



TEXAS TECH UNIVERSITY  
School of Law™

# 2014-2015 Student Handbook



# 2014-2015 LAW CALENDAR

## FALL 2014

August 11 – 15	Orientation week
August 18	First day of classes
August 22	Last day for student-initiated add on the Web or otherwise add a class
August 30	Texas bar examination timely postmark deadline with the Texas Board of Law Examiners for the February Bar examination. <a href="http://www.ble.state.tx.us">www.ble.state.tx.us</a>
September 1	Labor Day, University holiday
September 15	Timely deadline for first year law students who entered in July to file a Declaration of Intention to Study Law with the Texas Board of Law Examiners. <a href="http://www.ble.state.tx.us">www.ble.state.tx.us</a>
September 29	Last day to drop a course and receive an automatic W
October 1	Timely deadline for first year law students who entered in August to file a Declaration of Intention to Study Law with the Texas Board of Law Examiners. <a href="http://www.ble.state.tx.us">www.ble.state.tx.us</a>
October 15	Last day for May or August law degree candidates to file with the Law School an Intent to Graduate form
November 25	Last day of classes
Nov 26 – Nov 30	Thanksgiving Holiday
December 1	Reading day
December 2 – 12	Final exams (including Saturday, December 6)
December 12	Graduate School Commencement for dual-degree students
December 13	Hooding Ceremony

## SPRING 2015

January 12	First day of classes
January 16	Last day for student-initiated add on the Web or otherwise add a class
January 19	Martin Luther King Day, University Holiday
January 30	Texas bar examination timely postmark deadline with the Texas Board of Law Examiners for the July Bar examination <a href="http://www.ble.state.tx.us">www.ble.state.tx.us</a>
February 23	Last day to drop a course and receive an automatic W
February 24 – 26	February 2015 Texas Bar Exam
March 14 – 22	Spring break
March 24	Classes resume
April 1	Last day for December law degree candidates to file with the Law School an Intent to Graduate form
April 6	Day of no classes
April 30	Last day of classes

May 1	Reading day
May 4 – 15	Final exams
May 15	Graduate School Commencement for dual-degree students
May 16	Hooding Ceremony

## **SUMMER I 2015**

May 20	First day of classes
May 22	Last day for student-initiated add on the Web or otherwise add a class
May 25	Memorial Day, University Holiday
June 10	Last day to drop a course and receive an automatic W
June 23	Last day of classes for Summer I
June 24	Reading day
June 25 – 26	Final exams

## **SUMMER II 2015**

June 29	First day of classes
July 1	Last day for student-initiated add on the Web or otherwise add a class
July 3	Day of no classes
July 20	Last day to drop a course and receive an automatic W
July 28 – 30	July 2015 Texas Bar Exam
July 31	Last day of classes for Summer II
August 3	Reading day
August 4 – 5	Final exams for Summer II classes
August 10 – 14	Orientation week
August 17	First day of classes
August 30	Texas bar examination timely postmark deadline with the Texas Board of Law Examiners for the February Bar examination. <a href="http://www.ble.state.tx.us">www.ble.state.tx.us</a>

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## PART I.

### **RULES OF THE SCHOOL OF LAW**

#### ***A. Rules and Reservation of Rights***

#### ***B. Messages and Contact Information***

#### ***C. The Honor System and Common Honor Code Issues***

**A. *Rules and Reservation of Rights.*** Students are expected to know and follow the rules of the law school. If there is a conflict between a policy or rule in the Student Handbook and on the law school website, the most recently updated version controls. When the law school has not provided a rule, the rules of Texas Tech University, as they appear in the *Undergraduate/Graduate Catalog* and Code of Student Conduct,<sup>1</sup> will be followed. A student may appeal the application of specific rules to the Office of the Dean of the School of Law. The Dean's Office will either render a decision or refer the appeal to the faculty of the law school or the proper authority for decision.

Students are expected to behave professionally and responsibly as members of the law school community. Disruptive and inappropriate behavior may be addressed as an internal matter through the discretion of the Dean's Office.

Disciplinary matters relating to academics, integrity, and the use of law school property are covered under the law school Honor Code. Non-academic matters of student conduct are also covered under the university's Code of Student Conduct.

The law faculty does not assure any student that it will offer a combination of courses or a sequence of courses that will enable a student to qualify for the law degree other than the normal program of study in three consecutive academic years of two semesters each.

The School of Law reserves the right to modify the requirements for admission or graduation; to change the arrangement or content of courses, the instructional materials used, tuition and other fees; to alter any regulation affecting the student body; to refuse admission or readmission to any student at any time; or to dismiss any student at any time, should it be in the interest of the law school.

**B. *Contact Information and Messages.*** Each student should check his or her university e-mail account and message box daily. The law school also uses TechLawAnnounce as a means to notify students of policies and procedures. Students are required to keep the law school current as to their permanent address, local address, and telephone numbers. The law school and university use these means to communicate official notices, and each student will be responsible for complying with any notices and requirements sent by any of these means.

**C. *The Honor System.*** Law is a self-disciplining profession, one in which the members bear the responsibility for policing their brethren. The faculty of the School of Law expects that students will conduct themselves in a manner that is above reproach at all times and in accordance with the Honor Code (Appendix B).

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<sup>1</sup> Found in the *Student Handbook* at <http://www.depts.ttu.edu/dos/handbook>.

## **PART II.**

### **REQUIREMENTS FOR THE DOCTOR OF JURISPRUDENCE DEGREE**

- A. *General Requirements***
- B. *Special Programs***
- C. *Graduation and Academic Requirements***
- D. *Course work from Other Law Schools***
- E. *Registration Procedures***
- F. *Suspending, Ending, and Reestablishing Student Status***
- G. *Assessing Academic Ability***
- H. *Grading System and Grade Records***
- I. *Attendance and Preparation***
- J. *Academic Standards, Dismissal, and Readmission***

#### **A. *General Requirements.***

To be eligible for the J.D. degree, students must meet the following requirements:

***Hours.*** A student must complete 90 semester credit hours satisfactorily.

***Time Limits.*** The American Bar Association requires that students in accredited law schools complete their law degrees no sooner than 24 months and no later than 84 after enrolling in law school.

***Grade Point Average.*** A cumulative grade point average of 2.000 or better is required to remain in good standing and to graduate. A student on scholastic probation in his or her last semester before graduation must also have a 2.000 or better for the final semester to graduate. Only grades received for Texas Tech University School of Law courses will be calculated for a student's cumulative grade point average. This applies to students transferring credit for courses taken from other law schools and to graduate courses taken from other University departments.

***Courses & Other Requirements.*** A student must satisfactorily complete all required courses, an advanced research and writing requirement, and an advanced skills course requirement. Details of these requirements are set out in other sections of this handbook.

***Statement of Intention to Graduate.*** Students must file their Statement of Intention to Graduate in the Law School Registrar's office by the following deadlines: November 1 for May or August graduation, April 1 for December graduation. Forms are available on the law school website. Students in dual-degree programs should check with the Dean's Office in the Graduate School for requirements on filing for graduation. A student receiving a dual degree will not have either degree conferred until the requirements for both programs have been fulfilled.

## ***B. Special Academic Programs.***

***Dual-Degree Programs.*** The School of Law offers a number of dual-degree programs: J.D./M.B.A.; J.D./M.D.; J.D./M.Engr.; J.D./M.P.A.; J.D./M.S. in Accounting (Taxation); J.D./M.S. in Agricultural and Applied Economics; J.D./M.S. in Biotechnology; J.D./M.S. in Environmental Toxicology; and J.D./M.S. in Personal Financial Planning. Students who plan to enroll in the J.D./M.B.A. program must be accepted to the Graduate School portion of the program no later than the end of the spring semester of the first year of law school.

During registration, students who plan to take some courses for their graduate program should check with the law school registrar for procedures for such courses.

A student who is in a dual-degree program may sit for the bar examination once that student is within 4 credit hours of completing the J.D. requirements. However, the student cannot be licensed until the dual degrees have been conferred.

Grades earned in graduate courses that are part of a dual-degree program are not calculated as part of the cumulative law school GPA nor do they factor into class ranking. Up to 12 credit hours from approved graduate courses in the program will be allowed as credit toward the 90-credit requirement for the J.D. degree. A dual-degree student must complete 78 law credit hours, the approved 12 hours of graduate course credit, and all other J.D. requirements to satisfy the degree requirements for the J.D. side of the dual degree.

A student receiving a dual degree will not have either degree conferred until the requirements for both programs have been fulfilled.

Detailed information about these programs can be found in Appendix D.

***Concentration Programs.*** The School of Law offers three concentration programs designed for students who wish to focus in one area of the law. Students may choose from Business Law, Health Law, and Law and Science. Within the Law and Science program, students may select a particular sub-concentration (Biodefense Law, Energy Law, Environmental Law, Intellectual Property Law, Water Law) or choose a general Law and Science track. The concentration programs require that students complete certain courses. Each program may have other requirements, such as submission of research papers and participation in symposia or subject-related student organizations. Completion of a concentration program is noted on the student's transcript, and students may complete only one concentration program. Students interested in one of the concentration programs should contact the appropriate faculty member for further information: Profs. Dean Pawlowic (Business Law), Jennifer Bard (Health Law), or Victoria Sutton (Law and Science).

***Emphasizing a Particular Area of the Law.*** The J.D. program is designed to provide a general background in law. The law school curriculum is broad enough that students may, through their choice of electives, emphasize a particular area of the law. These areas include the following: Administrative Law, Commercial Law, Criminal Law, Environmental and Natural Resource Planning, International Law, Judicial Administration and Procedure, Litigation, Property and Estate Planning, Public Interest Law, and Tax Law.

### ***C. Graduation and Academic Requirements.***

To be eligible for graduation, students must: (1) pass at least 90 semester credit hours (55 of which are required courses); and (2) have a cumulative grade average for all credits taken of 2.000 or better.

***Course Requirements.*** The first-year required courses are:

<b><i>Fall</i></b>		<b><i>Spring</i></b>	
<i>Course</i>	<i>Credit hours</i>	<i>Course</i>	<i>Credit hours</i>
Civil Procedure	4	Constitutional Law	4
Contracts	4	Criminal Law	3
Legal Practice I	3	Legal Practice II	3
Torts	4	Property	4

The advanced required courses are:

<i>Course</i>	<i>Credit hours</i>
Business Entities	4
Criminal Procedure	3
Commercial Law	4
Evidence	4
Income Taxation	4
Professional Responsibility	3
Wills and Trusts	4

***Except as authorized by the Associate Dean for Academic Affairs, students must take at least 15 of the 26 semester credit hours of advanced required courses in their second year.*** This requirement applies also to transfer students to the extent practicable. The Associate Dean for Academic Affairs will determine the number of advanced required credits which each transfer student must take in his or her first year here.

All students must complete an advanced research and writing requirement and an advanced skills course requirement.

The preceding general graduation requirements are subject to specific rules pertaining to time limits, scholastic requirements, and number of credit hours.

***Advanced Research and Writing Requirement.*** Each student must complete the Advanced Research and Writing Requirement before the J.D. degree can be awarded. To satisfy the requirement, a student must write an original work consisting of criticism, analysis, synthesis or history of law or a law-related topic. The student must evaluate a theory critically, provide a distinctive perspective on the matter, and take a creative approach to the topic, rather than merely restate legal development or others' ideas. This requirement is in addition to the mandatory first year legal writing program and may be met by any of the following:

- 1) Successfully completing a supervised Independent Legal Research Project (Law 7001); or
- 2) Successfully completing any elective or advanced required course in which a substantial supervised research and writing requirement is imposed, providing the paper is certified by the professor as being of requisite scholarly merit; or
- 3) Successfully completing any elective or advanced required course in which the professor permits a supervised research paper to be submitted in lieu of an examination, providing the student opts not to take the examination, and provided that the paper is certified by the professor as being of requisite scholarly merit; or
- 4) Completing a signed law review comment for publication in the *Law Review*, the *Texas Tech Administrative Law Journal*, the *Texas Tech Estate Planning & Community Property Law Journal*, or the *Business and Bankruptcy Law Journal* (whether subsequently published or not) which in the judgment of the faculty advisor exhibits research and writing effort and achievement comparable to the foregoing; or
- 5) When approved in advance by the Associate Dean for Academic Affairs and a faculty member willing to supervise and evaluate it, satisfactorily completing any other research and writing project of comparable scope to the foregoing (such as submitting a credit worthy essay in a writing competition) even though no course credit is given in connection therewith.

In any situation listed above wherein the student may fulfill the research and writing requirement, the faculty member involved will certify in writing at the end of the semester or other appropriate time the names of the student or students who have successfully fulfilled the requirement. An adjunct faculty member may supervise an Independent Legal Research Project in his or her area of expertise that a full-time faculty member does not have, as approved in advance by the Associate Dean for Academic Affairs. Faculty members will indicate in advance of registration whether research and writing work fulfilling the requirements of this rule will be required or permitted in each elective course being offered. The law school cannot make opportunities available to all students to do paid research. Consequently, papers or projects for which compensation has been received by the student (other than prizes received in essay contests open to all students) will not be considered for compliance with the advanced research and writing requirement.

Students who seek to fulfill their advanced writing requirements through supervised independent legal research project or elective courses must notify their professors in advance of beginning the project or course. The Law School Registrar will accept notification that a student has fulfilled the advanced writing requirement in one of the following ways: (1) by notation on the professor's final grade roll; (2) by e-mail or written memorandum from the professor; or (3) by the professor's signature on the appropriate form which can be located at the front counter in the Administration suite.

***Scholarly Writing Series Requirement.*** In the semester in which a J.D. student registers to receive credit for the upper-level writing requirement, the student must complete Texas Tech University School of Law's online Scholarly Writing Series.

The Scholarly Writing Series will consist of three one-hour online presentations that will focus on important aspects of preparing a scholarly research paper.

**Class 1:** Selecting a topic (including where to look for a topic and how to evaluate a topic), researching a scholarly paper (including research strategies and suggestions on where to start).

**Class 2:** Developing a thesis (including the difference between a topic and a thesis and thesis originality), organizing your research, and formatting a scholarly paper.

**Class 3: Attribution** (including where citations fit into the writing process, incorporating footnotes or endnotes, the frequency of footnotes/endnotes and the number of sources that should be cited, the three primary functions of footnotes/endnotes, adding text to the footnotes/endnotes, and defining and preventing plagiarism).

Professors will be provided with the names of students who have completed all three components of the online series. Professors have flexibility to determine how to deal with noncompliance. Penalties for noncompliance might include a grade reduction on a certain assignment, a reduction in class participation credit, or a reduction in the final course grade.

***Duplication of Academic Credit Forbidden.*** Any writing that is substantially the basis for academic credit in any class or graded activity will not be used in any way for academic credit in any other class or graded activity.

***Advanced Skills Requirement.*** The American Bar Association requires that each student in accredited law schools receive instruction in "professional skills generally regarded as necessary for effective and responsible participation in the legal profession." Standard 302(a)(4), Standards & Rules of Procedure for Approval of Law Schools. Each student must complete successfully an advanced skills course to satisfy graduation requirements. The Associate Dean for Academic Affairs includes in the annual registration materials a list of the courses that will be taught each year that will satisfy this requirement.

***Normal Course Load.*** A "normal course load" is 13-17 credit hours per semester. A load of 10 credits is permitted for the combined summer sessions, not to exceed 6 credits in one summer term. A deviation from a normal course load is possible only with the permission of the Associate Dean for Academic Affairs. In no event will such deviation result in a student taking more than 18 credits per regular semester or 11 credits over two summer terms. Moreover, except as authorized by the Associate Dean for Academic Affairs, no student will be permitted to take less than 12 credits in a fall or spring semester unless the student needs fewer than 12 credits to graduate or when it is necessary to accommodate a student's disability.

The normal course load for students on scholastic probation is 14-16 credit hours per regular semester. Deviations for students on probation are allowed only for students in their last semester when they lack fewer than 14 credits to graduate or when it is necessary to accommodate a student's disability.

A "normal course load" for dual-degree students is between 13-17 credit hours per semester, which includes law courses and non-law courses from the other side of the degree program. A dual-degree student may take more than 17 credits in a regular semester but may not take more than 20 percent of the total coursework required for the dual-degree program in a semester.

***Classification of Students.*** Students who have completed at least 28 credit hours are considered second-year students; those who have completed at least 57 credit hours, third-year students.

***Failing Grade.*** A course is failed if a grade of "F" is awarded.

***Cumulative, Semester, and Summer Grade Point Averages.*** The cumulative grade point average is the total number of grade points earned in the law school divided by the total number of

graded credit hours taken in the law school. The semester or summer grade point average is the total number of grade points earned in a semester or summer divided by the total number of graded credit hours taken in the same semester or summer. Cumulative, semester, and summer grade point averages are computed after the end of each semester or summer in which the student has taken courses in the law school. Semester and cumulative grade point averages are recorded to the third decimal without rounding. A grade average of 2.5327, for example, is recorded as 2.532.

