Director of the Academic Excellence Center is happy to counsel upper-level students who plan to work more than twenty hours per week.

A.14 FULL-TIME STATUS AND TUITION/FEES

The University treats nine hours per semester as full-time status for graduate and professional students. A student taking nine or more credit hours will be charged full tuition and fees for taking nine hours or more in a given semester. Students taking fewer than nine hours will receive a proportionate reduction of their tuition and fees. (e.g., students taking eight hours will be charged roughly 8/9 of their full-time tuition and fees.)

A.15 WVU GRADUATE AND POST-GRADUATE STUDENTS

Graduate and post-graduate students from other colleges, schools, and divisions within the university may enroll in College of Law courses with the permission of the Enrollment Management Office; the appropriate officer of the college, school, or division within the University to which they are

attached; and the faculty member teaching the course. Students shall not be permitted to enroll in a course under this provision if the student (1) would have taken more than twenty-one credit hours under this provision upon completion of the course, or (2) has been excluded from the College of Law for any reason. The student's college, school, or university division will determine to what extent courses taken under this provision will be credited toward completion of the requirements for the student's graduate degree.

A student admitted to the College of Law after completing one or more courses under this provision (1) shall not receive any credit toward the J.D. degree for those previously completed courses, (2) must retake for credit, on a pass/fail basis, any course required for law school graduation that was previously taken, and (3) may not retake any elective course that was previously taken.

A.16 TRANSCRIPTS

Official transcripts can be obtained only by contacting the University Registrar's office. Information on requesting transcripts can be found on the University Registrar's website (<http://registrar.wvu.edu/transcripts/>). Please note that it generally takes three to five working days for the University Registrar to produce a transcript, so it is important to plan accordingly.

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B.1 EXAMINATIONS

No Exams During Final Week of Classes. In-class final exams shall not be scheduled during the last week of classes. Take-home final exams shall not be released prior to start of finals weeks or due prior to finals weeks. Subjects to the provisions below for deferment of exams and the rules governing Incompletes, the due date for take-home exams, final projects, and seminar papers cannot be after the end of finals weeks.

Exam Numbers. The Office of the University Registrar randomly selects and assigns official student examination numbers for students' anonymity in the grading process. Students are notified when their numbers are available. Anonymity of student examination numbers are protected throughout the examination and grading period.

Exam Accommodation Requests. During the final examination period, any student who has three or more in person finals on consecutive days may request to adjust one of their consecutive exams to a day without a scheduled final (excluding the student's or instructor's observed Sabbath day, the weekend, or other religious holiday). The purpose of this rule is to prevent a student from having more than two consecutive days of law school finals. To obtain relief under this rule, a student must notify the Academic Program Coordinator prior to the last week of in person classes so that the exam can be rescheduled and the appropriate faculty member notified. The readjustment of the final exams will be dependent on other timing variables and will be communicated directly to the student and professor.

Deferment of Exams or Assignment Deadlines. A student with a substantial physical, emotional, or family problem that would make it impractical or grossly unfair to take a scheduled examination or meet another class-wide or general deadline may submit in advance a written request to be excused from taking the examination as scheduled or complying with the deadline as fixed. Students must make such requests in a writing directed to the faculty member teaching the course in question, and must substantiate such request by a physician's statement or some other written evidence of the emergency. A faculty member acting alone or in consultation with the Associate Dean for Faculty shall either deny the request or grant the request and require the student to take the examination at a later date or comply with a new deadline. If the examination or new deadline extends beyond the grading deadline for a semester, the faculty member must comply with the policy regarding Incompletes.

When Request Is Denied or Extended Deferment Sought. If any request for deferment (as described above) is denied, or if a student requests a deferment for reasons or to a time that would not comply with the above policy, the student may obtain the requested deferment only by approval of the Academic Standards Committee.

Completion of Examinations or Other Class-Wide Assignments. A student granted a deferment has a reasonable time after the emergency has dissipated to complete the examination or other assignment. A reasonable time is established by agreement of the faculty member.

