

CLINIC SELECTION AND ENROLLMENT POLICIES

It is recognized that law students have enormous demands on their time and that it is difficult to coordinate course work, extracurricular activities, child care, outside employment and personal responsibilities. As a result, it is imperative that you consider all of the commitments you have before applying for one of the clinic programs and the professional obligations and time they require.

Prerequisites: To enroll in any clinic, a student must satisfy the requirements of the *Texas Rules for the Participation of Qualified Law Students and Qualified Unlicensed Graduates in the Trial of Cases in Texas* (i.e. satisfactory completion of not less than one-half [1/2] of the required curriculum for graduation and not be on scholastic probation). Individual clinics may have additional prerequisites as noted in their course descriptions. It is important to review the complete description of the Clinic and course requirements before applying for a particular Clinic.

Selection Process and Criteria:

Due to the enrollment limits and student demand, the following policies have been adopted for the purpose of selecting students for clinical openings to meet several goals. A basic objective is to give priority to students who have not previously had a clinical experience in law school so that as many students as possible may have a supervised legal experience.

Students will be selected for clinic placement based on a process that begins with the submission of an application and, depending on student demand, may include a personal interview. In order to increase the likelihood of being selected for a clinical opening, students may apply for more than one clinic but must submit a separate application for each clinic in which they seek to enroll. Selection for a particular clinic will be based on the following criteria:

- 1. Demonstrated capacity for and dedication to personal and professional responsibility.** This criterion is evidenced by personal traits such as diligent class preparation and regular attendance as well as civility within the law school community.
- 2. Experiences and skills likely to benefit the clinic's clients and fellow clinic students.** This criterion is evidenced by such things as public interest or other relevant work, volunteer experiences, professional training or foreign language skills.
- 3. Demonstrated capacity to handle multiple tasks under pressure.** This criterion is evidenced by such accomplishments as a record of turning in assignments in a timely manner, or a history of meeting significant workplace or personal obligations.

4. **Seniority in law school.** Students closest to graduation will be given preference.
5. **Prior Clinical Experience.** To ensure equitable access to clinics, students who have completed a prior clinical course may enroll in another clinic only if space is available after all other students without a clinical experience have been offered a clinical spot. Students may not take more than one clinic in a semester or an externship and a clinic in the same semester.
6. **Visiting Students.** Students who are eligible to obtain a J.D. degree from Texas Tech University School of Law will be given preference for enrollment in clinics over visiting students.
7. **Wait List.** A separate wait list will be established for each clinic and slots will be filled in the order in which students are listed.

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

Enrollment and Registration:

In fairness to other students for the limited clinical slots available, you should make an application for only those clinics in which you are making a good faith commitment to enroll should your name be selected. Additionally, if you are selected for a particular clinic, it is your professional obligation to promptly advise the faculty supervisor for the particular clinic if you will accept the offer in accordance with the time limit indicated so that another student may fill your slot if you choose not to accept the offer. You will be notified as to whether you have been accepted into a clinic prior to the official registration period. Once you have accepted an offer from a clinic, your application for any other clinic will be considered withdrawn and you will not be placed on a wait list for another clinic.

The Registrar will enroll you in the clinic after being advised of the acceptance of the offer by the Clinical Programs Office. You will not be able to enroll in a Clinic individually on your own during the open enrollment period.

Policy Regarding Withdrawal from a Clinic or Seeking to Switch Semesters/Clinic in Which Enrolled

When a student who is selected for and is subsequently registered for a clinic later decides to withdraw or seeks to modify the clinic in which they are enrolled, irreparable harm is done both to the clinical program and to other law students who were not initially selected. At that point, it is often impossible to “add” another student and a student who could have participated has lost that opportunity. As a result, the policy regarding withdrawal or making changes in enrollment in a clinic is very strict.

After a student has accepted an offer to enroll in a clinic and been registered for the clinic, permission to withdraw or make any changes in enrollment may only be granted by the professor directing the particular clinic and is not readily granted. In the absence of permission to withdraw or make any changes to their registration for a clinic, a student failing to participate in the clinic for which he or she was admitted will receive a grade of F for the appropriate number of credits. Strict enforcement of this policy is necessary to protect students who might otherwise be foreclosed from obtaining a clinic slot, clients who may not be adequately served, clinic morale, and the Law School's relationship with other institutions.