***Required Courses.*** A student must complete successfully all courses designated in the curriculum as required. If a student has taken a required course for a grade before matriculation in law school and received a grade of C+ or better, the student will not receive law school credit for the course but may not be required to repeat the course if approved by the Associate Dean for Academic Affairs when another course is available in the same subject area, which may be taken in substitution for equivalent credit hours and then be a part of such student's required first year curriculum. A student who fails a required course must retake and pass that course when it is next offered. Any exception to this rule for a particular required course must be approved by the faculty. If another section is available, the student must not enroll with the same professor from the failed class.

***Failing an Elective Course.*** Because credit hours for which failing grades are awarded are not counted in the total hours required for graduation, a student who fails an elective course may retake and pass that course or may take and pass another elective course to satisfy the 90-credit requirement.

#### ***D. Courses from Other Law Schools or Texas Tech University Departments.***

##### ***Transfer of Course Credits from Another Law School.***

(1) ***Eligible Law Schools.*** Students may receive transfer credit for courses completed at:

- (a) A law school approved by the American Bar Association.
- (b) A law school that has not approved by the American Bar Association if:
  - (i) the non-ABA approved law school has been granted the power to confer the J.D. degree by the appropriate governmental authority in the unapproved law school's jurisdiction, or graduates of the non-ABA approved law school are permitted to sit for the bar examination in the jurisdiction in which the school is located;
  - (ii) the studies were "in residence" as provided in ABA Standards and Rules of Procedure for Approval of Law Schools ("ABA Standard") 304(b), or qualify for credit under ABA Standard 305 or ABA Standard 306; and
  - (iii) the content of the studies was such that credit therefore would have been granted toward satisfaction of degree requirements at the admitting school.

(2) ***Eligibility for Transfer of Course Credits.*** Students who matriculate initially at law schools described in paragraph (1) above may receive transfer credit for courses completed at the other law schools in two ways: First, students who matriculate initially at an eligible law school may become degree-program students at the Texas Tech University School of Law and receive transfer credits for courses taken at the other school. Second, degree-program students here may



receive credit for courses taken as a visiting student at an eligible law school. The following policies govern both situations.

(a) Students cannot transfer more than 30 credits for courses taken at other ABA-approved law schools to be counted towards the requirements of the J.D. degree from the Texas Tech University School of Law.

(b) Only the credits for courses taken at another law school will be recorded on a student's Texas Tech University transcript. The grades for these courses will not be recorded on the student's transcript and will not be used to compute the student's cumulative grade point average at the Texas Tech University School of Law.

(c) The credit for a course taken at another law school will not transfer unless the student receives a grade for the course at or above that law school's grade point average required for graduation. If the other law school requires a "C" cumulative grade point average for graduation, for example, and the student receives a passing grade lower than a "C" (e.g. D+), credit for that course will not transfer.

(d) The credit for a course at another law school graded on a pass-fail basis will not transfer. The Associate Dean for Academic Affairs may authorize the transfer of credit for a course graded on a pass-fail basis if the instructor for that course certifies that the student would have received a grade at or above the school's grade point average required for graduation had the course been graded on a basis other than pass-fail.

(e) Students cannot receive credit for courses taken at another law school and at the Texas Tech University School of Law in the same subject. The Associate Dean for Academic Affairs will determine whether a particular course violates this rule.

(f) If a student has completed a course at another law school in a subject required for graduation at the Texas Tech University School of Law but the credit is less than the amount required for graduation here, the Associate Dean for Academic Affairs may designate another course in the subject area which the student can take to satisfy the graduation requirement if the credits for the original course and the additional course meet or exceed the credits required. A transfer student must register for substitute courses in his or her first year at the Texas Tech University School of Law which, if completed successfully, will meet graduation requirements in that subject. If the Associate Dean is not able to designate a substitute course from the curriculum in the transfer student's first year here, that student must take the Texas Tech University course in that subject.

(g) A degree-program student at Texas Tech wishing to transfer credit for courses at another law school must obtain permission from the Associate Dean for Academic Affairs before enrolling in the courses. The student must file a Request to Transfer Credit for Courses from Another Law School form before enrolling at the other law school. If the student is unable to register for the courses for which he or she has permission, the student must file an amended Request to Transfer Credit form to reflect the new course selections.

***Distance Education Courses.*** Students may transfer up to 12 credits for courses taken by distance education from another ABA-approved law school. Transferring credit for distance education courses is subject to the 30 credit limit for all transfer credits, as well as the enrollment limit of 18 credits in a fall or spring semester and the limit of 11 credits in a summer semester.

***Semester Abroad Programs.*** To be eligible to participate in such a program, students must maintain a cumulative grade point average of 2.000 or higher for ABA-approved summer law programs or 2.500 or higher for our semester abroad exchange programs. In addition, students may not be on scholastic probation. Enrollment in such programs is limited, so the Associate Dean for International Programs may impose additional academic requirements when necessary.

***Other University Departments.*** Students not in a dual-degree program may earn up to six hours credit toward the 90-credit hour requirement for the J.D. degree for graduate courses offered by Texas Tech University provided that such courses have been approved by (i) the faculty as part of a dual-degree or Concentration program, or (ii) the Dean or the Dean's designee, which designee may be an Associate Dean or a faculty committee.

Grades earned in such graduate courses are not calculated as part of the law school GPA nor do they factor into class ranking.

## ***E. Registration Policies and Procedures.***

***First-year Students.*** All courses taken by first-year students are required, and students are assigned classes. To complete fall registration, students must pay their fees and tuition in Student Business Services. First-year students will be registered for spring courses in October of their first semester at the law school. No student will have the same professor for more than one course in the first year. First-year students are not permitted to drop courses without special permission from the Associate Dean for Academic Affairs.

***Second- and Third-year Students.*** Second- and third-year students select their own courses and register in accordance with the preceding and following guidelines and rules.

Second- and third-year students can confirm their schedules by visiting <http://www.raiderlink.ttu.edu> and clicking on the student detail schedule under MyTechLaw. Class schedules and course offerings may change up to the day classes begin.

***Course Descriptions.*** Students will find course descriptions at [www.depts.ttu.edu/officialpublications/courses/LAW.php](http://www.depts.ttu.edu/officialpublications/courses/LAW.php).

***Registration.*** Current students register for the next academic year in April. Registration materials will be posted each year on the law school website for students to make their course selections. If a desired course is closed, a student may sign up for the waitlist following the instructions in the registration materials. If a position opens in the class, the student at the top of the waitlist will be notified by an email message sent to his or her law school email address. The student has 24 hours to respond to the request. After that, the offer goes to the next student on the waitlist.

***Registration Priorities.*** Current and rising third-year students will be given an opportunity to register before rising second-year students for most courses. Some professors may restrict enrollment in their courses to students who possess particular qualifications.

***Prerequisites for Courses.*** A list of courses requiring prerequisites is included with registration materials. Students will not be permitted to take any courses for which they have not completed the prerequisite unless the professor gives written approval.

***Courses with Time Conflicts.*** Students are not permitted to register in two courses whose scheduled times conflict with each other.

***Independent Research.*** Students who wish to receive course credit for an independent research project separate from any classroom course should obtain approval from a faculty member to supervise their research. Forms are available on the law school website. The approval form must be completed and returned to the Registrar before a student may register for Research (LAW 7000). Students may enroll for 1 or 2 credit hours in a semester, subject to the limitations contained elsewhere in this Handbook. A paper written for another course may not be used for credit for independent research.

Adjunct faculty members may supervise legal research projects only if the Associate Dean for Academic Affairs approves. Approval is typically restricted to circumstances in which no full-time faculty member teaches or researches in the subject area involved.

Independent research is graded only as "credit" or "no credit" ("CR" or "NL").

***Limits on Independent Research.*** No more than one independent research paper for credit may be taken in any one semester or summer session, except under special circumstances with the approval of the faculty members involved and the Office of the Dean. A research paper may not exceed 2 credit hours. No more than 4 credit hours for Research (LAW 7000) may be counted toward the total credit hours required for graduation, and a student receiving credit for *Law Review*, *Administrative Law Journal*, *Estate Planning & Community Property Law Journal*, or *Business and Bankruptcy Law Journal* is limited to a maximum of 2 credit hours for Research.

The project must be completed by the last day before examinations begin. Any student who does not complete a project by the deadline must have the approval of the professor and the Associate Dean for additional time. In no case will a student be allowed an extension later than the last Friday before the beginning of the next academic period. A student who does not meet this time limit must withdraw from the research course and register for it in a later academic period with the approval of the professor.

***Skills Development Credit.*** Credit is granted for moot court, mock trial, negotiation, or client counseling team participation (LAW 7004) as approved by the faculty coach and the Director of Advocacy Programs. Students cannot receive more than 6 credits of Skills Development. A Skills Development credit approval form must be completed and submitted to the Registrar before registration, and students must register for credit either in the semester in which the credit is earned or no later than the next regular semester.

***Trial Advocacy.*** Students are permitted to take only one course in Trial Advocacy or Anatomy of a Trial, regardless of whether the course is described as general Trial Advocacy or specialized Trial Advocacy.

***Board of Barristers Credit.*** The Board of Barristers selects new members each year based on a student's participation in Board activities. Students who have been accepted for membership

may register for 1 credit (LAW 7105) for each semester in which they serve as a board member. Board of Barristers is graded as "credit" or "no credit" ("CR" or "NL"). Law 7015 does not satisfy the Advanced Skills Requirement for graduation.

***Law Review Credit.*** Students typically are chosen for *Law Review* at the end of their first year in law school. Up to 4 credit hours for Law Review participation will be given in the student's third year, even though there are requirements to be completed in the student's second year. Students also will satisfy the advanced research and writing requirement by completing a signed law review comment for publication (whether subsequently published or not) if, in the judgment of the faculty advisor, it exhibits research and writing effort and achievement comparable to that required for awarding credit for other works. *Law Review* is graded as "Credit" or "No Credit" ("CR" or "NL").

***Texas Tech Administrative Law Journal Credit.*** Students working on this journal are selected in the same general manner and will be permitted to receive course credit (LAW 7003) and satisfy the advanced research and writing requirement under the same rules as allowed for the *Law Review*.

***Estate Planning & Community Property Law Journal Credit.*** Students working on this journal are selected in the same general manner and will be permitted to receive course credit (LAW 6005) and satisfy the advanced research and writing requirement under the same rules as allowed for the *Law Review*.

***Journal of Biosecurity, Biosafety & Biodefense Law Credit.*** Students working on this journal may be awarded 1 credit (LAW 7101) for each semester of service.

***Business & Bankruptcy Law Journal.*** Students working on this journal are selected in the same general manner and will be permitted to receive course credit and satisfy the advanced research and writing requirement under the same rules as allowed for the *Law Review*.

***Texas Bank Lawyer Credit.*** Students working on the *Texas Bank Lawyer* may be awarded 1 credit (LAW 7005) during the spring semester for each year of service by students on the editorial board. The two principal editors will be permitted to earn 1 additional credit per semester of service in such capacity up to a maximum of 4 credits.

***Overlap Rule.*** Generally, the maximum number of credit hours that may be earned from participation on journals is 4 hours. Accordingly, students may not earn additional course credits for participation on more than one of the following journals: *Texas Tech Administrative Law Journal*, *Estate Planning & Community Property Law Journal*, *Business & Bankruptcy Law Journal*, *Journal of Biosecurity, Biosafety & Biodefense Law*, and *Texas Tech Law Review*. Student editors of the *Texas Bank Lawyer*, however, may also earn credits if they serve on the *Law Review*, *Texas Tech Administrative Law Journal*, *Estate Planning & Community Property Law Journal*, *Business & Bankruptcy Law Journal*, or the *Journal of Biosecurity, Biosafety & Biodefense Law*. Students in any of these activities may also earn credit for Board of Barristers participation.

**Add-Drops.** Second- and third-year students may add courses on MyTech (at <https://raiderlink.ttu.edu>) through the fifth day of classes in the fall and spring and through the third day of classes in the summer sessions. Drops may be made through the sixth week of classes during fall and spring semesters and through the third week of classes in summer sessions. Permission from the Associate Dean for Academic Affairs and the professor is required for any schedule changes made after the deadlines. Permission by the Associate Dean for Academic Affairs is also required to drop a course load below 13 credits or to take the maximum load of 18 credits. *Students should verify that any courses dropped do not reduce their course loads below the number required for a spring or fall semester.*

### ***Auditing Courses.***

1. **General.** Permission to audit a course conveys the privilege of listening and observing, but not of submitting papers or assignments, participating in discussion, or receiving evaluations. An auditor does not receive Law School credit for the course, nor is the course recorded on a transcript. Professors and the Associate Dean for Academic Affairs may refuse any request to audit a course.

### 2. ***Who May Audit a Course.***

#### a. ***Degree-Seeking Students.***

(1) Except as noted below, Texas Tech law students, graduate, and undergraduate students enrolled in a Texas Tech University degree program, and visiting scholars may audit those courses described in paragraph 3, subject to the advanced, written consent of the course professor and the Associate Dean for Academic Affairs. A student enrolled in the law school's J.D. program, but who has not yet completed the required first-year curriculum, may not audit a course. An LL.M. student must also obtain the written consent of the Associate Dean for International Programs. A student in another TTU degree program must also obtain the written consent of the appropriate Dean, Associate Dean, or other appropriate official in that degree program.

(2) A law student will not earn academic credit for an audited course, and an audited course will not count toward the minimum hours needed to earn residency credit in the J.D. program. In addition, a law student may not fulfill any degree requirement by auditing a course.

(3) A law student who audits a course may generally not later enroll in the course for credit; however, if the student withdraws from the audited course before the end of the "official class day" (12<sup>th</sup> class day in the fall and spring semesters; the 4<sup>th</sup> class day in the summer semesters), the student may later enroll in the course for credit. If the course is taken for credit with the same faculty member who taught the class the student audited, the faculty member must consent to the student's enrollment for credit.

(4) No law student on academic probation may audit a class. No individual who has been expelled from the law school or University, is on suspension from the law school

or University, or who has had his or her admission revoked from the law school or University may audit a course.

b. ***Nonstudents.*** A nonstudent who wishes to audit a law course described in paragraph 3 must obtain the consent of the course professor and Associate Dean for Academic Affairs and pay a \$10 per semester-hour fee for the course audited. Texas residents aged sixty-five or older are exempt from paying this fee. No individual who has been expelled from any law school or university, is on suspension from any other law school or university, or who has had his or her admission revoked from any other law school or university, may audit a course.

3. ***Which Courses May Be Audited.*** Except for clinical and skills courses, limited-enrollment seminars, externship and related support courses, study-abroad courses, courses designated only for foreign law students, and courses with wait-lists, any law school class may be audited on a space-available basis. As a general rule, no individual may audit more than one course per semester, and no individual may audit more than four courses over a two-year period.

4. ***Application for Auditing Courses.*** An individual who wishes to audit a course must complete the application at Attachment A. No class may be audited except with the permission of the course professor and the Associate Dean for Academic Affairs. Course professors and the Associate Dean may, in their discretion, refuse any request to audit a course, and do not have to provide a reason for that denial. If the course professor and the Associate Dean for Academic Affairs disagree about whether to admit an auditor, they will refer the matter to the Law School Dean for decision.

5. ***Removal of Class Auditor.*** Auditing a Law School class is a privilege, not a right. A professor may remove a class auditor if, in his or her judgment, the presence of the auditor is not in the best interests of the Law School or the class. The professor will notify the Associate Dean of Academic Affairs of the removal of the class auditor, who will make a record of the removal for future use.

6. ***Guests and Visitors.*** Nothing in these rules prohibits a professor from permitting guests and visitors in a particular class session. Others desiring to bring a visitor to a class (*e.g.*, students, Admissions Office) should seek advance approval from the professor.

***Withdrawing from Courses.*** Withdrawal from first-year courses is not permitted except under unusual circumstances. The Associate Dean for Academic Affairs shall determine what constitutes such circumstances.

A student may withdraw from second- or third-year courses without permission only during the first six weeks of the semester in the fall and spring semester and in the first three weeks of a summer term provided that the withdrawal does not result in a violation of hour requirements.

Withdrawal after the six-week or three-week period is possible only with the consent of the Associate Dean for Academic Affairs and the professor (unless the student is willing to take a grade of "F" for the course). Such withdrawal shall be permitted only in unusual, exceptional, and unforeseeable circumstances.

If a student is enrolled in a seminar for which a paper is due or a student is enrolled in independent research for credit for which a paper is due, the paper must be received by the professor in final acceptable form on or before the day before the first day of the final examination period. A later date must be approved by the professor and the Office of the Dean (such date not to be later than the last Friday before the beginning of the next academic period). The professor shall notify the registrar, who shall record the student's withdrawal (W) or withdrawal with a failing grade of "WF" (0.0), as indicated by the professor if the above rules are not complied with.