Failure to Take Examination or Comply with Deadline. A student who fails to take an examination or comply with a deadline and who does not receive a deferment under this rule shall be penalized in whatever fashion the faculty member teaching the course deems appropriate. There is no

responsibility on the part of any faculty member to accept or evaluate any work that is not done in a timely fashion unless relief has been granted pursuant to this rule.

Faculty Presence During Exams. The faculty member must either (1) be present in the law school building during his or her classroom examination, or (2) find a substitute faculty member to oversee the exam and provide such substitute with contact information in the event an issue arises.

B.2 GRADES

Grading Scale. The College of Law grading scale is as follows:

Grade	Description
A+	4.3 quality points
A	4.0 quality points
A-	3.7 quality points
B+	3.3 quality points
B	3.0 quality points
B-	2.7 quality points
C+	2.3 quality points
C	2.0 quality points
C-	1.7 quality points
D+	1.3 quality points
D	1.0 quality points
F	0.0 quality points

Only College of Law courses will count as part of the student's grade point average.

Semester Grade Point Average or Semester GPA. Semester grade point average is the average of all grades earned by a student in a given semester. All semester grade point averages are calculated using the grading scale of the College of Law.

Cumulative Grade Point Average (GPA or Cum.). The cumulative grade point average is the average of all grades earned by a student while enrolled in the College of Law. All cumulative grade point averages are calculated using the College of Law's grading scale. Only grades earned at the College of Law affect the law school cumulative GPA. Grades for courses taken in other University colleges or at other law schools are not included in the student's cumulative law school GPA.

B.3 COLLEGE OF LAW GRADING POLICY

I. FIRST YEAR CURVE

A. Curve for First-Year Doctrinal Classes

Mandatory Mean Grade: 2.95 to 3.05

Mandatory Distribution Requirements:

- 5 – 10% of the grades must be A (including A+, which should be rare)
- 5 – 15% of the grades must be A-
- 15 – 25% of the grades must be C+ or below

B. Curve for LARW I and II

Mandatory Mean Grade: 2.95 to 3.05

Expected Distribution Requirements:

- 5 – 10% of the grades should be A (including A+, which should be rare)
- 5 – 15% of the grades should be A-
- 15 – 25% of the grades should be C+ or below

C. Intro to Legal Research

The 1-credit "Intro to Legal Research" course will not be subject to any curve.

II. UPPER CLASS CURVE

A. Curve for Classes of 30 or more students

(This curve does not apply to clinics, Trial Advocacy and other capstone courses, seminars, or graded study abroad classes. Section II.D below governs these classes.)

Mandatory Mean Grade: 3.15 to 3.25

Expected Distribution Requirements:

- 5 – 15% of the grades should be A (including A+, which should be rare)
- 10 – 15% of the grades should be A-
- 5 – 15% of the grades should be C+ or below

B. Curve for Classes of 11 to 29 students

(This curve does not apply to clinics, Trial Advocacy and other capstone courses, seminars, or graded study abroad classes. Section II.D below governs these classes.)

Mandatory Mean Grade: 3.10 to 3.30

Expected Distribution Requirements:

- 5 – 20% of the grades should be A (including A+, which should be rare)
- 10 – 20% of the grades should be A-
- 5 – 20% of the grades should be C+ or below

C. Curve for Classes with 10 or Fewer Students

(This curve does not apply to clinics, Trial Advocacy and other capstone courses, seminars, or graded study abroad classes. Section II.D below governs these classes.)

For classes this small, mean and distribution requirements are recommended rather than mandatory.

Recommended Mean Grade: 3.10 to 3.30

Recommended Distribution Requirements:

- 5 – 20% of the grades should be A (including A+, which should be rare)
- 10 – 20% of the grades should be A-
- 5 – 20% of the grades should be C+ or below

D. Curve for Clinics, Trial Advocacy and other Capstone Courses, Seminars, and Graded Study Abroad Classes

(This curve governs the class types listed in the heading. If a class falling into one of these categories has 10 or fewer students, the mandatory mean grade range is recommended, but not required.)

