Catalog goes into effect at the beginning of the fall 2015 semester.
Program requirements are subject to necessary corrections.
University of North Texas Dallas College of Law
2015 - 2016

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2015 - 2016

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Program requirements are subject to necessary corrections.

If you have questions about catalog content or how to use the catalog, please contact the Office of the Registrar at the University of North Texas (UNT) Dallas College of Law.

This catalog is an official bulletin of the UNT Dallas College of Law. It includes policies, regulations, procedures, and information in effect at the time of release.

The provisions of this catalog are intended to provide general information and do not constitute a contract, express or implied, between UNT Dallas College of Law and a student, an applicant for admission, or other individual. Although the catalog contains policies, regulations, procedures, and fees in effect at the time of publishing, information provided in this catalog is subject to change. The College of Law reserves the right to change any provision of this catalog at any time and without notice. Changes will become effective whenever determined by the appropriate College of Law official and may apply to both prospective students and those currently enrolled. Every effort will be made to keep students advised of any such changes. Information on such changes will be available in the Office of the Registrar. It is the responsibility of each student to be aware of College of Law rules, regulations, policies, and current graduation requirements for particular degree programs.

Students are responsible for observing the regulations included here; therefore, they are urged to read this catalog carefully. This catalog does not include all of the College of Law rules, regulations, and policies for which a student is responsible. Students also should consult other publications, such as the Student Handbook, the Honor Code, the Code of Student Conduct, and other specific policies or contracts. This catalog becomes effective on the first day of the fall term/semester, 2015.

The Policies of the UNT Dallas College of Law supersede any inconsistent information published in this catalog or any other College of Law publication. These are available on the College of Law’s website as well as on the UNT Dallas website.
About UNT Dallas College of Law

History and Location
The UNT Dallas College of Law is a public law school authorized by the State Legislature of Texas through legislation passed in 2009. The College of Law enrolled its first class in fall 2014. Initially, the College of Law is a professional school within the UNT System. On September 1, 2015, the College of Law becomes a professional school within UNT Dallas. The College of Law offers the Juris Doctorate (J.D.) degree. The student body includes a full-time section of approximately 60-90 students, and a part-time (evening program) section of approximately 40-60 students.

The College of Law is located in downtown Dallas at 1901 Main Street, in the UNT System Building. The building completed a $29 million renovation in 2013, primarily aimed at housing the UNT Dallas College of Law. The College of Law occupies more than 52,000 square feet of dedicated space and shares an additional 70,600 square feet with others; the law school uses the shared classrooms and other shared facilities during the day.

Mission
The mission of the UNT Dallas College of Law is to promote justice and advance human potential through the enterprise of legal education. Supporting this mission are six goals: (1) to broaden access to an affordable legal education; (2) to graduate students who have the full range of practice-related competencies necessary to be effective lawyers worthy of client and public trust; (3) to provide the best possible educational environment for learning the law and developing professional identity; (4) to advance the career and professional goals of our students; (5) to improve access to justice for underserved legal needs; (6) and to be a valuable partner in civic engagement with the City of Dallas and the North Texas region.

Accreditation

Accreditation Statement
UNT Dallas College of Law is not currently accredited by the American Bar Association (ABA). As with any new law school, the process of seeking accreditation from the ABA cannot begin until the College of Law completed its first academic year in May 2015. The College of Law will seek accreditation according to the timeline and requirements of the ABA.

The Accreditation Process
The national accrediting body for American legal education is the Council of the American Bar Association’s Section of Legal Education and Admissions to the Bar. The standards and process for accreditation are set out in the ABA Standards and Rules of Procedure for Approval of Law Schools. These standards and procedures, as administered by the Council, are aimed at ensuring the quality and professionalism of law schools.