Unilateral withdrawal by a student from a course without proper prior permission, where required, will result in a failing grade of "F" (0.0) for that course.

With the exception of different time periods, the change of registration rules apply to courses given during the summer. The time periods during the summer are three days for adding courses and three weeks for withdrawing.

## ***F. Suspending, Ending, and Reestablishing Student Status.***

***Withdrawing from School.*** Withdrawing from the law school is a formal process. Information concerning the necessary procedures is available in the Registrar's Office. Failure to follow the prescribed rules will result in the receipt of failing grades in all courses in which the student is enrolled. A student who decides to withdraw during a semester or summer session needs to complete the withdrawal process in order to withdraw in good standing. Students contemplating withdrawing from school should meet with the Associate Dean for Academic Affairs first, then the Law School Registrar to complete official withdrawal. If the student plans to return at a later date, the student should request a leave of absence and complete the appropriate form.

***Leave of Absence.*** Students who want to take a leave of absence for financial, health, or other personal reasons should talk with the Associate Dean for Academic Affairs. A leave of absence form should be completed and approved by the Associate Dean prior to a student's leaving school. The Associate Dean will advise the student of any conditions for returning as soon as practicable. When the student is ready to return to school, he or she should contact the law school Registrar for registration materials. Students should notify the Registrar three months prior to their return. Students are advised that all requirements for the J.D. degree must be completed within 84 months of the date students enter law school, except in extraordinary circumstances.

***Return following Withdrawal.*** First-year students who withdraw from school during the first semester must compete for a place in the entering class with other applicants in the year they wish to return. Other students who withdraw may reenter with the approval of the Dean's Office, but a new application for admission may be required. In passing upon an application for readmission, the reason for the withdrawal and the quality of work done prior to withdrawal will be considered. Any student in good standing required to withdraw because of a military obligation is entitled to return upon the completion of such service.

***Tuition Refund Policy.*** *There may be financial implications to withdrawal from the law school or taking a leave of absence from the law school.* Withdrawal or taking a leave of absence may impact financial responsibilities a student has with respect to matters such as financial aid, scholarships, and tuition and fees. A tuition and fee refund schedule is listed on the Student



Business Services website at <http://www.depts.ttu.edu/studentbusinessservices/withdraw.php>.

## ***G. Assessing Academic Ability.***

***Methods of Assessment.*** Faculty members typically announce in their course syllabi the assessment methods that they will use in their courses. These methods may include one or more of the following: class participation, performance of course requirements, papers and drafting assignments, tests and quizzes, a mid-term examination, and a final examination.

***Accommodations for Disability.*** A student who believes that he or she is eligible for accommodations in testing due to a disability should contact the Office of Student Disability Services (SDS) to begin the certification process. Students who have been certified by SDS must present the letter of certification to the Associate Dean for Student Life to request the accommodations at least 7 days prior to the date the accommodations will be needed.

Students who have been certified for accommodations on exams must contact the Registrar to request the accommodations by the deadline established each semester by the Registrar. This applies to all exams, including mid-term exams.

***Examination Numbers.*** Students use exam numbers on mid-term and final exams to preserve anonymity in the grading process. Numbers change each semester and each term of the summer session and are available on the law school webpage under the "Current Students" tab.

Students will be notified when exam numbers become available. Students should also use their exam numbers in turning in papers unless instructed otherwise by the professor. The list of exam numbers is kept by the Law School Registrar and is not available to faculty until grades are reported for the semester.

***Examination Procedure.*** Law school staff members administer final exams. Other types of exams, such as class quizzes and mid-term exams, may be administered by staff members or by faculty members.

For final exams, students should report to the room shown on the exam schedule. The staff member will assign students to other rooms as necessary to accommodate everyone in the class and will time all of the rooms used separately. Students should bring No. 2 pencils to an exam if the professor has advised them that the exam will include multiple choice questions to be answered on a computer-graded answer sheet. Bluebooks, answer sheets, and scratch paper will be furnished by the law school. If the professor allows students to use computers for an exam, the students should load the exam software on their computers prior to arriving for the exam. Students who arrive at the exam room without having downloaded the software previously will be required to use bluebooks to take the exam.

Students are not allowed to have any cell phone, digital pager, or other electronic device in any exam room during final exams, other than computers if the instructor permits completion of the exam by computer. Emergency calls for students taking exams should be routed through the front office of the law school.

A student who takes an exam by computer must submit the exam electronically no later than the time at which the exam ends and before leaving the testing location. Failure to comply may result in the student receiving the grade of "F."

***The Honor System.*** All types of examinations at the law school are given under the honor system. Students pledge that they will follow the Honor Code when they enter law school. Details of the honor system are contained in the Honor Code (Appendix B).

***Examination Administration: Timing.*** Students must take examinations at the time scheduled unless prior authorization for a change in time is granted by the Associate Dean for Academic Affairs on the basis of exceptional circumstances, in which case students may be given the same or a different examination at a rescheduled time (after, not before, the originally scheduled exam time). **Students must request changes directly from the Associate Dean for Academic Affairs or the Registrar and must NOT contact their professors.**

If prior authorization is not obtained but a student is unable to take an examination at the scheduled time because of serious illness or injury (attested to by a physician) or because of other critical circumstances not due to the student's own fault and beyond his or her control, the student shall give notice to the law school of such inability as soon as is feasible. The Associate Dean for Academic Affairs may then authorize the administration of the same or a different examination at a rescheduled time. The Associate Dean for Academic Affairs will enter a grade of "F" (0.0) for the examination if he or she determines that a student's failure to take the examination as scheduled was not justified.

Except under unusual circumstances, grades for final exams will not be disclosed to students individually or otherwise until after all scheduled exams have been completed.

***Anonymity.*** The official policy of the law school is that examinations and papers submitted in lieu of written examinations shall be identified and graded through the use of a number on the paper rather than the student's name, unless preservation of student anonymity is not possible. **To protect anonymity, a student should not speak to his or her professor about a final exam until the grade for the course has been recorded on the student's transcript.**

***Final Exam Schedule.*** A final exam schedule is included in registration materials for each academic period so that students will be aware of the schedule for final exams in their courses. Students who have two exams scheduled at the same hour may postpone one of the exams to the next open day on their schedule, unless doing so would create an additional conflict which would otherwise qualify for rescheduling an exam. In such cases, the Associate Dean for Academic Affairs will determine the exam schedule. Students who have two exams scheduled on the same day plus an exam scheduled on the preceding or following day may postpone one of the exams to the next open day on their schedule, provided that they request rescheduling by the deadline announced by the Registrar.

***Missing an Exam or Arriving Late for an Exam.*** A student who misses an exam because of emergency or error may be allowed to reschedule only if approved by the Associate Dean for Academic Affairs. A student who arrives late for an exam will be given full time only if approved by the Associate Dean.

***Re-Examination.*** Re-examination is not allowed.

***Additional Time on Examinations.*** The law school does not provide additional time on examinations for J.D. students based on a student's lack of facility with the English language.

## ***H. Grading System and Grade Records.***

***Grading Scale.*** The following grading scale is used by the law school: A = 4.0, B+ = 3.5, B = 3.0, C+ = 2.5, C = 2.0, D+ = 1.5, D = 1.0, F = 0.0, CR = Credit, NL = No Credit.

***Incomplete Grades.*** The law school does not use "Incomplete" grades. Students are required to complete the work for a course in the semester in which they are registered. Otherwise a student must either withdraw from the course, if given permission by the Associate Dean for Academic Affairs and the professor, or take a "WF" for work not completed. This is a failing grade and will be calculated into the student's average with a grade of "F."

***Computation of Grade Point Average.*** A grade is weighted by the number of credits for the course in order to calculate the grade points (e.g., letter grade for Property, 4-credit course, grade of B,  $4 \times 3.0 = 12.0$  grade points). Calculating a student's semester average requires totaling the grade points and dividing them by the total number of graded credits taken for that semester. The cumulative average is calculated by dividing a total of all grade points by the total number of graded credits. Semester and cumulative grade point averages are recorded to the third decimal without rounding. A grade average of 2.5327, for example, is recorded as 2.532.

Credits earned in courses graded "CR" (credit) are not used in calculating a student's average, but do count toward the 90 hours required for graduation. For courses in which a student received an "NL" grade (no credit), credit is not awarded, but such a grade does not affect grade averages.

***Grading Policy.*** On April 12, 1992, the faculty adopted the following grading policy.

### **The Grading Policy**

"Evaluation of student work is one of the fundamental obligations of law professors. Examinations and assignments should be conscientiously designed and all student work should be evaluated with impartiality. Grading should be done in a timely fashion and should be consistent with standards recognized as legitimate within the university and the profession." Statement of Good Practices By Law Professors in the Discharge of Their Ethical and Professional Responsibilities (Association of American Law Schools 1969).

"The responsibility for determining all grades and for judging the quality of academic performance in a course rests with the instructor." Student Grade Appeal Operating Policy and Procedure (1)(a) (Texas Tech University 1990).

***Principle One.*** The responsibility to evaluate individual student academic performance and to assess the academic performance of a class of students comes within the discretion of the individual professor. This discretion includes determination of the distribution of grades for the course. The professor is obliged to evaluate the performance of the individual student along with the performances of the class, within the context of the professor's experiences and professional judgment. This responsibility partakes of the individual professor's academic freedom. Consistent with professional standards and university policy, the only external limitation on this

evaluation is that the grade or grades cannot be the product of prejudice, or arbitrary or capricious action.

**Principle Two.** The Faculty recognizes that in the first and final analysis grading is best given over to the sound discretion of the individual professor. However, at the meetings of the Ad Hoc Grade Policy Committee, school-wide hearings, and faculty meetings, several serious concerns have been raised: (1) the measurable improvements in the objective credentials of the entering classes in recent years; (2) a need for guidance for professors who have recently joined the Faculty; (3) some perceptions of competitive disadvantages in placement opportunities for our students in the state and Nation that result from employers' misunderstood comparisons of grades; (4) the need to minimize grading disparity between sections of the same course and among sections of first year courses. Therefore, the Faculty deems it appropriate to recommend that professors consider the "suggested distributions" in the following two tables beginning in the spring semester 1992. The distribution of grades within every course is left to the sound discretion of the professor. Using another grade distribution or other departures from these suggested distributions are not grounds for an individual grade appeal. Seminars are not included in these suggested distributions.

### **Suggested Grade Distributions**

#### **First Year Courses**

A	10%
B+	15%
B	25%
C+	25%
C	15%
D+, D, F	10%

MEAN: 2.70  
MEDIAN: C+

#### **Advanced Required and Elective Courses**

A	15%
B+	20%
B	30%
C+	20%
C	10%
D+, D, F	5%

MEAN: 2.95  
MEDIAN: B

**Grade Reports.** Students may view their grades on MyTech at <https://raiderlink.ttu.edu>.

**Dean's List.** While the Dean does not report an official Dean's List each semester, students who have a semester average of at least 3.200 for a fall or spring semester may report themselves on resumes, etc., as being on the Dean's List for that semester.

**Review of Examinations.** Students who want to review an exam after taking it should contact their professors.

**Grade Changes.** No changes are made in grades unless there has been an error in calculating a grade or an answer missed in the grading process. The Associate Dean for Academic Affairs must approve all grade changes, and the Registrar notifies students whose grades are changed.

**Grade Appeals.** Students who have a question concerning a grade received should first talk with their professors concerning their grades. If they are not satisfied with the outcome of these efforts, they should contact the Associate Dean for Academic Affairs. Following that, students who feel that they have reason to pursue grade appeals should obtain an appeal form from the Registrar or Associate Dean and follow the procedures outlined. A grade can be appealed "only when there is demonstrable evidence that prejudice or arbitrary or capricious action on the part of the instructor has influenced the grade." Texas Tech University Operating Policy and Procedure 34.03. Grade appeals will not be accepted later than the 45th day of the next long semester following the semester in which the contested grade was received. See university OP 34.03 online at <http://www.depts.ttu.edu/opmanual/OP34.03.pdf>.

**Grades for Failed and Repeated Courses.** If a student fails a course, the grade received is calculated into the student's average in the usual manner. If a failing grade is received in a required course, the student must repeat the course taught by a different professor, if available, and receive a passing grade. The grade received when a failed course is retaken will not be computed into the student's final cumulative grade average, but the grade will be used to compute the semester grade average to determine whether the student has satisfied the continuing cumulative average for that semester.

A student who fails an elective course may repeat the course, but will receive only credit upon successful completion; the grade will not be calculated into a student's average.

The grade received in any repeated course is shown on a student's transcript as credit/no credit.

**Adjustments to Grades.** Professors may add or subtract up to one letter grade increment to the final grade for classroom attendance and participation. Students wanting to know whether or not they have received extra points or had points deducted and the reasons for doing so should check with the professor. Professors may also remove students who exceed the maximum number of allowed absences from their courses. In these situations, the students receive no credit and may be awarded a grade of "WF," which will affect their grade point averages.

**Class Rank.** At the end of the spring semester each year, students are numerically ranked with their class. This ranking is shown on a student's transcript. In case of ties, more than one student may be shown to have the same ranking. Grade point averages are carried out to the third decimal for ranking purposes. There will be no rankings after the fall and summer semesters. Students who take a leave of absence and return at a later date will be ranked in the class in which they graduate.

**Transcripts.** Official transcripts should be requested from the Law School Registrar. Transcript request forms are available at the front counter in the Administrative Office Suite. Transcripts normally are produced within 24 hours.

**"W" Grades.** Students will receive a "W" grade in all courses dropped within the first six weeks of the fall or spring semester or within the first three weeks of a summer term. For any courses dropped after these deadlines, a professor has the option of assigning a grade of "W" or "WF." A "WF" grade is treated as a failing grade of "F" (0.0) and is used in calculating a student's GPA.

## ***I. Class Attendance and Participation.***

The law school requires regular attendance in and preparation for classes by students to meet the accreditation standards of the American Bar Association. The law school is obligated to certify to the various boards of state bar examiners that each student has been in regular attendance in classroom instruction, and the law school will not certify a student whose attendance has not been regular.

Each professor has the privilege of excluding a student from the course or from the final examination in the course whenever that student has accumulated excessive absences or excessive occasions of lack of preparation. The professor shall announce the specific rules on absences and lack of preparation for the course and will give students oral or written notice when they are subject to exclusion for violating these rules. The professor shall inform the Associate Dean for Academic Affairs in writing of the exclusion of any student under this rule. A student who is excluded from a course or final examination for reason of absences or lack of preparation shall receive a withdrawal (W), if adequate justification is made, or withdrawal with a failing grade of "WF" (0.0), as indicated by the professor.

No exclusion shall be made under this rule unless the professor has previously announced his or her requirements concerning attendance or preparation.

Classroom performance and attendance may be taken into consideration in awarding the final grade in a course, and such consideration is limited to adding or subtracting one letter-grade increment to or from the final grade otherwise awarded. For example, a final grade of C+ (2.50) may be raised to B (3.00) or reduced to C (2.00) if the professor elects to consider class performance and attendance.

## ***J. Academic Standards, Dismissal, Readmission and Re-entry.***

***Academic Requirements for Good Standing.*** Students must maintain a cumulative grade point average of at least 2.000 and a semester average of at least 2.000 for each fall and spring semester in order to remain in good standing.

***Academic Requirement to Participate in Semester-Abroad Programs.*** To be eligible to participate in such a program, students must maintain a cumulative grade point average of 2.000 or higher for ABA-approved summer-law programs or 2.500 or higher for our semester-abroad exchange programs. In addition, students may not be on scholastic probation. Enrollment in such programs is limited, so the Associate Dean for International Programs may impose additional academic requirements when necessary.

***Scholastic Probation.*** If a student's cumulative grade point average or semester average or both fall below the required level (2.000), he or she will be placed on scholastic probation. To be removed from probation, a student must attain cumulative and semester grade point averages of 2.000 or better in the next long semester. Students on scholastic probation will be required to take no fewer than 14 credits and no more than 16 credits during the semester of probation, unless they lack 13 or fewer to graduate. Students on probation who do not attain the required cumulative and semester grade point averages will be dismissed for academic deficiency.

Students on probation are prohibited from participating in Board of Barristers activities and other advocacy competitions. They are prohibited also from serving on the staff of any

publication for which students provide services and are ineligible to serve as an officer in any student organizations. Further, they may not be employed outside of the School of Law for compensation, except by permission of the Associate Dean for Academic Affairs or the Associate Dean for Student Life, and may not serve as mentors to first-year students. Students whose cumulative grade point averages are below 1.70 at the end of the fall semester are not allowed to register for classes in the first summer session, including the Summer Law Institute in Guanajuato, Mexico and Lithuania Summer Program offered by Texas Tech University School of Law, until their grades for the spring semester have been reported. The Associate Dean for Academic Affairs may grant exceptions only in rare circumstances. Students on scholastic probation are not considered to be in good standing and thus will not be given permission to be visiting students at other law schools.