Classes with 11 or More Students

Mandatory Mean Grade: 3.10 to 3.50

Expected Distribution Requirements:

- 5 – 20% of the grades should be A (including A+, which should be rare)
- 10 – 20% of the grades should be A-

Classes with 10 or Fewer Students

Recommended Mean Grade: 3.10 to 3.50

Recommended Distribution Requirements:

- 5 – 20% of the grades should be A (including A+, which should be rare)
- 10 – 20% of the grades should be A-

E. Determination of Class Enrollment for Purposes of the Upper Class Curve

As slightly different curves apply to upper level classes depending on enrollment, there needs to be a set day on which a class's official enrollment is determined for purposes of the grading policy. The official enrollment for a class will be the enrollment at midnight on the final day of classes for the term.

F. LL.M. Students

In classes with only LL.M. students, the relevant section of the Upper-Class Curve (II.A-D) will apply. For example, grading in an LL.M. seminar will be governed by Section II.D.

For upper-level classes containing both LL.M. students and J.D. students, each set of students will be treated as a separate cohort for purposes of the grading policy. J.D. class enrollment will be determined by the number of J.D. students in the class, and the relevant section of the upper-class curve will apply to the J.D. students considered as a group. LL.M. enrollment will be determined by the number of LL.M. students in the class, and the relevant section of the upper-class curve will apply to the LL.M. students considered as a group.

Example 1

Energy Law has an enrollment of 32 J.D. students and 12 LL.M. students. The grades for J.D. students must conform to Section II.A; the grades for LL.M. students must conform to section II.B.

Example 2

Energy Law has an enrollment of 25 J.D. students and 8 LL.M. students. The grades for J.D. students must conform to Section II.B; the grades for LL.M. students must conform to section II.C.

G. Default F Grades: No Effect on Curve

This policy is intended to apply only to grades that a professor has given as the result of assessed work in the course and not to "F" grades that have been given as a result of a failure of a student to complete the requirements of the course.

B.4 GRADES AND GRADUATION CREDIT**Minimum Grade Requirements**

To complete courses satisfactorily and to earn credit toward graduation, a student must receive a grade of D or better. However, a student must receive a grade of C (2.0) or better to earn credit toward graduation in the following courses: Legal Analysis, Research, and Writing; Appellate Advocacy; the required seminar; and Trial Advocacy as a capstone.

Students must earn a grade of C or better in at least one seminar to satisfy the seminar requirement for graduation. Students may choose to take more than one seminar. As long as the student has satisfied the seminar requirement with a C or better in at least one seminar, the student will receive graduation credit for additional seminars so long as the student attains a passing grade of D or better in the additional seminars.

Students who use Trial Advocacy to satisfy the capstone requirement must obtain at least a C to do so; students who take Trial Advocacy as an elective (*i.e.*, they have taken and passed another capstone course) need only a passing grade of D or better for the Trial Advocacy credits to count toward graduation.

Students are not permitted to take an upper-level writing course (*i.e.*, seminar or appellate advocacy) until the first-year legal writing courses (LAW 700 & LAW 711) are completed with the minimum average grade of C. Simultaneous enrollment in a seminar or Appellate Advocacy if Legal Analysis, Research and Writing 1 or 2 is retaken is also not permitted.

Passing Grades and Repeating Courses

Receiving an F in a course does not generally require retaking the course. The F simply is added to one's GPA, and no credit hours toward graduation are given. However, if a student receives a failing grade in a course required for graduation, the student must repeat that course and receive a passing grade. The passing grade will be factored into the student's overall GPA and will not replace the F the student received prior to retaking the course. If a student does not pass a required seminar or capstone course, that student may retake that seminar or capstone or take any other. When a course is repeated, both grades appear on the student's transcript, and both grades are calculated into the student's GPA, but credit toward the graduation requirement is awarded for only one enrollment.