The ABA requires all new law schools to successfully complete their first academic year, which began at the College of Law in fall 2014, before applying for provisional accreditation. The College of Law will be permitted to file its application for provisional accreditation after the start of the fall 2015 semester. If the process yields an affirmative result, the College of Law anticipates that it will be provisionally approved by the ABA before the fall 2014 class graduates.
Graduates of a provisionally approved school are entitled to the same recognition as graduates of a fully approved school and are eligible to sit for most state bar exams, including in the State of Texas. We of course cannot guarantee that the College of Law will gain provisional approval by a particular date.

Once a school gains provisional approval, it remains on provisional status for at least three years during which time it is monitored closely by the Council. Upon receiving provisional approval, the College of Law will work hard to establish that it is in full compliance with the ABA Rules and Standards in order to become fully approved by the ABA.

The UNT Dallas College of Law will seek accreditation according to the timeline and requirements of the ABA. The College of Law—including the Dean and its administration—are fully informed as to the ABA's Standards and Rules of Procedure for the Approval of Law Schools. The Dean and administration of the UNT Dallas College of Law are committed to devoting all necessary resources, and in other respects taking all necessary steps, to provide a program of legal education that will qualify for approval by the ABA. The College of Law does not make any representation to any applicant that it will be approved by the ABA before the graduation of any matriculating student.

**Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)**

The UNT Dallas College of Law initially was a professional school of the UNT System. In July 2013, UNT Dallas received separate regional accreditation from the SACSCOC. In 2015, UNT Dallas College of Law and UNT Dallas gained SACSCOC approval to modify the scope of UNT Dallas to include the College of Law. September 1, 2015 is the effective date of the merger between UNT Dallas and the UNT Dallas College of Law. After the merger, UNT Dallas College of Law falls within the scope of the SACSCOC accreditation of UNT Dallas.

**Law Library**

The Law Library occupies the full sixth floor of the law school, covering more than 20,000 square feet. Completely redesigned and renovated, the facility emphasizes collaborative work and study rooms, effective access to and use of digital and print information, and individual study and research rooms.

The Law Library’s services include workshops, one-on-one research guidance, online teaching modules, multiple research guides, and teaching sessions for courses in the first year and beyond.

Bound volumes in the core federal collection include the United States Code, United States Statutes at Large, Code of Federal Regulations, and United States Reports.

Bound volumes in the core Texas collection include Vernon’s Texas Statutes and Code Annotated, Texas Cases, Texas Administrative Code, Texas Jurisprudence 2d, the Texas Practice Series, and other significant secondary sources on Texas law.

The library also has online subscriptions for students and faculty to WestlawNext, Lexis Advance, Bloomberg Law, Hein Online, Bloomberg BNA, Fastcase, and LLMC, as well as other electronic resources.
Diversity and Equal Opportunity

The UNT Dallas College of Law seeks to create an atmosphere of openness and tolerance and to maintain work and education environments that offer equal opportunity. Individuals within the College of Law community are unified by the purposes of learning and professional development and by values of respect for human worth and dignity. The College of Law encourages and supports open discussion, rational resolution of conflict, and discussion and examination of values and ethics.

Discrimination and harassment based on individual differences such as race, color, religion, sex, age, national origin, disability, veteran status, or sexual orientation in its educational programs, activities, admission, or employment practices is inconsistent with the College of Law's mission and educational goals. Harassment is defined as an unwelcome action directed at a person or group of persons because of race, color, religion, sex, age, national origin, disability, veteran status, or sexual orientation that adversely affects a term, condition, or privilege of the work or educational environment. Individuals who work, study, live, and teach within this community are expected to refrain from behavior that threatens the freedom, safety, and respect deserved by every community member and to comply with federal and state equal opportunity laws and regulations. Such compliance is required by College of Law policy, and is a baseline from which our community works to assure fairness and equity to all who pursue their educational and professional goals here.

Governance and Administration

By its authorizing legislation, the College of Law was initially a professional school of the UNT System and remained in the UNT System until September 1, 2015. The merger of UNT Dallas and UNT Dallas College of Law becomes effective September 1, 2015. Officers and administration of the UNT System, UNT Dallas, and the UNT Dallas College of Law are set out below.