***Summer Term and Scholastic Probation.*** A student placed on scholastic probation following the spring term may attend class in summer term, but removal from probation shall be determined by academic performance in the following fall semester, as though the student had not attended summer term. If probation is satisfied after considering only the grades for the spring and fall semesters, any grades and credits earned in the summer term will then be added to the cumulative grade average. If inclusion of summer grades then lowers the cumulative grade average below the prescribed minimum, the student has not satisfied probation and will be dismissed.

***Scholastic Counseling.*** A student shall be notified when placed on scholastic probation and shall be referred to the Assistant Dean for Academic Success Programs.

***Scholastic Deficiency in the Graduating Term.***

(1) ***Graduating Term.*** A “graduating term” is one in which a J.D. student successfully completes at least 90 semester credit hours including first-year and advanced required courses, or an LL.M. student successfully completes at least 24 semester credit hours.

(2) ***Graduation Requirements.*** To graduate, a student must have a cumulative grade-point average for all credits taken of at least 2.000. If the student is not already on scholastic probation, a student whose semester grade-point average is less than 2.000 in the student’s graduating term will be permitted to graduate if the student’s cumulative grade-point average is at least 2.000.

(3) ***Students Ineligible for Graduation.*** A student will not be permitted to graduate if the student:

(a) Is on probation when entering the graduating term and fails to be removed from probation at the end of that term, or

(b) Fails to earn a cumulative grade-point average of at least 2.000 at the end of the graduating term.

(4) ***Readmission of J.D. Students for the Purpose of Meeting Graduation Requirements.*** Absent extraordinary circumstances, a J.D. student will not be readmitted to enroll in additional



courses in an effort to be removed from academic probation or to achieve the 2.000 cumulative grade-point average needed to graduate.

(a) A student who has been excluded at the end of the graduating term and seeks readmission must follow the procedures and conditions described below for “Readmission and Re-entry to the Law School.” The Academic Standards Committee’s decision on readmission under this section is final.

(b) A student’s petition for readmission may be granted only if all three of the following criteria are satisfied: (i) the student’s failure to maintain good academic standing was due to extraordinary circumstances (“extraordinary circumstances” do not include events for which the student had a reasonable opportunity to recover or obtain administrative relief before completing a significant portion of the work on which course grades were based); (ii) those extraordinary circumstances either no longer exist or will no longer substantially interfere with the student’s academic performance; and (iii) the student’s admission and academic record, together with any other relevant information, demonstrate a convincing likelihood that the student is capable of successfully performing at a level to be removed from academic probation and earn a cumulative grade-point average of at least 2.000.

(c) A student who has a cumulative grade-point average below 1.950 may not, under any circumstances, be permitted to apply for readmission under this section.

(d) No student will be readmitted for more than one additional semester, during which the student may not enroll in more than 16 law credit hours.

**(5) *Readmission of LL.M. Students for the Purpose of Meeting Graduation Requirements.*** At the discretion of the Associate Dean for International Programs, an LL.M. student with a cumulative grade-point average of between 1.700 and 1.999 at the end of the graduating term may be permitted to enroll for a “long” semester or a complete summer term (Summer I and Summer II), during which the student may take up to 16 semester credit hours to achieve a 2.000 cumulative grade point average. If, at the end of the “long” semester or summer term, the student still has not earned a cumulative grade-point average of at least 2.000, the student will receive a document recognizing program participation, but not a degree. Please consult the Associate Dean for International Programs and the LL.M. Student Handbook for additional information.

***Academic Disqualification.*** Any student who is on scholastic probation and does not meet the requirements for good standing at the end of the next regular semester will be notified by the Associate Dean for Academic Affairs that he or she is academically disqualified and not eligible to continue in school.

***Readmission and Re-entry to Law School.*** A student who is academically disqualified may, depending on credit hours attempted and overall GPA, petition the Academic Standards Committee for readmission to the law school to continue with his/her studies or for re-entry to the law school as a 1L student. A student may be granted re-entry only once.

A student wishing to seek readmission to continue legal studies must begin the process by meeting with the Associate Dean for Academic Affairs, who shall inform the student that

readmission is not automatic but is discretionary with the Committee. A petition for readmission should include (1) reasons why the student was not successful in meeting the requirements for good standing and (2) measures the student has taken to correct any problems that contributed to that status. In this regard the Committee should consider the student's conduct while on probation including the extent to which the petitioning student has worked with the Assistant Dean for Academic Success Programs. A student who is readmitted must consult with the Assistant Dean for Academic Success Programs and develop a plan for addressing the student's academic problems.

A student's petition for readmission may be granted only if all three of the following criteria are satisfied:

(1) the student's failure to maintain good academic standing was due to extraordinary circumstances ("extraordinary circumstances" will seldom include events for which there was reasonable opportunity for the student either to recover or obtain administrative relief prior to completing a significant portion of the work on which course grades were based); and

(2) those extraordinary circumstances either no longer exist or will no longer substantially interfere with academic performance; and

(3) the student's admission and academic record, together with any other relevant information, demonstrate a convincing likelihood that the student is capable of achieving and maintaining academic good standing in all future semesters. No student may be readmitted by the Committee if the student's cumulative grade point average is below 1.700.

In evaluating the petition for readmission or re-entry, the Committee may consider, as part of its decision-making, the responsibility of the law school to ensure that its graduates meet minimum, basic standards for fitness to practice law.

If a student has a grade point average of 1.700 or higher but lower than 1.900 at the end of the first year of law school, the student may petition for readmission or for re-entry to law school to retake all courses. If a student has a grade point average below a 1.700 at the end of the first year of law school, the student may petition for re-entry to law school to retake all courses (readmission is not permitted). A petition to re-enter may be granted only if the Committee concludes that the three readmission criteria are satisfied. Absent compelling circumstances, a student who has attempted more than 32 credits cannot petition for re-entry. When considering a petition for readmission, the Committee, at its discretion, may transform the petition into one for re-entry.

If a student is readmitted or permitted to re-enter, the Dean's office shall place a statement of the considerations that led to the decision in the student's file. Readmission or re-entry may be conditional or subject to stipulations imposed by the Committee. Students who re-enter law school may be subject to conditions such as the following:

(1) prohibited from participating in Board of Barristers activities and other advocacy competitions; and

(2) prohibited from serving on the staff of any publication for which students provide services and as an officer in any student organizations.

The Committee's decision on any petition is final.

## PART III.

### OTHER LAW SCHOOL OFFICES AND THEIR POLICIES

- A. *Financial Aid*
- B. *Law Library*
- C. *Career Services Center*

#### A. *Financial Aid.*

**General Financial Aid.** Students may apply for financial aid through the Law School Financial Aid Office, which is located in the Admissions & Recruitment Office, Room 104D, 834-3875. The Financial Aid Office is a full-service office that assists student with all types of financial aid needs, including scholarships, loans, and grants. The Financial Aid Office also offers limited financial budget counseling, as well as referral to outside sources for more extensive budget counseling.

**Veterans Programs.** Information on veterans' benefits is available from the Military & Veterans Programs Office, which is located in Drane Hall, Room 147. The telephone number is (806) 742-6877. General information for veterans can be found online at <http://www.depts.ttu.edu/diversity/mvp/>.

#### B. *Law Library.*

**Food in the Law Library.** Food is not permitted in the library, computer labs, and carrels because food attracts vermin, which are a health hazard and which will find books (especially the glue used in bindings) a tasty meal. "Hiding" food in a study carrel may go undetected by library personnel temporarily, but will make the vermin problem worse; a student caught hiding food may lose both carrel and library privileges. While covered drinks such as travel mugs and sport bottles are permitted in the library, beverage cans should be left outside the library. Details of this and other policies can be found in the Law Library Student User Guide.

**Online Research Responsibilities.** Another library privilege is access to Lexis-Nexis, Westlaw, Loislaw, BNA, Hein-on-line, and other online research subscriptions paid for by the law school. These services are for class research, preparation for advocacy competitions, journal research, and other law school-related purposes. Using these services for personal, non-law school-related purposes can result in loss of privileges and is an Honor Code violation. Likewise, the equipment and supplies provided by Lexis-Nexis and Westlaw are for the printing of materials from these vendors and NOT for printing personal letters, class assignments, or documents taken from recreational sites on the internet. Using LexisNexis and Westlaw resources for non-law school purposes is a form of theft and therefore an Honor Code violation.

**School e-mail and Computer Use Limitations.** The use of school e-mail is monitored and administered through the law library's provision of instructional technologies and computer resources. The law school's e-mail system is part of the main campus system and thus is subject

to its guidelines for computer use, which can be found at <http://www.depts.ttu.edu/itts/documentation/laws/>. Please note that school e-mail and computer networks are not to be used for commercial purposes or for advertising. That limitation includes activities such as seeking roommates or participants in law school activities and offering items for sale. Instead, students are encouraged to use TechLawAnnounce, which is an official communication service for events and activities at the law school. Also, the law school provides "The Side Bar," an electronic classified ad forum featured on MyTechLaw. Students may use "The Side Bar" for general classified advertisements, for example to sell personal items, to look for roommates, etc. "The Side Bar" also features a discussion forum for general chat about law-related issues.

### ***C. Career Services Center.***

The Career Services Center offers a wide range of services to assist students in identifying career paths, developing individual job search strategies, and gaining the tools and skills to conduct a successful job search. Career Services will help you build your resume, practice your interviewing skills, perfect your application materials, and provide guidance in finding opportunities and procuring the best job for your particular skill set. The Career Services Center is staffed by three licensed attorneys, who have practiced law and understand the nuances of the legal job market. Attorney-counselors are available to meet individually with students, and conduct student workshops throughout the year on relevant career planning topics. In addition to the school's on-campus interviewing program, the office coordinates several off-site employment recruitment programs with other law schools from Texas, Oklahoma, Louisiana, and New Mexico. The Career Services Center is open to all law students, and we encourage students to take advantage of our services as early in their legal career as possible. Please do not be hesitant to schedule an appointment because you are afraid that your grades are not good enough or you are uncertain about a career path. Our goal is guide each and every student through the job search process. The Career Services Center is located in the Lanier Center, Room 151, and the telephone number is (806) 742-3879. General information on career services can be found at <http://www.law.ttu.edu/career/>.

## PART IV.

### MISCELLANEOUS POLICIES AND INFORMATION

- A. General Information**
- B. Graduation**
- C. State Bar Filings**
- D. University Services and Facilities**

#### **A. General Information.**

**Alumni Records.** Name and address records are maintained in the Office of the Dean. Please advise the Dean's Office of any change of address, even after graduation. Student records and transcripts are maintained by the Law School Registrar.

**Bulletin Boards and Notices.** Official notices concerning classes, assignments, law school regulations, and other current matters relating to law school activities may be distributed through any one or more of a variety of means, including bulletin boards, the law school website, and email messages.

Student bar notices, university events notices, student personal notices concerning items for sale or housing, and other miscellaneous items are posted on the bulletin boards by Room 109 or on the law school website.

Telephone messages or personal messages may be placed in the student's message box.

Under no circumstances are notices to be taped to any wooden surface, display case, door, window, or wall. Custodial Services and Building Maintenance have been instructed by the Central Administration to remove such notices.

Students may place notices of meetings or other current matters on a bulletin board or on the law school website. Special event posters should be coordinated with the Assistant Director for Student Life.

**Campus Emergencies and Class Cancellations.** The University maintains an Emergency Alert Notification System that sends messages about campus emergencies and class cancellations due to weather to students who have registered their telephone numbers. Visit the following website to register for notification: <https://appserv.itts.ttu.edu/EmergencyAlert/>.

**Certification of Enrollment.** Students needing certification of enrollment for financial aid purposes or other reasons should bring forms to the Law School Registrar's office to be completed.

**Changes of Names, Addresses, or Phone Numbers.** Any student who wants a name change on his or her student record should pick up a name change form at the front counter in the Administration Suite. Full legal names are used on records and will be changed only for reasons of marriage, divorce, or legal name change. A copy of a court order for legal name change will be required.

Students are responsible for keeping their addresses and emergency contact information current in MyTech (<https://raiderlink.ttu.edu>).

***Committee Assignments.*** Several committees of the law school have students appointed by the SBA to serve with faculty members (curriculum, rules, honors and awards, etc.). Students will be notified by the chairperson of the committee of their assignment and are expected to be in attendance at each meeting and vote on all matters requiring recommendation by the committee.

***Complaints.*** Students with complaints about the law school or the actions of any administrator, faculty member, staff member, or other student should follow the appropriate procedure below.

***Grades:*** Students should contact the Associate Dean for Academic Affairs. If the student decides to appeal a grade, he or she must follow the procedures detailed in Texas Tech Operating Policy and Procedure 34.03.

***Sexual Harassment:*** A student with a complaint concerning sexual harassment by a faculty member, staff member, or other student should contact the Associate Dean for Student Life. If the complaint concerns the Associate Dean, the student should contact the Associate Dean for Administration and Finance.

***Program of Legal Education or Possible Lack of Compliance with ABA Standards for Approval of Law Schools:*** Students with these concerns should file a complaint with the Associate Dean for Academic Affairs in writing or by using the system found on MyTechLaw. If the complaint is submitted in hard copy, it must be signed by the student. The complaint must identify the problem in sufficient detail to permit the Associate Dean to investigate the matter, including the specific accreditation standard at issue. The ABA Standards for the Approval of Law Schools can be accessed on the ABA's webpage, located at: [http://www.americanbar.org/groups/legal\\_education/resources/standards.html](http://www.americanbar.org/groups/legal_education/resources/standards.html).

The statement must also include the student's contact information, including name, home and email addresses, and phone number.

Within three weeks after a complaint is received, the Associate Dean will advise the student of any action the School of Law is taking to address the matter or to further investigate. The decision of the Associate Dean is final.

***Computer and Audio Visual Equipment.*** Texas Tech University law students with valid Texas Tech University ID cards may check out AV and Computer equipment from the Circulation Desk at the Law Library. Equipment available includes TV monitors, laptop computers, portable laptop/computer projectors, screens, document cameras, microphones, headphones, power cords for laptops and other similar equipment. *Students are responsible for providing their own media (i.e. video tapes, DVDs, etc.).*

Pickup and return must occur when the Law Library is open, and strict time limits are enforced to insure availability to all students. Students are responsible for the security of the AV and computer equipment and are also responsible for any damage or loss that occurs this equipment during the time while they have it checked out.

AV equipment may be reserved ahead of time by putting in a request on the calendar at the Circulation Desk. All requests for AV equipment will be based on availability, as well as the priority of the request. If there is a conflict, the first priority is always for classroom use.

***Computer Research Services.*** Computers are available for student use in each of the student carrels as well as the computer lab in the library. Instructional classes are held each year to acquaint students with their operation. Training on LEXIS, WESTLAW, and LOISLAW is conducted during both fall and spring semesters of the first-year Legal Practice course. Other sessions are offered by the library and by vendor representatives.

***Faculty Evaluations.*** Students are asked at the end of each academic period to complete a written faculty evaluation on forms provided for each course enrolled. The evaluations are not read by the professor until after final grades for the course have been reported to the Law School Registrar.

***Faculty Meetings.*** Notices of faculty meetings are posted on the law school website with the agenda for the meeting. Students are welcome to attend any of the open portions of these meetings. Upon majority vote of the faculty present, students are permitted to address the faculty on any matter. The Chair shall regulate the privilege of speaking to allow representative diversity of student remarks consistent with the time available for the meeting and the state of the agenda. Although it is not mandatory that students give advance notice of their intent to address the faculty, the courtesy of advance notice is requested so that students' request to address the faculty can be placed on the agenda.

***Food, Drinks, and Smoking.*** Food and drinks are available at Sam's Place located in the law school and from the vending machines in the Commons. Any students losing money in the machines or finding a machine is malfunctioning should let the Receptionist know. Food and drinks are *not permitted* in the Courtrooms. Smoking and the use of smokeless tobacco (e cigarette) or products that simulate tobacco use are not permitted in the law school building or within 15 feet of certain entrances.

***Grievances Other than Grades.*** Students who have grievances other than grades that they would like brought to the attention of the faculty should address their problems to an associate dean.

Students who wish to file a formal complaint about the law school's program of legal education or another matter that might suggest that the school does not comply with ABA Standards may use the complaint system found on MyTechLaw.

***Honors and Awards.*** Many of the awards for scholarship, leadership, advocacy, writing, etc. are presented at the Annual Honors and Awards Day Program in April.

Students are notified of other awards as designated by course professors. The Top Grade award is awarded to the top student in each course or each section of a course. The Distinction Award is awarded for other strong academic performance in a course, as determined by the professor.

***Lost and Found.*** The Lost and Found service is handled by the library. Notices concerning lost items may be placed on a bulletin board in the library. Articles turned in will be held at the circulation desk to be claimed by owners. Any articles not claimed after 60 days will be taken to the Texas Tech Police Department.