B.5 GRADES OF "INCOMPLETE"**Incomplete Grades**

A grade of I (Incomplete) is a temporary grade assignment used when unforeseen, non-academic circumstances arise that prohibit students from completing the last course assignments at the end of the semester. The grade of Incomplete is typically assigned because of an excused absence from assignments that are unavoidably incomplete, as determined by the instructor. Students who are failing a course (exclusive of the incomplete work) may not request an Incomplete.

Students who want to be considered for an Incomplete must apply to their instructor prior to the end of the term. If the instructor agrees, the instructor and the student must negotiate the conditions under which the grade of I will be changed to a letter grade and sign a contract. The date to submit incomplete work cannot be set beyond the last day of class of the following semester. If the student does not fulfill the contract then the instructor should submit a grade of F. The instructor must file the contract for Incomplete grades with the Academic Standards Committee

The University Policies and Procedures related to incomplete grades then apply (http://catalog.wvu.edu/graduate/advisingcoursesdegrees/advising_and_evaluation/#incomplete).

B.6 GRADE CHANGES

Faculty will follow University Policies and Procedures for grade changes. Class rank will not be modified to reflect current semester approved grade modifications processed after grades are released.

B.7 GRADE APPEALS

A student may initiate a formal grade appeal prior to the end of the seventh week of classes of the semester following the one in which the grade was awarded. Students who fail to begin the grade appeal process by requesting in writing the meeting with the instructor described in Step I below prior to the end of the seventh week of classes of the succeeding regular (*i.e.*, fall or spring) term have waived all rights to a grade appeal. (*E.g.*, a student appealing a grade from a fall class would need to request, in writing, a meeting with the instructor prior to the end of the seventh week of the spring semester in order to preserve his or her right to appeal a grade.)

Step I. The student shall discuss the complaint with the instructor involved prior to the end of the seventh week of classes of the regular (*i.e.*, fall or spring) semester following, whether the student is enrolled or not. If the two parties are unable to resolve the matter satisfactorily, if the instructor is not available to meet, or if the nature of the complaint makes discussion with the instructor inappropriate, the student shall file a written complaint with the Associate Dean for Faculty. The Associate Dean shall assume the role of an informal facilitator and assist in resolution attempts. If the problem is not resolved within fifteen calendar days after the written complaint is first lodged with the Associate Dean, the student may proceed directly to Step II. To mount a successful appeal of a grade under Steps II or III below, a student must demonstrate that the instructor's actions in assigning that grade were arbitrary and capricious.

Step II. The student must prepare and sign a document that states the facts constituting the basis for the appeal within thirty calendar days from when the original complaint was lodged. Copies of this document shall be given to the instructor and to the Associate Dean. If, within fifteen calendar days of receipt of the student's signed document, the Associate Dean does not resolve the problem to the satisfaction of the student, the student may forward the written complaint to the instructor's Dean and proceed to Step III.

Step III. Within fifteen calendar days of receipt of the written complaint by the Dean, the Dean shall make a determination regarding the grade, making any recommendations for a grade change to the instructor involved. If the instructor involved does not act on the Dean's recommendation, or if the student is in disagreement with the decision of the Dean, the Dean will refer the case to a representative committee appointed by the Dean for final resolution. This committee shall consist of three or more faculty members, including at least one university faculty member from outside of the College of Law.

1. Upon receiving an appeal, the committee will provide the grade challenge by written notification to the faculty member involved, which shall include a statement of the facts and evidence to be presented by the student.
2. The committee shall provide the faculty member involved and the student making the appeal written notification of the student's right to appear at a hearing to be held before the department, college, or school representative committee, together with notice of the date, time, and place of the hearing.
3. The administrative procedure is not adversarial in nature; the formal rules of evidence do not apply.
4. The final decision of this committee shall be forwarded to the instructor and to the Dean involved. If the decision requires a change of grade, the instructor shall take action in accordance with the committee's decision.
5. If the instructor does not act within five days, the Dean shall make any necessary grade adjustment.
6. In the case of grade appeals, the Dean functions as the President's designee; therefore, implementation of this decision shall end the appeal procedure.