**UNT Dallas College of Law**
Royal Furgeson, Dean
Ellen S. Pryor, Professor and Associate Dean for Academic Affairs
Valerie D. James, Assistant Dean of Admissions and Scholarships
Edward T. Hart, Assistant Professor and Assistant Dean for Law Library
Rebecca Garza Greenan, Assistant Dean, Office of Dean of Students
Courteney Harris, Assistant Dean, Office of Career and Professional Development
Cheryl B. Wattley, Professor and Director of Experiential Education
Karen M. Jarrell, Registrar

**UNT Dallas Administration**
Bob Mong, President
Thad Anglin, EdD, Vice Provost for Academic Excellence and Outreach
Lois Becker, PhD, Provost and Senior Vice President of Academic Excellence and Student Success
Angie Castillo, Executive Assistant to the President
Levi Davis, Special Assistant to the President for Urban and Community Development
Daniel Edelman, CFO and Senior Vice President for Finance and Administration
Stephanie Holley, Vice President of Enrollment Management
Randy Jolly, Associate Vice President of Marketing and Communication
Ana Rodriguez, Special Assistant to the President for External Affairs and Assistant Vice President for University Advancement
UNT System
Lee E. Jackson, Chancellor
Rosemary R. Haggett, Vice Chancellor for Academic Affairs and Student Success
James Maguire, Vice Chancellor for Facilities Planning and Construction and Chief Architect
Janet Waldron, Vice Chancellor for Finance
Jack Morton, Vice Chancellor for Government Relations
Nancy S. Footer, Vice Chancellor and General Counsel

UNT System Board of Regents
Brint Ryan, Chair (2015), Dallas
Michael R. Bradford (2015), Midland
Milton B. Lee (2017), San Antonio
Steve Mitchell (2015), Richardson
Donald Potts, Vice Chairman (2017), Dallas
Rusty Reid (2019), Fort Worth
Gwyn Shea (2019), Irving
Al Silva (2017), San Antonio
B. Glen Whitley (2019), Hurst
Courtny Haning (2015), Student Regent

**Academic Calendar: Fall 2015**

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<td>August 17, 2015</td>
<td>Fall Term Classes Begin, Fundamentals Course</td>
</tr>
<tr>
<td>August 24, 2015</td>
<td>Fall Full-Term Session Classes Begin</td>
</tr>
<tr>
<td>August 21, 2015</td>
<td>Fall Classes Dropped for Non-Payment</td>
</tr>
<tr>
<td>September 9, 2015</td>
<td>Last Day to Drop a Class with No Penalty</td>
</tr>
<tr>
<td>September 7, 2015</td>
<td>Labor Day - Holiday, No Classes</td>
</tr>
<tr>
<td>October 5-9, 2015</td>
<td>Midterm Exam Period</td>
</tr>
<tr>
<td>October 12-13, 2015</td>
<td>Midterm Break - No Classes</td>
</tr>
<tr>
<td>November 26-29, 2015</td>
<td>Thanksgiving Break - Holiday, No Classes</td>
</tr>
<tr>
<td>December 2, 2015</td>
<td>Last Day to Withdraw from a Course with a Withdrawal Grade</td>
</tr>
<tr>
<td>December 4, 2015</td>
<td>Fall Term Classes End</td>
</tr>
<tr>
<td>December 7-9, 2015</td>
<td>Fall Term Reading Days</td>
</tr>
<tr>
<td>December 10-17, 2015</td>
<td>Fall Term Final Exam Period</td>
</tr>
<tr>
<td>December 24, 2015 - January 3, 2016</td>
<td>Winter Break - Holiday, No Classes</td>
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Academic Calendar: Spring 2016