**Message Boxes.** Each student is assigned a message box (located just outside the door to the Administrative Offices) for messages from the administration or from other students or organizations. These boxes are not U.S. mail boxes, but for internal use only. Students are expected to respect the privacy of student message boxes. A list is posted near the boxes with the box number assigned to each student. Students should check their box daily.

**Notary Public.** Notaries are available in the Administration office and in the Career Services Center, the Clinic offices, the Law Library, and the Admissions and Recruitment office. There is no fee for this service.

**Outside Employment.** The law school strongly recommends that first-year students not undertake outside employment. No student shall undertake outside employment exceeding 20 hours per week. Employment is not considered an excuse for poor grades or class attendance or preparation, and students whose employment is interfering with academic requirements will be required to reduce their working hours or withdraw from school until such time as they can attend with fewer hours of employment. Students on scholastic probation may not be employed outside of the law school for compensation without the permission of the Associate Dean for Academic Affairs or the Associate Dean for Student Life.

**Parking.** All automobiles parked on campus must have a parking permit. Permits are available from the Traffic and Parking Office. Students who want a reserved space on the lot immediately north of the law school should check with Traffic & Parking (742-7275) for information on sign-up. *Do not park in visitor spaces while attending class.*

Students without an R-21 parking permit must obtain an "L" sticker for the car's front windshield at the front desk of the Administration Suite in order to park in the R-21 lot when entry is restricted due to an event at the United Spirit Arena. For more information on parking, go to <http://www.parking.ttu.edu/>.

**Personal Mail and Post Office Services.** Students are requested to not have personal mail sent to the law school as there are no mail services for students. Post office boxes are available at the Campus Post Office in West Hall. Postal services are available at the U.S. Post Office in West Hall and also in the University Center.

**Release of Information from Student Records.** Information concerning a student's record is not given out to the public without the student's written consent in compliance with the Family Educational Rights and Privacy Act of 1974, unless a statutory exception applies (see Appendix C.).

**Room Reservations and Special Event Scheduling.** Reservations for use of any non-library rooms in the Law School should be made on the law school website. Student organizations may schedule the use of rooms in the law school and in academic buildings on main campus online at [http://www.depts.ttu.edu/asfr/room/so\\_rules.php](http://www.depts.ttu.edu/asfr/room/so_rules.php). Contact Danette Weller with any questions, [danette.weller@ttu.edu](mailto:danette.weller@ttu.edu).

To place an event on the Law School Event Calendar, contact Danette Weller in Room 151A.

***Student Support and Emergency Team.*** The Student Support and Emergency Team (SSET) is a group of Tech Law administrators and faculty members who coordinate to provide support to law students who are experiencing a wide-range of personal issues, ranging from a death in the family, to an illness or injury, to a mental-health challenge, to another emergency. The team works with the student to help locate the appropriate resources and support to help resolve or manage the particular issue. We encourage students to bring issues on their own behalf, or on behalf of others, to SSET by contacting the Associate Dean for Student Life in person, via e-mail, or by phone.

***Student Identification.*** Student ID cards may be obtained from Room 103 in the Student Union Building (742-1457). ID cards are required for admission to various facilities on campus as well as for services such as the Wellness Center, for checking out books in both the Law Library and the Main Library, and for admission to the Recreation Center and TTU athletic events.

***Suggestions.*** Students are welcome to submit suggestions for improving the law school and to bring problems to the attention of the law school administration. The law school maintains an electronic suggestion box on MyTechLaw that students may use if they wish to remain anonymous and do not want a personal response.

***Telephone Messages.*** Emergency messages for students may be called into the Receptionist and will be delivered as soon as possible. Other messages are placed in the student's message box. The receptionist can be reached at (806) 742-3990, then dial 0.

***Writing Competitions.*** Notices of writing competitions sponsored by outside groups are posted on the school website or in TechLawAnnounce. A student may be able to satisfy the advanced research and writing requirement for graduation by entering a paper in a competition. Consult the Associate Dean for Academic Affairs to see if a particular paper qualifies.

## ***B. Graduation.***

***Academic Regalia.*** Students may wear indicia of academic achievement in faculty-approved programs with their academic regalia at law school hooding ceremonies. The faculty has approved the wearing of cords for the following programs: International Honor Society of Phi Kappa Phi, Business Law concentration program, Health Law concentration program, and Law and Science concentration program.

Academic regalia should be ordered from the Barnes & Noble Bookstore at the Student Union Building. Law students should ask for a doctoral gown, cap and hood. A rental fee and deposit fee is required at the time the order is placed. Following the hooding ceremony, all academic regalia should be returned promptly to the Bookstore. Students who do not return academic regalia will be billed for the full cost by the rental company. Students are advised to protect their academic regalia from theft or damage as the deposit will not cover the cost, which is in excess of \$300.

***Diplomas.*** Diplomas are mailed to students after all graduates have been certified as meeting degree requirements. Diplomas are ordered after final grades are received and honors are posted to the student's record. If a student does not complete graduation requirements as originally

planned, he or she must file a new Statement of Intention to Graduate.

***Graduation Checkout.*** Although it is not required, students should review their education records with the Law School Registrar prior to their last semester before graduation to verify that they will meet degree requirements. Each student is responsible for knowing the requirements for graduation and must have completed all requirements before the degree can be awarded.

***Honors.*** The following honors are shown on a student's diploma and transcript based on cumulative GPA: Cum Laude 3.200-3.399, Magna Cum Laude 3.400-3.599, Summa Cum Laude 3.600-4.000. The Registrar determines the students who qualify for honors after final grades have been posted and the list of graduates has been certified.

***Hooding Ceremony.*** Hooding ceremonies are held at the end of the fall and spring semesters only. August graduates may participate in the May ceremony preceding their graduation. Other than August graduates, students are not allowed to participate in a Hooding Ceremony earlier than the semester in which they expect to graduate. Students receiving a dual degree are allowed to participate in the Hooding Ceremony only when both degrees have been completed. Any questions concerning the hooding ceremony should be directed to the Assistant Director for Calendar and Special Events.

### ***C. State Bar Filings & Requirements for Licensing.***

***Declaration of Intention to Study Law.*** As a prerequisite to the Texas Bar Exam, students are required to file a Declaration of Intention to Study Law with the State Board of Bar Examiners in Austin. This filing must be done by September 15th for students entering law school in July. Those who enter in August should file by October 1st. No students may take a bar exam if they have not filed their declaration at least 270 days prior to the bar exam date. Forms are available on the website of the Texas Board of Law Examiners ([www.ble.state.texas.us](http://www.ble.state.texas.us)). *A copy of the student's law school application must be included with the Intent to Study Law Declaration.*

Students who transfer to another law school after filing their Declaration form must notify the Board of Bar Examiners that they have changed schools within 30 days after transfer.

***Application for the Texas Bar Examination.*** No later than six (6) months prior to taking the bar exam students must file an application with the Board of Law Examiners. Application forms are available online at [www.ble.state.tx.us](http://www.ble.state.tx.us). Students who have completed 86 hours of law study are eligible to take the bar exam, but cannot be sworn in until they have completed all degree requirements. The bar exam is given in February and July of each year.

The Board of Law Examiners expects increased scrutiny in areas dealing with satisfaction of character requirements for prospective lawyers. The Board intends to review carefully any information bearing on indications of substance abuse and failure to satisfy legal obligations. National studies indicate that these are the two factors most commonly found in discipline of lawyers.

***Third-Year Practice Certification.*** Under Texas law, students who have completed two-thirds of their course work towards their law degree (60 credit hours) or students who have graduated, but have not yet received their score from the first bar examination, may perform

certain legal duties under the supervision of an attorney. Students should secure a copy of the rules, filing procedures, and forms from [www.texasbar.com](http://www.texasbar.com). These forms require the certification of the student's law study by the Dean's Office and certification of the supervising attorney by the local bar association. A student on scholastic probation is not in good standing and cannot be certified.

***Requirements for Licensing.*** The requirements for being licensed to practice law in Texas may be found on the website of the Texas Board of Law Examiners ([www.ble.state.tx.us](http://www.ble.state.tx.us)). Beyond the academic requirement of graduation from a law school accredited by the American Bar Association, an applicant must also possess the necessary character and fitness to practice law.

The Board requires that applicants possess good moral character to prevent injury to future clients and to avoid the obstruction of the administration of justice. A lack of good moral character often involves dishonesty, lack of trustworthiness to carrying out responsibilities, or both. The Board includes in the investigation of character whether an applicant attends to financial responsibilities, including the timely payment of loans, credit cards, tuition, fees, and other obligations. The Board assesses whether an applicant possesses good moral character through a variety of means, including reports from the law school.

The Board also assesses each applicant's fitness to practice law. The Board considers fitness to be the necessary mental and emotional health of an applicant. A lack of fitness might be found in a person having a mental or emotional health problem which could prevent him or her from performing duties of responsibility to a client, a court, or the legal profession. The Board assesses whether an applicant possesses the necessary fitness through a variety of means, including reports from the law school.

***State Bar Filings in Other States.*** Students taking bar exams in a state other than Texas should check the rules of that state as to any required filings for first-year students as well as the requirements for bar admission.

#### ***D. Student Services and Facilities.***

All of the following facilities and services are available to law students and most require a student's ID for admission or services.

***Athletic Tickets.*** Athletic event tickets may be purchased through the Texas Tech University Web site at <http://texastech.cstv.com/tickets/text-tickets.html>. Many events are free to students as the costs are included in student fees.

***Campus Bus Service.*** The Bus Service provides free transportation throughout campus and to nearby residential areas. Citibus (712-2000) also provides a shuttle bus service from 5:00 p.m. until 3:10 a.m. Maps are available at the front desk in the Administration Suite.

***Campus Bookstore.*** Law students will find books required for law courses as well as study aids in the Barnes and Noble Bookstore in the Student Union Building (742-3816). Official jewelry with the law school crest may be ordered at the bookstore and also rental arrangements for academic regalia are handled there. Books can also be purchased at Varsity Books and Double T Bookstore (off-campus).

***Check Cashing Service.*** The Student Union has four automatic teller machines available for student use. Anyone having ATM access cards honored by financial institutions may use these machines for a variety of transactions. The ATMs are normally accessible 24 hours a day in the east lobby of the Student Union.

The Texas Tech Credit Union has free check cashing services for members of the credit union at three on-campus locations: 166 Administration Building; 1A-99 Health Sciences Center; and the main office at 18th and Knoxville. ATMs are available 24 hours a day at the main office and the Student Union Building.

***Counseling and Health Services.*** The Student Wellness Center is located at 1003 Flint Avenue (743-2848) and provides a walk-in type ambulatory clinic for health services and personal and group mental health counseling. All students are required to submit a copy of their shot records to Health Services. For more information on the types of available services, go to <http://www.ttuhsc.edu/studenthealth/>.

***Disabled Student Services.*** Information and assistance for disabled students is available through the Office of Student Disability Services in West Hall. Disabled students seeking accommodations are required to apply for services and may download an application through the SDS website [www.depts.ttu.edu/studentaffairs/sds/](http://www.depts.ttu.edu/studentaffairs/sds/)). For more information, please call the Office of Student Disability Services at (806) 742-2405 or contact the Law School's Associate Dean for Student Life.

***Food Services.*** Food service is available for breakfast and lunch on most class days during the fall and spring semesters in Sam's Club in the Commons area of the law school. Students who live off campus may also purchase a meal ticket and eat in a university dorm dining room.

***Insurance Programs.*** Information on property and health insurance programs for students is available at orientation or from the Student Government Association, 301 Student Union Building as well as the reception counter at the law school. Information about health insurance is also available at [www.academichealthplans.com/ttu](http://www.academichealthplans.com/ttu).

***Intramural Sports.*** Law students may participate in the intramural sports program of the university by joining law or graduate competitive teams. Information can be found at <http://www.depts.ttu.edu/recsports/intramurals/index.php>.

***International Students.*** International students may use the services of the Office of International Programs to obtain information about student visas, housing and many other services designed to ease cultural adjustment. This office is located on Indiana Avenue in the International Cultural Center (ICC). International students should also contact the Law School International Programs Office at (806) 834-1941.

U.S. students who plan to travel abroad may also use the services of the ICC and the Law School International Programs Office for information on travel requirements, visas, etc., and for overseas educational programs.

***Recreation Center.*** Many activities are available at the Recreation Center including

handball, basketball, racquet ball, weight lifting, exercise rooms, sauna, gymnastics, and swimming (742-3351).

***Student Business Services.*** Tuition and fee payments may be made in person or by mail at the Student Business Services in Room 301 of West Hall (742-3272). This office closes at 4:30 p.m., Monday through Friday. Students may find information regarding tuition and fees, payment options, important dates, and refunds on the Student Business Services website ([www.depts.ttu.edu/studentbusinessservices/](http://www.depts.ttu.edu/studentbusinessservices/)).

***Student Legal Services.*** Student Legal Services (SLS) provides legal advice, counsel and limited representation for currently enrolled students. Services include document preparation, notary services, advising, and research. The attorneys can represent students in landlord/tenant disputes, uncontested family matters, name changes, essential needs licenses, expunctions, and small claims disputes. Representation must be in Lubbock County.

SLS is staffed by three full-time licensed attorneys, two clerical staff, and several law clerks and interns. The office is located in Room 307 of the Student Union Building.

SLS cannot advise students in matters against another student, faculty, or staff member, department, or the University as a whole. SLS does not advise or represent in areas of tax, immigration, or bankruptcy.

***Student Union Building.*** Facilities include a cafeteria, snack bar, game rooms, automated post office, check cashing, TV lounges, typing and photocopy service, cultural events, movies and other programs. The Student Union has several automated teller machines available 24 hours a day for use by students who have access cards. There is a branch of American State Bank located in the Student Union Building.

***Veterans Programs.*** Information on veterans programs, including various benefits programs, is available at the Military & Veterans Programs Office, which is located in Drane Hall, Room 147. The telephone number is (806) 742-6877. More information can be found at <http://www.depts.ttu.edu/diversity/mvp/>.

## **Appendix A: Law School Professionalism Oath**

As I begin the study of law, I (**say your name**) acknowledge and accept the privileges and responsibilities inherent in my becoming a lawyer, along with the high standards and ideals that accompany such an undertaking. Accordingly, I pledge that I will at all times conduct myself with the dignity befitting an advocate and counselor in a learned profession. I commit myself to service without prejudice, integrity without compromise, and the diligent performance of my duties with the utmost good faith. I acknowledge that I will be a zealous advocate, but will act with courtesy and cooperation toward others, and I will at all times behave in a professional manner. I will remember that my responsibilities to the legal profession permeate my actions both as a student of the law and, therefore, as a member of the bar. I accept my new status as a legal professional, and will approach my colleagues and adversaries alike with the same integrity, professionalism, and civility that I expect from them. This pledge I take freely and upon my honor.

## **Appendix B: The Honor Code**

### **The Honor Code**

#### ***Preamble***

Recognizing That

*Those who embark upon the legal profession have chosen to be judged by a high standard of personal honor and the ethical principles of that profession;*

*The governing principle of conduct for members of the legal profession is individual adherence to the highest ethical standards to assure that the public trust in the legal profession is never compromised or questioned;*

*Fulfilling the responsibilities of the legal profession ultimately depends on the conduct and beliefs of its individual members;*

*Integrity and conduct beyond reproach are essential attributes for persons preparing for entry into the legal profession;*

*Fulfilling the responsibilities of the Honor System ultimately depends on the conduct and beliefs of the individual students at the Texas Tech University School of Law; and*

*The Honor System has existed as an unwritten Code of Conduct for students at the Law School since the School began.*

#### **Now Therefore**

*To set forth the requirements of the Honor System, its violations, sanctions, and enforcement, this Honor Code is promulgated in written form.*

### **I. Principles of Conduct—Interpretive Comment**

When being applied, this Honor Code should be interpreted in light of the broader principles of the Honor System. A breach of any Principles of Conduct of this Code is a violation of the Honor System of the School of Law. Examples in the Explanatory Comment of the Principles illustrate types of conduct that are clear violations of the Code. In this Code, as in the Code of Professional Responsibility governing conduct of attorneys, it is impossible to define each type of conduct that could be a violation. Moreover, specific definition is undesirable because the Honor Code could then be treated as a set of self-contained rules which invite interpretation and application of the Code by a search for loopholes. In that event the emphasis would be on the form rather than the substance of the Principles. The enumeration of specific examples is not intended to be exclusive, and an example may apply to more than one Principle. The test for determining whether a violation occurred is whether a reasonably prudent person would conclude that a violation has occurred.

The heart of the Honor System is that individuals bound by the system can operate among themselves in an atmosphere of mutual confidence and trust. Violations of the Honor Code should not be tolerated by any persons, but especially not by those who are bound by the Honor System.