For purposes of the deadlines set forth in this paragraph, the days counted shall not include the date that that begins the period in question (*e.g.*, if a written notice is received on May 1, the first day in the fifteen day period begins on May 2) and the deadline on that day shall be at the end of the full day (*i.e.*, 11:59:59 p.m) Students with questions about the grade appeal policy or procedure should consult the Associate Dean for Faculty.

C. ACADEMIC STANDING

1. Good Academic Standing (p. 13)
2. Defining Probation, Suspension, and Dismissal (p. 13)
3. Imposition of Academic Sanctions (p. 13)
4. Petitioning to Lift Suspension (p. 14)
5. Appealing the Imposition of Academic Sanctions (p. 14)

C.1 GOOD ACADEMIC STANDING

Defined. A student shall be deemed to be in Good Academic Standing in the College of Law if (1) the student earns a GPA of at least 2.50 in the most recent academic semester in which the student was enrolled, (2) the student has a cumulative law school GPA of at least 2.50, and (3) is not otherwise on academic probation.

GPA Calculations. The relevant GPA figures are semester and cumulative law school GPAs. Law school GPA does not include grades earned in other WVU colleges or at other law schools. A student must comply with both the semester and cumulative GPA rules simultaneously. Except as specifically noted to the contrary, fulfilling one GPA requirement but not the other will not restore a student to, or maintain the student in, Good Academic Standing.

Notification. The College of Law shall notify in writing any student who is not in Good Academic Standing. The notice should set forth the student's academic situation and advise the student of actions available under this section. The notice shall be sent as soon as possible after the student's academic standing is determined. Students who do not receive notice are nevertheless responsible for knowledge of their academic situation and for taking actions necessary under this section.

C.2 DEFINING PROBATION, SUSPENSION, AND DISMISSAL

Probation. Probation constitutes a warning to the student that standards are not being met. At the conclusion of the semester for which a student was placed on probation, the College of Law will review the academic record and performance of the student. If the conditions set forth in the letter of probation have been met, the student is removed from probation. If the conditions have not been met, student standing is reassessed by the College of Law. The student may continue probation or be suspended or dismissed by the program. During the period of probation, the Director of Academic Excellence (the "Director") shall design the conditions of each student's academic probation. The Director shall assign the conditions of probation in the Director's discretion, in consultation with the student. Such conditions may include, for example, requiring the student to:

- attend regular one-on-one meetings or small group sessions;
- report class attendance;
- create and adhere to a time management schedule;
- adhere to interim deadlines on class projects or assignments;
- complete supplemental homework and learning exercises;
- apply for testing accommodations;
- seek mental health treatment or drug/alcohol counseling; and/or
- comply with the federal financial aid Satisfactory Academic Progress report requirements.

Suspension. A law student who is suspended will not be permitted to register for classes or participate in other program activities until the student has been notified that the suspension sanction has been lifted. The normal period of suspension is one academic semester but may be extended up to one calendar year. At the end of the suspension period, the College of Law will either lift the suspension (*i.e.* reinstate the student), extend the suspension, or dismiss the student from the program. If appropriate, the student may be reinstated and placed on probation.

Dismissal. A student who is dismissed from the College of Law will not be permitted to register for classes or participate in other program activities. A student who is dismissed from the College of Law will be reclassified as a non-degree student unless they are admitted into a different degree program.