***Principle One—A Law Student Should Always Act with Honor and Integrity in Matters Pertaining to Legal Education.***

***Explanatory Comment:*** This Principle emphasizes that a law student must engage in conduct beyond reproach at all times. This in turn requires self-awareness and self-discipline during an individual's legal education. The First Principle also emphasizes that the law student should be careful in his or her conduct not only with respect to persons at the Law School. Principle One also covers failure to report a violation of the Honor Code and failure to appear in any proceedings held according to this Honor Code. The Principle merely restates the fact that the law student's conduct is under scrutiny by those within the Law School and university. As viewed by the public, a law student's conduct reflects on the Law School, the university, and the legal profession in general.

The First Principle reaches more obvious examples of dishonest behavior. These would include lying, cheating, stealing, or deceiving others in any aspect of the student's relationship with the Law School and the university. Other matters covered would include providing false information for university records; submitting inaccurate time sheets for courses which rely on them for credit such as clinical programs, moot court, or law review; submitting inaccurate time sheets for employment purposes; falsifying grades or class rank on a resume; handing in a memorandum or brief prepared by an employer for the student's research credit; and disclosing matters that are confidential under this Code.

A student's failure or refusal to admit or confess a violation of the Honor Code is not itself a violation of the Code. A student's response to any official inquiry conducted under this Code may not be used as a basis for charging that student with prior failure to report a violation of the Code.

***Principle Two—A Law Student Should Perform All Work in Academic Matters Honestly.***

***Explanatory Comment:*** The Second Principle is a prohibition of any form of academic dishonesty. What constitutes academic dishonesty may vary depending on the work required by a course. Examinations are presumptively closed book and are to be completed without the use of any outside materials or any help from others. Research papers for a course, on the other hand, presumably may be discussed and talked over with other students or persons. But in all cases, the final product must be the individual student's effort. If any doubt exists concerning authorized source materials, consultation or cooperation with others, or any other matter concerning any assignment, the student should contact the person making the assignment for clarification.

Examples of academic dishonesty which would violate the Second Principle include: a) copying another's examination answer; b) using unauthorized material on an examination during an examination period; c) talking about the examination with other students during the examination period; d) permitting another to use or copy an answer to an examination question; e) beginning an examination before the stipulated time or working on an examination after the conclusion of the examination period; f) taking or gaining access to an examination before the time one is scheduled to take the examination; g) handing in another person's work as one's own for credit; h) using all or part of another person's research paper as one's own for credit; and i) taking an examination for another person.

***Principle Three—A Law Student Should Not Take Unfair Advantage in Academic Matters of Another Student, Faculty Member, Staff Member, or the Law School.***

***Explanatory Comment:*** Principle Three reaches conduct intended to give one student an advantage not equally available to all persons. It encompasses failing to return needed library books, cutting articles from books or periodicals, misappropriating or hoarding library materials, gaining unauthorized entry into the library or Law School, gaining unauthorized access to an examination before the examination period, permitting another person to hand in one's research paper for the other's credit, and trying to duplicate from memory or otherwise specific questions from an examination intended to be uncirculated.

Principle Three also is the underlying tenet of the anonymous grading system. It permits examinations without proctor or monitoring. A student is expected to act honestly and before final grades are issued, should not reveal an examination number or the contents of an examination answer to a professor or try to seek favor from a professor in any other unauthorized way.

***Principle Four—The Property in the Law School and Law Library Should Be Protected and Preserved at All Times.***

***Explanatory Comment:*** Principle Four addresses the problem of misuse of personal property, public or private, located in the Law School. It covers the misappropriation, damaging, misuse, or destruction of library or privately owned books, study materials, or other personal property or equipment in the Law School. It emphasizes the special importance of the property to legal research, legal education, and the legal profession. Principle Four is needed in addition to Principle Three because the conduct may occur for reasons other than gaining unfair advantage over other students or persons. For example, it may occur for employment benefits, personal financial advantage, or other reasons unrelated to academic performance at the Law School. Conduct could, depending on the facts, be a simultaneous violation of Principles One, Three, and Four.

## **II. Jurisdiction**

This Honor Code applies to any conduct by a Law Student that directly or indirectly affects or arises from the person's status as a Law Student or the person's relationship with the Law School.

***Explanatory Comment:*** The Honor Code usually does not apply to off-campus conduct by Law Students that does not involve the Law School directly. However, if the off-campus conduct is done while the student is on a Law School business trip or is representing the Law School, or if it involves the misuse of Law School property, the nexus between the conduct and the student relationship existing between the offender and the Law School is direct. In that case, the Honor Code governs. Also, any behavior such as harassment or threat that would be actionable had it occurred face to face is equally actionable whether it occurs through email, text, social media or any other means other than in person.

This Code applies to conduct occurring before the Law Student was enrolled if it affected the admission, readmission, or transfer into the Law School, as well as all conduct occurring when the person charged was a student in the Law School even though at the time the violation is discovered the person is no longer a Law Student.

The terms "Student" and "Law Student" mean persons enrolled in any course in the Law School curriculum or in any course for which credit is given towards a degree from the School of Law and who are working towards a degree from the School of Law and/or are preparing for entry into the legal profession.

In addition to the Honor Code, Tech Law students and registered organizations are also subject to the Texas Tech University Code of Student Conduct. In specific situations, students may find themselves in violation of either the Code of Student Conduct or the Honor Code of the School of Law, or both. Each document has its own respective disciplinary processes and at times, a single behavioral violation may require two separate disciplinary processes. Questions concerning the respective jurisdiction of the Code of Student Conduct and the Honor Code of the School of Law will be resolved by the Vice Provost for Undergraduate Education and the Dean of the School of Law, or designee. Tech Law students are responsible for being familiar with both codes of conduct.

The Honor Code of the School of Law (located within the Student Handbook) is located and maintained on the [MyTechLaw](#) website. To locate the Student Handbook, please follow below:

1. Go to [MyTechLaw.law.ttu.edu](http://MyTechLaw.law.ttu.edu);
2. Under "Departments," select "Student Affairs;"
3. The Student Handbook will be available on the left hand sidebar.

Texas Tech University Code of Student Conduct (located within the Student Handbook): <http://www.depts.ttu.edu/dos/handbook/>

### **III. Honor Council**

The Honor Council comprises seven members, and the term of each member is for the entire academic year and shall continue until a successor is appointed by the Dean. Four members are fulltime teaching members of the faculty, appointed annually by the Dean. Three members are students, elected each fall. Two of the students are elected by the third-year class and must be members of that class at the time of their election. One student is elected by the second-year class and must be a member of that class at the time of his or her election. Five members constitute a quorum, so long as three of the five are members of the faculty. Any Honor Council member who fails to serve, becomes disqualified to serve, or is otherwise unable to serve on the Council, shall be replaced by a person named by the Dean. A designated student member must be from the same class as the replaced member.

In any case where a member of the Council feels himself or herself to be biased, he or she will disqualify himself or herself from the hearing and recommendation of the case and an alternate (named by the Dean if necessary) will serve. Any student charged with a violation of this Code may challenge any member of the Council as biased and present facts and arguments in support of the challenge. The members of the Council who have not been challenged will determine by majority vote whether the member is recused.

#### **IV. Procedure**

**A.** Any complaint concerning a violation of the Honor Code shall be presented to the Office of the Dean of the Law School. The Dean's delegate, typically the Associate Dean for Student Life, shall conduct a preliminary factual investigation of the complaint containing the alleged violation and shall set the parameters of the preliminary investigation based upon the nature and the seriousness of the alleged violation. The Dean's delegate may, among other things, post a notice requesting individuals with knowledge of the facts related to the alleged violation to come forward; such notice shall be drafted in a manner that avoids the disclosure of the student names.

If the Dean's delegate determines that there exists sufficient cause to believe that the student may have violated the Honor Code, and the matter is not appropriate for administrative disposition under section IV. E, the Dean's delegate shall forward the matter in writing, together with any relevant material, to the Chair of the Honor Council for hearing. In addition, the Dean's delegate shall notify the student, in writing, of the action taken. If the Dean's delegate determines that there exists insufficient cause to believe that the student violated the Honor Code, the Dean's delegate shall dismiss the complaint and advise the student in writing.

**B.** The Honor Council shall notify in writing the student charged of the charges filed, the time set for a hearing, and that the student has the following rights:

1. Upon timely written request, to have witnesses called by the Honor Council;
2. To be informed of the identity of any witnesses known to the Honor Council;
3. To question any witnesses called by the Honor Council to the hearing;
4. To appear in person or through written sworn statement;
5. To remain silent; and
6. To be represented before the Honor Council by an attorney or the person whom the student chooses.
7. To have a record made of the proceedings, as follows: If the student so requests no later than twenty-four hours prior to a hearing, the Council shall make an audio recording of the hearing and make it available to the student. If another form of recording is desired by the student or the Council, the cost of such recording will be borne by that party.

**C.** If the student desires to interview a witness before the Council hearing, request shall be made to the council chair, who will determine if the witness agrees. If the witness agrees, the witness may have a disinterested third person present for the meeting between the witness and the student or the student's representative. The Council may consider any relevant evidence and assign it such weight as the Council deems appropriate. The Council is not bound by the rules of evidence.

**D.** After the hearing is completed by the Honor Council, it shall make a written summary of the evidence with appropriate exhibits, which shall be the record in the case. It shall state its findings of fact and its disposition of the matter separately. A determination that a violation of the Honor Code has occurred and the determination of the sanction for the violation requires the

affirmative vote, based on clear and convincing evidence, of four members of the Council. The Honor Council shall notify in writing the student and the Dean of its disposition of the case.

**E.** In the following situations, the Dean's delegate may, after finding sufficient cause to believe that a student may have violated the Honor Code, administratively dispose of the Honor Code allegation by allowing the student to agree to a reprimand in lieu of the matter being forwarded to the Honor Council pursuant to Section IV. A of the Honor Code. If the alleged violation is one of inaccurate disclosure on the Application for Admission, the Dean's delegate shall not initiate administrative disposition or referral to the Honor Council until the Law School's procedure for initial consideration of these cases has been completed. A decision by the Dean's delegate to refer a matter eligible for administrative disposition to the Honor Council or to offer administrative disposition is final, and not subject to review by either the Law School Dean or the faculty. By agreeing to administrative disposition, the student admits that the Honor Code has been violated and waives any of the procedures of the Honor Code, including any appeals of findings and sanctions imposed.

Administrative disposition may be offered a student only once. An allegation of a subsequent Honor Code violation against a student who has previously agreed to administrative disposition is not eligible for administrative disposition.

**1. *Matters Eligible for Administrative Disposition.*** Administrative disposition will be confined to the following situations:

**a. *Inaccurate or Incomplete Disclosure on Admission Application.*** A student's incomplete disclosure or failure to disclose information on the law school application is eligible for administrative disposition if the omitted information involved a minor offense or offenses arising out of a single transaction and the student did not receive a penalty more serious than a small fine, probation, community service, deferred adjudication, or comparable penalty, and the student sought to amend his or her application to law school on or before November 1 of the student's first year of law school.

**b. *Alleged Honor Code Violations from conduct Other than Inaccurate or Incomplete Disclosure on the Admission Application.*** An alleged Honor Code violation arising from conduct other than the inaccurate or incomplete disclosure on the admission application is eligible for administrative disposition, in the discretion of the Dean's delegate, if the alleged violation is no more serious than the category of cases defined in 1. a. above and the Dean's delegate determines that a reprimand is an appropriate sanction for the violation.

**2. *Procedure for Administrative Disposition.*** The procedure for administrative disposition of an alleged Honor Code violation will be as follows:

**a.** The Dean's delegate will notify the student in writing that there exists sufficient cause to believe that the student may have violated the Honor Code, that the matter is one for which administrative disposition is available, and that the Dean's delegate is offering the student the option of administrative disposition. The student will be informed that an acceptance of administrative disposition constitutes an admission that the Honor Code has been violated and will

result in a letter of reprimand from the Dean. The student will also be informed that if the student does not accept the offer of administrative disposition, the matter will be referred to the Honor Council pursuant to Section IV. A. of the Honor Code.

b. The student will have ten days from receiving written notification that administrative disposition is being offered to accept the offer in writing (not via e-mail). If the student does not accept the offer, the matter will be forwarded to the Honor Council.

c. If the student accepts the offer of administrative disposition, the Dean will issue a reprimand, which will include a statement that the student has violated the Honor Code.

## **V. Sanctions**

**A.** For any violation of the Honor Code, the Honor Council may recommend the following sanction or sanctions as it considers appropriate:

1. Expulsion from the School of Law;
2. Suspension from the School of Law;
3. Withdrawal of degree previously awarded;
4. Satisfaction of additional work in the School of Law for graduation not to exceed a total of fifteen (15) additional hours;
5. Censure from the Honor Council by a written resolution that shall be placed in the violator's Student File and a copy of which shall be given to the violator;
6. Reprimand from the Dean by letter that shall be placed in the violator's Student File, and a copy shall be given to the violator.

For a violation of Principle One of the Honor Code involving failure to disclose one or more academic offenses or legal offenses as required by the Application for Admission, the Honor Council shall recommend suspension from the School of Law for one or more semesters, except in rare circumstances. The Honor Council may also recommend delaying the imposition of a suspension until the beginning of a subsequent fall or spring semester. The Honor Council may also recommend that a sanction be stayed as permitted under subsection B.

**B.** The Honor Council may also make any of the following recommendations in addition to any of the sanctions above as it considers appropriate:

1. The enforcement of any of the sanctions may be suspended for a period of time not to exceed two years conditioned on reasonable requirements.
2. A reprimand or censure may include the condition that a subsequent violation of the Honor Code will result in automatic suspension or expulsion from the School of Law.
3. For a violation of Principles of Conduct One, Two, or Three of the Honor Code, the Council may recommend a failing grade for the course. This provision does not preempt the instructor of the course from assigning a failing grade if the Council does not recommend this sanction.

4. The offender may be required to pay for restoration or replacement of any property stolen, damaged or destroyed, and make restitution for any harm caused by or expenses incurred from the violation.

C. A summary of cases heard and sanctions imposed shall be published annually. Names of offenders shall not be released.

## **VI. Appeal**

The Dean shall review each recommendation of the Honor Council, except that findings of fact that exonerate the student or the disposition calling for no sanctions may not be reviewed. The record, the findings of fact, and the recommendation of the Honor Council shall be considered. The student may submit a statement giving reasons why the recommendation of the Council should be modified or vacated. This statement shall be submitted to the Dean not later than 30 calendar days from the date of the Council's report to the Dean and the student.

The Dean may impose, modify or vacate the sanction recommended, but in no event increase the severity of the sanction. The Dean shall notify the student, the Honor Council, the Director of Student Life, and any other affected person, of his decision and take the necessary action to execute any sanction. There is no further right to appeal or review within the university.

Note: Any disciplinary investigation must be reported to the Board of Law Examiners, and an investigation that results in a student's being found to have violated the Honor Code typically results in a formal hearing before the BLE to determine the student's character and fitness to practice prior to being licensed.

## **Common Honor Code Issues**

This section addresses two common Honor Code issues: 1) amendments to the law school application for admission resulting from inaccurate or incomplete disclosure of information on the initial application, and 2) plagiarism/collaboration on assignments.

***Amendments to Law School Applications.*** On occasion, students find it necessary to amend their law school applications to add information that they failed to disclose initially in the application (i.e., pre-admission incidents). Students should be aware that such requests may raise issues of academic dishonesty under the Law School's Honor Code. Therefore, requests to amend an application should be in writing (not via e-mail) and dated and should thoroughly explain both the information sought to be added to the application and the student's reason for failing to include the information on the application initially. (A student amending an application should realize that all submitted documents will become part of the student's permanent file and likely be reviewed by the Board of Law Examiners.) Requests to amend applications should be directed to the Associate Dean for Student Life, who, under the Honor Code, is the Dean's delegate for making the determination of whether failure to disclose information on the law school application provides sufficient cause to believe that an Honor Code violation may have occurred.

Students also have an ongoing obligation to timely disclose any incidents that occur post-admission that would have been required to be disclosed if they had occurred pre-admission. Disclosure should be made to the Associate Dean for Student Life and should be made in writing (not via e-mail) and dated. It will become part of the student's permanent file.

***Review Process in an Instance of Inaccurate or Incomplete Disclosure on the Application for Admission.***

1. A panel appointed by the Dean consisting of three members of the Admissions Committee shall consider all cases involving accepted applicants and students who fail to disclose information fully on the Application for Admission to the School of Law. The panel shall determine whether the accepted applicant or student would have been admitted had the offense or offenses been disclosed and shall make this determination before the Dean's delegate considers the case under Section IV of the Honor Code.

2. If the panel determines that the accepted applicant or student would have been admitted had the offense or offenses been disclosed, the panel shall refer the case to the Dean's delegate for consideration under the Honor Code.