C.3 IMPOSITION OF ACADEMIC SANCTIONS

Probation for Semester GPA less than 2.50. Any student who fails to attain the GPA required for Good Academic Standing in any individual semester is placed on academic probation, regardless of the student's cumulative GPA. For purposes of this rule, Summer 1 and Summer 2 count as a single semester. A student placed on probation for semester GPA will be suspended for one semester for failure to meet academic requirements, regardless of the student's cumulative GPA, if the student fails to attain the semester GPA required for Good Academic Standing in the next regular (*i.e.*, fall or spring) semester. This rule applies regardless of the number of graded credit hours taken in the probationary fall or spring semester, so students who choose to take a low number of graded credit hours do so at their own risk. However, a student shall not be suspended at the end of the semester in which that student would otherwise graduate for having a semester GPA below the GPA required for Good Academic Standing if the student's cumulative GPA is otherwise at or above the GPA required for Good Academic Standing.

Probation for Cumulative GPA less than 2.50. A student whose cumulative GPA falls below the GPA required for Good Academic Standing shall be placed on academic probation. A student on probation for cumulative GPA has one semester in which to either:

- (i) raise the cumulative GPA to the GPA required for Good Academic Standing, or
- (ii) meet the requirements for extending the period of probation one additional semester.

For these purposes, a "semester" is a regular fall or spring term consisting of 14 or more weeks of class time. Failure to meet either requirement will result in suspension from the College of Law. At the conclusion of the period of suspension, the College of Law will either reinstate the student, extend the period of probation, or dismiss the student from the program. Under no circumstances will a student be allowed to graduate unless the student's cumulative GPA is at or above the GPA required for Good Academic Standing.

A student is eligible to continue enrollment for a second semester of probation if, during the initial semester of probation, the student achieved the following academic benchmarks

1. earned a semester GPA of 2.50 or higher;
2. improved the cumulative GPA enough in the first probationary semester that it is mathematically possible to achieve the cumulative GPA required for Good Academic Standing by the end of the second probationary semester, using the same number of graded credits and semester GPA earned during the first probationary semester;
3. satisfied the minimum grade requirement in the first-year legal writing program; and
4. earned a C or higher in all first-year substantive law courses or is willing to repeat (without credit) at the first available opportunity any first-year substantive law course in which the student received a C- or below.

C.4 PETITIONING TO LIFT SUSPENSION

Petition. A suspended student who wishes to resume studies after serving the period of suspension must file a petition with the Chair of the Academic Standards Committee. The petition should demonstrate that the reasons for the student's academic deficiencies no longer exist. The committee may consider numerous factors in reaching a decision, including:

- the facts and circumstances set forth in the student's personal statement;
- the change in performance between semesters;
- the student's level of engagement with academic support resources;
- the point differential needed to return to Good Academic Standing, if readmitted; and
- the likelihood that the student would be academically successful upon readmission.

Additionally, the Committee may request further information from a petitioning student.

Deadline. The student must deliver the petition to the Chair of the Academic Standards Committee no later than ninety calendar days after the student's receipt of their notification of suspension. However, if the 90th calendar day is a weekend or holiday, then the student must deliver the petition on the next business day.

Decision. The Committee must either reinstate the student, extend the period of suspension, or dismiss the student from the program. If a student fails to petition for reinstatement, then the Committee will dismiss the student from the program at the end of the suspension.

C.5 APPEALING THE IMPOSITION OF ACADEMIC SANCTIONS

A law student may appeal the imposition of academic probation, academic suspension, or academic dismissal.

Level 1 Appeal. The student may begin an appeal by submitting a written appeal via WVU e-mail to the Level 1 reviewer, the College of Law Academic Standards Committee, within 10 days of imposition of the academic penalty. The student's appeal must include the documentation and evidence forming the basis of their appeal. The Level 1 appeal reviewer assesses the available evidence and makes a decision about the appeal based on that evidence. The sanction(s) under review may be upheld, lessened, or dismissed entirely, but not aggravated, by the Level 1 reviewer. The reviewer communicates the decision in writing via WVU e-mail to the student and other individuals or committees that have been involved in the appeal to that point. The reviewer retains all documentation related to the appeal for 5 years. If the student accepts the Level 1 appeal decision, the appeal is concluded.

Level 2 Appeal. If the student does not accept the Level 1 appeal decision, the student may continue their appeal by submitting a written appeal via WVU e-mail to the College of Law Dean within 10 days after receiving the Level 1 decision. The Level 1 appeal reviewer forwards all materials included in the appeal to the Level 2 reviewer and the student upon request from the Level 2 reviewer. Both the student and other individuals or committees may provide additional information if they wish. The Level 2 appeal reviewer assesses the available evidence and makes a decision about the appeal based on that evidence. The sanction(s) under review may be upheld, lessened, or dismissed entirely, but not aggravated, by the Level 2 reviewer. The reviewer communicates the decision in writing via WVU e-mail to the student and other individuals or committees that have been involved in the appeal to that point, including the Level 1 appeal reviewer. The reviewer retains all documentation related to the appeal for 5 years. If the student accepts the Level 2 appeal decision, the appeal is concluded. If the appeal concerns an academic penalty other than program dismissal, the appeal is concluded.

Level 3 Appeal (only available for dismissal from the program). If the penalty is dismissal from a program, the student may continue their appeal by submitting a written appeal via WVU e-mail to the Level 3 appeal reviewer, the Associate Provost for Graduate Academic Affairs, within 10 days of receiving the Level 2 decision. The Level 2 appeal reviewer forwards all materials included in the appeal to the Level 3 reviewer and the student upon request from the Level 3 reviewer. Both the student and other individuals or committees may provide additional information if they wish. The Level 3 appeal reviewer may (but is not required to) appoint and convene a Student Academic Hearing Committee (SAHC) to hear the case and review the appeal. SAHC procedures follow. Members are appointed to the SAHC at the discretion of the Level 3 appeal reviewer and shall comprise at least three faculty members. At least one SAHC member should be from the program offering the course or the student's program; at least one should be from outside the program offering the course or the student's program. The SAHC holds a joint hearing with the student and any individuals involved in imposing the academic penalty and may also convene additional individual meetings or request additional materials to collect further evidence. The hearing is set outside of the student's scheduled classes; should the student choose not to appear, the meeting will proceed as scheduled. The student may be accompanied to the hearing or meetings or be advised by a person of his or her choice from the institution. Likewise, the faculty member, academic officer, or committee recommending dismissal may have an advisor from the institution. Such advisors may consult with but may not speak

on behalf of their advisees or otherwise participate directly in the proceedings, unless they are given specific permission to do so by the individual or committee conducting the appeal. Witnesses may be called by any of the parties involved. A record of the SAHC hearing shall be prepared in the form of summary minutes or an audio recording. This record and relevant attachments will be provided to the student upon request. The Level 3 appeal reviewer assesses the available evidence, including the recommendation of the Student Academic Hearing Committee, when available, and makes a decision about the appeal based on the evidence and recommendation. The reviewer communicates the decision in writing via WVU e-mail to the student, and other individuals or committees that have been involved in the penalty or appeal to that point, including the Level 1 and 2 appeal reviewers. The reviewer retains all documentation related to the appeal for 5 years. The appeal is concluded.

D. HONORS

1. Class Rank (p. 15)
2. Order of the Coif (p. 15)
3. Order of the Barristers (p. 15)

D.1 CLASS RANK

The following rules apply to class rank:

Class Ranks. Class ranks are calculated at the completion of each semester, except for 1L students, whose first ranking will not be established until the completion of their first year. Approved grade modifications for the current term following when grades are released will not result in an increase or decrease in a student's class rank. Credits earned outside of West Virginia University College of Law are excluded when calculating class rank.

Top 50%. At the completion of each semester, students in the top 50% of the class are individually informed of their class rank in Degree Works. Students outside the top 50% of the class are not ranked. These rankings are not publicly announced. Students who graduate in the top 25% of their class have their class ranks noted on their university transcripts.

Grade Point Averages. The grade point averages that demarcate the top 25%, 33%, and 50% are publicly announced at the end of each semester.