3. If the panel determines that the accepted applicant or student would not have been admitted had the offense or offenses been disclosed, the panel shall revoke admission to the School of Law. The accepted applicant or student may request a hearing in writing within 10 days of being notified of the panel's determination to explain the offense or offenses not disclosed. An enrolled student who requests a hearing may continue to attend classes until the panel has heard the case and issues its decision. If the panel determines that the explanation is sufficient to allow an accepted applicant to enroll or a student to remain enrolled, the panel may reinstate admission. If the panel reinstates admission, it shall refer the case to the Dean's delegate as an allegation of an Honor Code violation. If the panel determines that the explanation is not sufficient to allow an accepted applicant to enroll or a student to remain enrolled, admission shall not be reinstated.

4. The accepted applicant or student may appeal the panel's decision to the Dean, by submitting a written statement giving reasons why the panel's decision to revoke admission should be vacated. The accepted applicant or student shall submit this written statement within 10 calendar days from the date of the panel's decision. An enrolled student may continue to attend classes during the consideration of the appeal.

5. There is no further right to appeal or review within the university.

***Specific Information on Academic Plagiarism and Collaboration.*** This information on plagiarism and collaboration should serve as a guide to what might constitute a violation of the Honor Code relating to these topics.

"Plagiarism means taking the literary property of another without attribution, passing it off as one's own, and reaping from its use the unearned benefit from an academic institution."<sup>2</sup> The law

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<sup>2</sup> Terri LeClerc, *Failure to Teach: Due Process and Law School Plagiarism*, 49 J. Legal Educ. 236



school's Honor Code, in Principles Two<sup>3</sup> and Three,<sup>4</sup> emphasizes the seriousness of and provides examples of what might constitute this offense.

**Academic Plagiarism and Collaboration Standards.**<sup>5</sup> The standards of plagiarism differ between (1) practical works for a skills course in an academic setting, (2) practical works in a practice setting, and (3) academic works (research papers, law review articles, etc.). In the practice of law, the final product and outcome are more important than authorship. (Correct attribution of authority is important in all three settings.) However, in an academic setting, students are judged on their individual ability to think and analyze. Therefore, the process is more important than the final answer, and authorship is very important. Even when a student is preparing a practical work, he or she is doing so in an academic setting for an academic grade. Therefore, the standards that apply are academic standards rather than practice standards.

**Collaboration With Others.** Students are responsible for understanding what constitutes permissible collaboration in a particular course. In a course that does not permit any collaboration, a student may not be permitted even to let another person proofread or edit a paper. A student who is concerned about the appropriateness of consultation with the school's writing specialist should speak with the professor teaching the course and the writing specialist about permissible consultation.

**One's Own Work.** In most courses, unless otherwise permitted by the professor, all individual writing assignments must be exclusively one's own work.

**Attribution.** Because discussion and cooperation between students and between students and professors is encouraged, at times the line between impermissibly taking another's idea without attribution (plagiarism) and ideas generally developed in discussion or through instruction can be a

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(1999).

<sup>3</sup> "What constitutes academic dishonesty may vary depending on the work required by a course . . . . Research papers for a course . . . . presumably may be discussed and talked over with other students or persons. But in all cases, the final product must be the individual student's effort. If any doubt exists concerning authorized source materials, consultation or cooperation with others, or any other matter concerning any assignment, the student should contact the person making the assignment for clarification.

Examples of academic dishonesty that would violate [this principle] include: . . . g) handing in another person's work as one's own for credit; h) using all or part of another person's research paper as one's own for credit . . . ."

<sup>4</sup> "Principle Three reaches conduct intended to give one student an advantage not equally available to all persons. It encompasses failing to return needed library books, cutting articles from books or periodicals, misappropriating or hoarding library materials, gaining unauthorized entry into the library or Law School, gaining unauthorized access to an examination before the examination period, *permitting another person to hand in one's research paper for the other's credit*, and trying to duplicate from memory or otherwise specific questions from an examination intended to be uncirculated." [emphasis added]

<sup>5</sup> This information, taken from the Legal Practice Program syllabus, was originally adapted in part from the Howard University School of Law collaboration and plagiarism policy.

fuzzy one. A student should err on the side of attribution, not on the side of withholding information.<sup>6</sup> Check with the professor before turning in any work in order to resolve any problems before they arise.

***Recent Disciplinary Situations.*** Recent disciplinary situations related to plagiarism and collaboration have included the following:

- \* Copying another student's Legal Practice assignment,
- \* Taking copies of another student's assignment from a common area or computer and passing it off as one's own,
- \* Submitting a prior year's exercise answers or parts of a class "script" as the student's own work,
- \* Insufficiently attributing primary authority in a written submission, and
- \* Collaborating on an assignment that was to be completed individually.

The sanctions recently imposed have ranged from loss of credit to a written reprimand to suspension from the law school. Any disciplinary investigation must be reported to the Board of Law Examiners, and an investigation that results in a student's being found to have violated the Honor Code typically results in a formal hearing before the BLE to determine the student's character and fitness to practice prior to being licensed.

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<sup>6</sup> The following citation and attribution guidelines are provided to help students avoid plagiarism:

1. Cite sources for all direct quotations;
2. Cite sources from which language, facts, or ideas have been paraphrased or summarized;
3. Cite sources for any idea or information that could be regarded as common knowledge, but (a) was not known to the writer before encountering it in a particular source or (b) might be unfamiliar to the reader;
4. Cite sources that add relevant information to the particular topic or argument propounded; and
5. Cite sources relied upon for authority to support any legal proposition or rule.

Robert D. Bills, *Plagiarism in Law School: Close Resemblance of the Worst Kind?* 31 Santa Clara L. Rev. 103 (1990).

## **Appendix C: Procedures and Information on the Family Educational Rights and Privacy Act of 1974**

***Student Records.*** Texas Tech University maintains records on students in various academic and administrative offices on the campus. A list of these offices is set forth below. The chief administrative officer in each office is responsible for the student records under his or her control and for the release of such information on those records.

***Student Access to Education Records.*** All students (and former students) of the university have the right to access their "education records" for the purpose of review, with the exception of those records excluded by the Act.

Students have the right to obtain copies of records relating to themselves at the expense of the student. The reproduction charge shall not exceed the actual cost to the university.

The university will respond to all requests for explanations and interpretations of records or information, provided the response is not in violation of the Act.

The Act provides that a student may waive his right of access to confidential letters of recommendation in the areas of admissions, job placement and the receipt of awards. Students seeking employment through the university Placement Office may have signed such a waiver. Information concerning the status of such waivers may be obtained from the Director of Career Services. Consent to release personally identifiable information, such as rank in class, personal conduct, grade point ratio, academic progress, etc., to non-authorized personnel should be obtained from the student by individuals releasing such information.

***Records Not Accessible to Students.*** Instructional, supervisory, and administrative personnel records and educational personnel records pertaining thereto in the sole possession of the author and not revealed to any person other than a substitute (i.e., grade books, notes of observation and notes for recollection purposes).

Student records, if any, in the custody of the Office of the University Security Police, provided such records are maintained solely for law enforcement purposes, and made available only to law enforcement officials of the same jurisdiction.

Employment records of a university employee who is not a student.

Records and information on a student maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in such capacity or assisting in such capacity, which are made, maintained or used in connection with treatment to the student, except that such records can be personally reviewed by a physician or other appropriate professional of the student's choice.

***Authorized Non-student Access to Student Records.*** Under the following circumstances and to the following people, educational records (or personally identifiable information within a record) may be released without the written consent of the student:

- Officials, faculty and staff employed by the university, if they have a "legitimate educational interest."
- Officials of other educational institutions in which the student intends "or seeks" to enroll, provided the student is notified of what is being released and given a copy if desired.

- Authorized representatives of the Comptroller General of the United States; the Secretary of Health, Education and Welfare; administrative heads of educational agencies; or state educational authorities.
- Individuals needing this information in connection with a student's application for, or receipt of, financial aid.
- State and local officials to whom state laws (in effect on or before November 19, 1974) require information to be reported.
- Organizations like Educational Testing Service and College Entrance Examination Board in connection with developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, but such organizations must not show the personally identifiable information to outsiders and the information will be destroyed when no longer needed for audit, evaluation, and/or enforcement of federal legal requirements.
- Accrediting organizations.
- Parents who certify a student is carried as a dependent for federal income tax purposes. This certification must be ascertained by the university office concerned. (It would include such items as grades, transcripts, financial aid and probation reports).
- Appropriate persons, if the knowledge of such information is necessary to protect the health or safety of the student or other persons.
- Individuals requiring such information by means of a judicial order or any lawfully issued subpoena, upon condition that the student is notified by the university of all such orders and subpoenas in advance of compliance.

***Students' Right to Challenge.*** Students have the right to challenge records and information directly relating to them. A grade challenge is not available under the procedure of this section. The challenge is limited to inaccurate, misleading, or otherwise inappropriate records and information. The procedures set forth below shall be followed for an appropriate challenge.

Any student wishing to challenge records or information directly relating to him must notify the individual responsible for maintaining the record of the wish to challenge. The notice must be in writing and specifically identify the item challenged and the basis for the challenge. This written request must be filed in duplicate with the custodian of the challenged record.

All initial hearings will be informal and participants will be the custodian of the challenged records or information, the student and the author (if appropriate) of the material.

If any of the participants (record custodian, student or author) are not satisfied with the results of the informal hearing, a formal hearing will be conducted under the procedures adopted and published below:

- The hearing will be conducted and the result decided within a reasonable period of time (seven business days) following the request for the hearing.
- The hearing will be conducted, and the decision rendered, by an institutional official or other party who does not have a direct interest in the outcome of the hearing. The appointment of the official or party will be made by the Office of the President of the University.
- The student will be afforded a full and fair opportunity to present evidence relevant to challenging the content of the educational records in order to insure that they are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students.

- The hearing also provides an opportunity for correction or deletion of any inaccurate, misleading, or otherwise inappropriate data contained in the record and/or to insert into the record a written explanation of the student respecting the content of the challenged record.
- The decision must be rendered in writing to all interested parties within a reasonable period of time (seven business days) after the conclusion of the hearing.

***Release of "Student Directory Information."*** Information on students, such as date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended, is defined and referred to in this Act as "student directory information" (this is a category of information and does not refer necessarily to a publication known as a "directory"). The information mentioned above will be released by various campus offices periodically or upon request unless the student requests in writing that a specific information be withheld.

A publication known as the Texas Tech University Complex Directory is one type of periodical containing data classified as "student directory information." This publication will contain the student's name, address, telephone listing, major field of study and classification, unless the student indicates at the time of fall registration on the appropriate form that part or all of the data be withheld from the publication.

***Destruction of Records.*** The university constantly reviews "education records" it maintains and periodically it becomes necessary to destroy certain records. However, in no case will the university destroy records, if such action is prohibited by applicable state or federal law.

The student's basic scholastic record is kept and maintained permanently in the Office of the Registrar.

***Letters of Recommendation.*** Students have the right to review recommendations used in applications for employment or for admission to any educational agency or institution, or information concerning honors awarded, except when the student waives the privilege in writing.

Appropriate forms are available in the career services office for students using this service for future employment purposes. These forms are designed to provide the student with several options concerning the use and confidentiality of future letters of reference and recommendation.

Under the Family Educational Rights and Privacy Act of 1974, the student does not have access to confidential letters and statements of recommendation which were placed in the education records prior to January 1, 1975, if the letters or statements are used for purposes for which they were specifically intended.

***Former Students.*** These procedures and practices apply to all persons formerly enrolled at Texas Tech University and to all those students currently enrolled in the university.

## Appendix D: Dual-Degree Programs

***Doctor of Jurisprudence/Doctor of Medicine.*** The School of Law, in association with the School of Medicine in the Texas Tech University Health Sciences Center, offers a program that enables a student to earn both the Doctor of Jurisprudence (J.D.) and Doctor of Medicine (M.D.) degrees in six years. The program is designed for individuals interested in the areas of health care, health care policy, bioterrorism, forensics, or biomedical compliance. While the School of Law does not require a specific major or undergraduate curriculum, the School of Medicine requires a minimum undergraduate grade point average, a minimum score on the MCAT, and a minimum number of credit hours in biology, general chemistry, organic chemistry, statistics and calculus, physics, and English.

Interested students are required to submit an admission application and supporting documents to both the School of Law and the School of Medicine in the same annual admissions cycle. It is important to note that entrance into both programs of study require significant advanced preparation and adherence to strict deadlines. It is imperative that interested applicants familiarize themselves with the processes of both programs of study. The successful applicant must meet the admission requirements for both programs of study.

***Doctor of Jurisprudence/Master of Business Administration.*** The School of Law, in association with the Graduate School, offers a program that enables a student to earn both the Doctor of Jurisprudence (J.D.) and Master of Business Administration (MBA) degrees in three to four years of academic work. The program is designed mainly for the student who wishes to acquire broad business knowledge to complement legal training. A student without a business background may complete both degrees with 112 credit hours of law and business courses (a net savings of 24 hours from the total hours necessary if the degree programs were pursued separately). This is made possible by allowing 12 hours of approved law courses to transfer as elective credit toward the MBA degree and vice versa. These transfers are of credit hours, not grades. Therefore, graduate course work will not be computed in a student's Law School GPA and class ranking.

Interested students must declare their intent to pursue the dual degrees no later than their second semester in Law School. The first year of study consists entirely of law courses. During the second and third years, the remaining required law courses are to be completed together with selected law electives and an appropriate number of graduate business core courses. Students may enroll in the Graduate School at Texas Tech University and complete all leveling course work and earn up to 12 credit hours toward the MBA in the academic year prior to matriculation to the Law School. Students who have earned more than 12 credit hours (excluding leveling course work) prior to matriculation to the Law School are ineligible for the J.D. dual-degree program. Students must meet the admission requirements for both the Law School and Graduate School. The Graduate School will accept the LSAT in lieu of the GRE or GMAT exam.

***Doctor of Jurisprudence/Master of Engineering.*** The School of Law, in association with Graduate School, offers a program that enables a student to earn both the Doctor of Jurisprudence (J.D.) and Master of Engineering (M.Engr.) degrees in three years of academic work. The program is designed for individuals interested in the areas of intellectual property (particularly

patents) and law and science. A student may complete both degrees with 126 hours of law and engineering courses. This is possible by allowing 12 hours of approved law courses to transfer as elective credit towards the M.Engr. degree and vice versa. The M.Engr. courses counting toward the J.D. degree transfer as credits only. The grades in these courses will not affect a student's law school GPA.

Interested students must declare their intent to pursue the dual degrees no later than their third semester in law school. Students must meet the admission requirements of both the School of Law and the Graduate School. The Graduate School will accept a student's LSAT score in lieu of a GRE score. The first year of study consists solely of law courses. During the second and third years, students complete the remaining required law courses together with approved law electives and an appropriate number of engineering courses.

***Doctor of Jurisprudence/Master of Public Administration.*** The School of Law, in association with the Graduate School, offers a program that enables a student to earn both the Doctor of Jurisprudence (J.D.) and Master of Public Administration (M.P.A.) degrees in three to four years of academic work. This degree program may be particularly beneficial to students with interests in administrative positions within government, public agencies, and institutions. Both degrees will be awarded upon completion of 108 hours (78 hours of law courses and 30 hours of public administration courses). This is made possible by allowing 12 hours of approved law courses to transfer as elective credit toward the M.P.A. degree and vice versa. These transfers are of credit hours, not grades. Therefore, graduate course work will not be computed in a student's Law School GPA and class ranking.

Interested students must declare their intent to pursue the dual degrees no later than their fourth semester in Law School. The first year of study consists entirely of law courses. During the second and third years, the remaining required law courses are to be completed together with selected law electives and an appropriate number of graduate business core courses. Students may enroll in the Graduate School at Texas Tech University and complete all leveling course work and earn up to 12 credit hours toward the M.P.A. in the academic year prior to matriculation to the Law School. Students who have earned more than 12 credit hours (excluding leveling course work) prior to matriculation to the Law School are ineligible for the J.D. dual-degree program. Students must meet the admission requirements for both the Law School and Graduate School. The Graduate School will accept the LSAT in lieu of the GRE or GMAT exam.

***Doctor of Jurisprudence/Master of Science in Agricultural and Applied Economics.*** The School of Law, in association with the Graduate School, offers a program that enables a student to earn both the Doctor of Jurisprudence (J.D.) and Master of Science Agricultural and Applied Economics (M.S.) degrees in three to four years of academic work. This program is of particular interest and benefit to students who are interested in practicing law in a rural setting or who want to pursue certain types of careers in agribusiness finance or natural resource law. Both degrees may be completed with considerably fewer hours than if pursued independently. This is made possible by allowing 12 hours of approved law courses to transfer as elective credit toward the M.S. degree and vice versa. These transfers are of credit hours, not grades. Therefore, graduate course work will not be computed in a student's Law School GPA and class ranking.