D.2 ORDER OF THE COIF

Order of the Coif is a national honor society for law school graduates and an honor conferred by the Faculty upon its graduates from among the top 10% of the graduating class. Coif graduates have this honor noted on their university transcripts. To be eligible for election, students must complete all of their required courses (see above "Courses Required to Graduate") at the College of Law. A student may transfer up to nine credit hours of a law school's regular curriculum taken at an Association of American Law Schools (AALS) approved law school during that school's academic year, summer terms on campus, or summer abroad programs approved by the ABA. For purposes of Coif, the grade(s) earned for these hours will not be averaged into the student's GPA but shall be treated as pass/fail credit. The effect of this rule is that the grade point average used for selection to the Order of the Coif is based solely on the grades earned at the College of Law.

D.3 ORDER OF BARRISTERS

A national honorary organization, the Order of Barristers, encourages oral advocacy and brief writing skills through effective law school moot court programs. Members of the Marlyn E. Lugar Trial Association, the Moot Court Board, and students who have outstanding oral advocacy achievements are eligible for the award.

E. GRADUATION

1. DegreeWorks (p. 15)
2. Hours to Graduate (p. 16)

E.1 DEGREEWORKS

DegreeWorks is an online check sheet (audit) for students to review and monitor progress toward degree completion. It organizes academic coursework into blocks of requirements to help easily identify courses completed and what courses you still need in order to complete the degree. To access DegreeWorks,

- Log on to your WVU Portal account using your MyID username and password.
- Click on the STAR tab.
- Scroll down to the 'Resources' heading and click the 'DegreeWorks' link.

The DegreeWorks audit provides a review of past, current, and planned coursework as well as information about completed and outstanding requirements. The audit is organized by 'blocks.' These blocks show what requirements are needed to graduate and show what is needed to do in order to fulfill the requirements within each block. The following 'blocks' may appear on the audit:

- Degree in Doctor of Jurisprudence: This block verifies that **all** requirements, including required courses, the minimum GPA requirement, and the total credit hour credit requirement, have been met.
- Major in Law - J.D.: This block verifies that all required courses have been completed and that any applicable grade requirements for those courses have been satisfied.
- Law Courses: This block is a summation of all law courses that are being used to meet the total credit hour course requirement.
- Law Electives: This block shows the number of electives a student may have to complete in order to meet the total credit hour requirement.
- Non-Curricular Coursework: This block includes any law course designated under the "Study Outside the Classroom" rule to ensure that students do not exceed this credit hour limit.
- AOE: This block verifies that all requirements for the optional Areas of Emphasis are completed.
- Fallthrough: The Fallthrough block is a block for courses that are not being used to satisfy any other requirements in your audit.
- In-Progress: This block reflects all courses currently in-progress or registered for a future semester.
- Insufficient/Withdrawn/Repeated: This block shows courses that you have withdrawn from or failed, courses that were taken more than once (but were not repeatable for credit), courses with incomplete grades, and audited courses.

If you believe there is an error in your DegreeWorks audit, please contact the Academic Program Coordinator. For additional information on DegreeWorks, please visit the website (<http://registrar.wvu.edu/dw/>) of the University Registrar.

E.2 HOURS TO GRADUATE

Every student must satisfactorily complete all degree requirements, including meeting minimum grading standards (see 'Grades' section of this catalog) and must be in good academic standing to graduate. In determining the number of credit hours that count toward degree requirements, the College of Law, in compliance with ABA Standard 311, requires students to complete at least 64 credit hours in courses that require attendance in regularly scheduled classroom sessions or direct faculty instructions (e.g. regularly scheduled classes, simulation courses or law clinics, distance education courses, and law-related studies or activities in a country outside of the United States). Credit hours counting toward meeting the 64 credit minimum may not include field placements/internships, co-curricular activities (e.g. Law Review, Moot Court, Lugar Trial Association), independent study, courses in other graduate departments, and summer study abroad programs that are not law-related.