Interested students must declare their intent to pursue the dual degrees no later than their fourth semester in Law School. The first year of study consists entirely of law courses. During the

second and third years, the remaining required law courses are to be completed together with selected law electives and an appropriate number of graduate business core courses. Students may enroll in the Graduate School at Texas Tech University and complete all leveling course work and earn up to 12 credit hours toward the M.S. in the academic year prior to matriculation to the Law School. Students who have earned more than 12 credit hours (excluding leveling course work) prior to matriculation to the Law School are ineligible for the J.D. dual-degree program. Students must meet the admission requirements for both the Law School and Graduate School. The Graduate School will accept the LSAT in lieu of the GRE or GMAT exam.

***Doctor of Jurisprudence/Master of Science in Accounting (Taxation).*** The School of Law, in association with the Graduate School, offers a program that enables a student to earn both the Doctor of Jurisprudence (J.D.) and Master of Science Accounting-Taxation (M.S.) degrees in three to four years of academic work. For the student interested in specializing in tax law, both degrees may be completed with considerably fewer hours than if pursued independently. This is made possible by allowing 12 hours of approved law courses to transfer as elective credit toward the M.S. degree and vice versa. These transfers are of credit hours, not grades. Therefore, graduate course work will not be computed in a student's Law School GPA and class ranking.

Interested students must declare their intent to pursue the dual degrees no later than their fourth semester in Law School. The first year of study consists entirely of law courses. During the second and third years, the remaining required law courses are to be completed together with selected law electives and an appropriate number of graduate business core courses. Students may enroll in the Graduate School at Texas Tech University and complete all leveling course work and earn up to 12 credit hours toward the M.S. in the academic year prior to matriculation to the Law School. Students who have earned more than 12 credit hours (excluding leveling course work) prior to matriculation to the Law School are ineligible for the J.D. joint degree program. Students must meet the admission requirements for both the Law School and Graduate School. The Graduate School will accept the LSAT in lieu of the GRE or GMAT exam.

***Doctor of Jurisprudence/Master of Science in Environmental Toxicology.*** The School of Law, in association with the Graduate School, offers a joint program leading to the degrees of Doctor of Jurisprudence (J.D.) and Master of Science in Environmental Toxicology (M.S.). The dual-degree candidate must choose to pursue both degrees by the end of the third or fourth semester in Law School and must meet admission requirements for the second degree. Typically, if all prerequisites are met, both degree programs can be finished within four years, including summer session courses. The M.S. degree in Environmental Toxicology is offered through the Institute of Environmental and Human Health. Students must apply to both the Law School and the Graduate School and be accepted by both schools. No graduate curriculum in this area can be pursued prior to entering Law School. The dual-degree candidate must choose to pursue both degrees by the end of the third or fourth semester in Law School. This dual-degree program is designed principally for the student who has an interest in environmental law and wishes to acquire technical underpinning in environmental toxicology to complement legal training. A candidate for the J.D./M.S. in Environmental Toxicology may credit up to 12 non-law credits of approved courses toward the J.D. degree and 12 law credits toward the M.S. degree. These transfers are of credit hours, not grades. Students must meet the admission requirements for both the Law School and Graduate School. The Graduate School will accept the LSAT in lieu of the GRE or GMAT exam.



***Doctor of Jurisprudence/Master of Science in Personal Financial Planning.*** The School of Law, in association with the Graduate School, offers a program that enables a student to earn both the Doctor of Jurisprudence (J.D.) and Master of Science Personal Financial Planning (M.S.) degrees in three to four years of academic work. The program is designed principally for the student who wishes to supplement his or her legal training with a broad understanding of personal financial planning issues. This combination is particularly helpful to students intending to practice in financial areas such as taxation, estate planning, retirement planning, or employee benefit design. The M.S. degree satisfies the educational requirement for students wishing to sit for the Certified Financial Planner (CFP) exam. A student may complete both degrees with 102 hours of law and financial planning courses. This is made possible by allowing 12 hours of approved law courses to transfer as elective credit toward the M.S. degree and vice versa. These transfers are of credit hours, not grades. Therefore, graduate course work will not be computed in a student's Law School GPA and class ranking.

Interested students must declare their intent to pursue the dual degrees no later than their fourth semester in Law School. The first year of study consists entirely of law courses. During the second and third years, the remaining required law courses are to be completed together with selected law electives and an appropriate number of graduate business core courses. Students may enroll in the Graduate School at Texas Tech University and complete all leveling course work and earn up to 12 credit hours toward the M.S. in the academic year prior to matriculation to the Law School. Students who have earned more than 12 credit hours (excluding leveling course work) prior to matriculation to the Law School are ineligible for the J.D. joint degree program. Students must meet the admission requirements for both the Law School and Graduate School. The Graduate School will accept the LSAT in lieu of the GRE or GMAT exam.

***Doctor of Jurisprudence/Master of Science in Biotechnology.*** The School of Law, in association with the Graduate School, offers a joint program leading to the degrees of Doctor of Jurisprudence (J.D.) and Master of Science (M.S.) in Biotechnology. The dual-degree candidate must choose to pursue both degrees by the end of the third or fourth semester in law school and must meet admission requirements for the second degree. Typically, if all prerequisites are met, both degree programs can be finished within four and one-half years, including summer sessions. The M.S. degree is offered through the Department of Chemistry and Biochemistry and the Health Sciences Center. Students must apply to both the Law School and the Graduate School and be accepted by both schools. No graduate curriculum in this area can be pursued prior to entering Law School. The dual-degree candidate must choose to pursue both degrees by the end of the third or fourth semester in Law School. The dual-degree program is designed principally for the student with an interest in medical or agricultural areas of practice utilizing a knowledge of biotechnology in the practice of law. A candidate for the J.D./M.S. in biotechnology may credit up to 12 non-law hours of approved courses toward the J.D. degree, and 12 law hours may be credited toward the M.S. degree. These transfers are of credit hours, not grades. Students must meet the admission requirements for both the Law School and Graduate School. The Graduate School will accept the LSAT in lieu of the GRE or GMAT exam.

## Appendix E: Bar Examination Subjects—Texas

The following subjects are covered in the 2½ -day Texas bar examination.

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### Texas Bar Examination Subjects

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#### *Multistate Subjects*

- Civil Procedure
- Constitutional Law
- Real Property
- Evidence
- Contracts
- Criminal Law
- Torts

#### *Multistate Performance Test*

The Texas Bar Examination includes the Multistate Performance Test (MPT), a skills test designed to assess the examinee's ability to use fundamental lawyering skills in a realistic situation. During the test, each examinee receives a "file" of source documents and a "library" of primary authority and uses them to perform an assigned lawyering task such as writing an office memorandum, a letter to a client, a contract provision, or a proposal for settlement.

#### *Texas Essay Subjects*

- Business associations, including agency, corporations, partnerships, limited liability companies, and professional associations
- Trusts and guardianships
- Wills and administration
- Family law
- Uniform Commercial Code
- Consumer rights, including DTPA and insurance
- Real property, including oil and gas

#### *Cross-Over Topics*

- Income, estate, and gift tax issues, to be included where appropriate, as an element of questions in other subjects, such as family law, oil and gas, wills, etc.
- Bankruptcy, to be included where appropriate, as an element of questions in other subjects, such as family law, wills and estates, real property, etc.

#### *Procedure and Evidence Subjects*

- Texas civil procedure and evidence, including jurisdiction
- Federal and Texas criminal procedure and evidence

Applicants to the Texas bar must also take the Multistate Professional Responsibility (MPRE) Examination and receive a score of 85. Applications and information are available at the front counter in the Administration Suite in the law school.

## Appendix F: Law Student Organizations

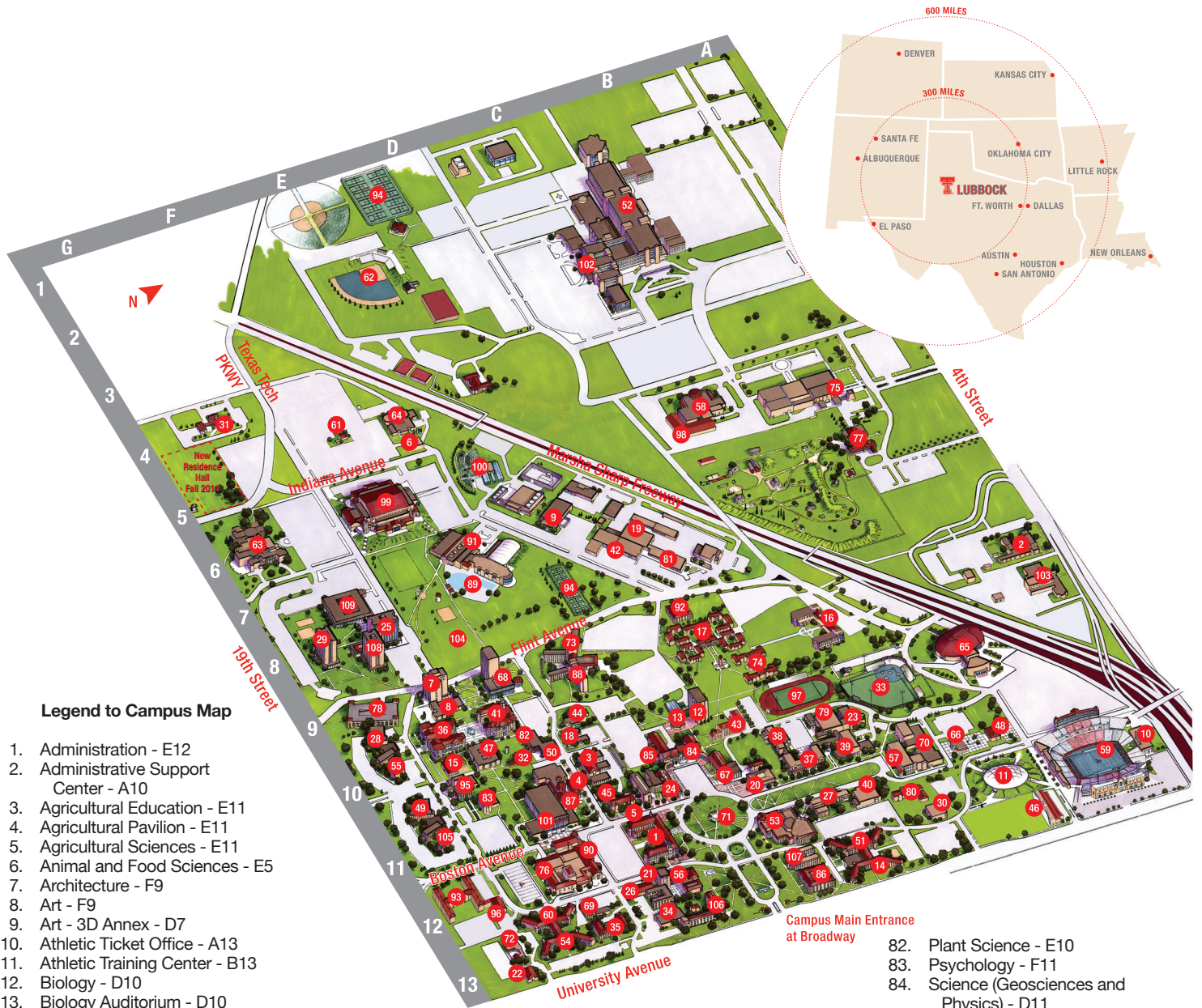
American Bar Association, Law Students Division	Journal of Biosecurity, Biosafety, and Biodefense Law
Asian Law Students Association	J. Reuben Clark Society
Black Law Students Association	Longhorn Bar Association
Board of Barristers	Organization of Women Law Students
Business & Bankruptcy Law Society	Phi Alpha Delta
Business & Bankruptcy Law Journal	Phi Delta Phi
Christian Legal Society	Red Raider Bar Association
Delta Theta Phi	Roo Bar Association
Energy Law Interest Group	Secular Legal Society
Environmental Law Society	Sports & Entertainment Law Society
Estate Law Society/Real Estate Law Society	Student Animal Legal Defense Fund
Estate Planning & Community Property Law Journal	Student Bar Association
Family Law Society	Student Public Interest Initiative
Federalist Society	Tech Law Democrats
Health Care Law Society	Tech Law Military Association
Hispanic Law Students Association	Tech Law Partners
Intellectual Property Students Association	Tech Law Republicans
International Law Society	Texas Aggie Bar Association
Jewish Law Students Association	Texas Tech Administrative Law Journal
	Texas Tech Law Review
	The Texas Bank Lawyer
	Volunteer Law Students Association

### Honorary Organizations

***The Order of the Barristers.*** Students selected as members of the national Order of the Barristers have exhibited excellence and attained high honors through the art of courtroom advocacy.

***The Order of the Coif.*** The Law School was elected to the Order of the Coif, the only national legal honor society in the United States, effective May 15, 1974. Fewer than half of the nation's law schools have qualified for a chapter of this honorary association. Members are elected annually from those students ranking in the top ten percent of the graduating class whose character and activities in legal education indicate their worthiness for membership in the order.

***Phi Kappa Phi.*** Students are chosen annually for membership in Phi Kappa Phi, an academic honorary society, from the top 10% of the third-year class as of the end of the fall semester.



### Legend to Campus Map

1. Administration - E12
2. Administrative Support Center - A10
3. Agricultural Education - E11
4. Agricultural Pavilion - E11
5. Agricultural Sciences - E11
6. Animal and Food Sciences - E5
7. Architecture - F9
8. Art - F9
9. Art - 3D Annex - D7
10. Athletic Ticket Office - A13
11. Athletic Training Center - B13
12. Biology - D10
13. Biology Auditorium - D10
14. Bledsoe Hall - C13
15. Burkhardt Center for Autism - G10
16. Business Administration (Rawls College of Business) - C10
17. Carpenter/Wells Complex - C9
18. CASNR Annex - E10
19. Central Warehouse - C8
20. Center for Materials Synthesis and Characterization - D12
21. Center for Study of Addiction and Recovery - E12
22. Chapel - G13
23. Chemical Engineering (Livermore Center) - C11
24. Chemistry - E11
25. Chitwood Hall - F8
26. Child Development Research Center - E12
27. Civil Engineering - C12
28. Clement Hall - G9
29. Coleman Hall - G8
30. Creative Movement Studio - C12
31. Credit Union - G4
32. Dairy Barn - F10
33. Dan Law Field at Rip Griffin Park - B11
34. Doak Hall - E13
35. Drane Hall - F13
36. Education Building - F10
37. Electrical Engineering - C12
38. Electrical Engineering (Bassett Laboratories) - C11
39. Engineering Center - C11
40. Engineering Lab - C12
41. English/Philosophy - E10
42. Exercise and Sport Sciences - D8
43. Experimental Sciences Research - D11
44. Fish and Wildlife Research - E10
45. Food Technology - E11
46. Football Training Facility - B13
47. Foreign Language - F10
48. Frazier Alumni Pavilion and Plaza - B12
49. Gates Hall - G10
50. Goddard Range, Wildlife, and Fisheries Management - E10
51. Gordon Hall - D13
52. Health Sciences Center - B3
53. Holden Hall - D12
54. Horn Hall - F13
55. Hulen Hall - G10
56. Human Sciences - E12
57. Industrial Engineering - C12
58. International Cultural Center - C6
59. Jones AT&T Stadium - B13
60. Knapp Hall - F12
61. KTTZ-TV/FM - F4
62. Lady Raider Softball - E2
63. Law School - G6
64. Livestock Arena - E5
65. Lubbock Municipal Coliseum - B11
66. Marsha Sharp Center for Student Athletes - B12
67. Mathematics and Statistics - D11
68. Media and Communication - E9
69. McClellan Hall - F12
70. Mechanical Engineering - C12
71. Memorial Circle/Pfluger Fountain - D12
72. Merket Alumni Center - G13
73. Murdough Hall - E9
74. Murray Hall - D10
75. Museum/Moody Planetarium - B6
76. Music - F12
77. National Ranching Heritage Center - B8
78. Parking Garage - F9
79. Petroleum Engineering - C11
80. Petroleum Engineering Research - C13
81. Physical Plant - D9
82. Plant Science - E10
83. Psychology - F11
84. Science (Geosciences and Physics) - D11
85. Seismological Observatory - D11
86. Sneed Hall - D13
87. Southwest Collection/ Special Collections Library - F11
88. Stangel Hall - E10
89. Student Leisure Pool - E7
90. Student Union - F12
91. Student Recreation Center (Robert H. Ewalt SRC) - E7
92. Student Wellness Center - C9
93. Talkington Residence Hall - G12
94. Tennis Courts - D8, D1
95. Theatre (Charles E. Maedgen, Jr., Theatre) - F10
96. The Commons by United Supermarkets - G12
97. Track (Robert B. "Bob" Fuller Track) - C11
98. Under renovation - C6
99. United Spirit Arena - F6
100. University Greenhouse - E6
101. University Library - F11
102. University Medical Center - C3
103. University Police Department - A10
104. Urbanovsky Park - F9
105. Wall Hall - G11
106. Weeks Hall - E13
107. West Hall - D13
108. Weymouth Hall - F8
109. Wiggins Complex - F7