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<td>January 19, 2016</td>
<td>Spring Term Classes Begin</td>
</tr>
<tr>
<td>January 16, 2016</td>
<td>Spring Classes Dropped for Non-Payment</td>
</tr>
<tr>
<td>January 18, 2016</td>
<td>MLK Day - Holiday, No Classes</td>
</tr>
<tr>
<td>February 3, 2016</td>
<td>Last Day to Drop a Class with No Penalty</td>
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<tr>
<td>March 7-11, 2016</td>
<td>Midterm Exam Period</td>
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<tr>
<td>March 14-20, 2016</td>
<td>Spring Break - No Classes</td>
</tr>
<tr>
<td>May 4, 2016</td>
<td>Last Day to Withdraw from a Course with a Withdrawal Grade</td>
</tr>
<tr>
<td>May 6, 2016</td>
<td>Spring Term Classes End</td>
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<tr>
<td>May 9-11, 2016</td>
<td>Spring Term Reading Days</td>
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<tr>
<td>May 12-19, 2016</td>
<td>Spring Term Final Exam Period</td>
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Admission

General Information
The College of Law admits students only as first-year law students, beginning with the first semester of law school in the fall semester. The Law School will accept applications beginning on or around September 1st of each year. The deadline to accept applications will be April 15th. Students will be admitted on a rolling basis.

The College of Law seeks students with the desire and ability to become excellent legal professionals. The College of Law also seeks to enroll a diverse student body with a variety of perspectives, experiences, and viewpoints that will enhance the education of all its students.

Requirements and Application Process
All applicants are required to take the Law School Admission Test (LSAT) and register with the Credential Assembly Service (CAS). A four-year degree from an accredited undergraduate school is required of every applicant prior to matriculation at the College of Law. The application deadline is April 15, but applicants are strongly encouraged to submit all required documents by January 15. Application files are reviewed on a rolling basis.

The Admissions Committee acts only on complete applications containing all required components. Late applications will not be accepted unless space is available in the class after the April 15 deadline, at which time a notice to this effect will be posted on our website. Applicants typically receive a decision within 6 weeks from the date the application is complete.

Completed applications must contain the following:

- Completed and signed online application. (Note: There is no application fee.)
- Personal statement. The personal statement should provide the Admissions Committee with insight into the applicant’s abilities, motivation, and experiences, and why he or she wishes to obtain a law degree at the UNT Dallas College of Law. The personal statement should be no more than 1,000 words, with a font size no smaller than 11 point.
• Resume. The resume should provide detail about any significant vocational, extracurricular, or community activities; graduate work or degree; honors and awards; any service in the Armed Forces; job descriptions and major areas of responsibility, along with location (city and state) and dates of employment; publications; and other information that the applicant believes the Admissions Committee should consider in evaluating the applicant. The resume should not exceed three typewritten pages.

• Addendums. Any addendums necessary in response to answers on the application.

• CAS Report. A complete CAS report includes:
  — LSAT score. All applicants are required to take the Law School Admissions Test and submit a reportable score that is not more than three years old, based on the entry date of admission to the UNT Dallas College of Law. The highest LSAT is considered for admission when the test is taken multiple times.
  — Transcripts. A copy of transcripts from all post-secondary institutions (including graduate credits, transferred credits, and internationally earned credits).
  — Evaluations. A minimum of two evaluations, submitted using the LSAC Candidate Evaluation Form.
  — Letters of Recommendation. A minimum of one letter of recommendation (in addition to the evaluations noted above). No more than 2 letters will be accepted. Letters must be submitted using the LSAC Letter of Recommendation Service.
  — Personal interview. The College of Law welcomes applicants to request a personal interview with a member of the Admissions Committee or a designee of the Committee. The interview is not required, and not requesting an interview will not have an adverse effect on the application.

Review of Applicants

Offers to applicants in the admission pool will be made with the goal in mind of enrolling a class that is both academically qualified and broadly diverse. Through its holistic review, the Admissions Committee will evaluate, in addition to the applicant’s LSAT score and UGPA, other factors relevant to assessing the probability of success in law school and beyond, including whether the applicant:

• Will make a positive, ethical contribution to the COL, legal profession, and State of Texas.
• Will be a positive contribution to the diverse student body and the law school that promotes widening legal access to all—especially to the underserved middle class—and supports cross-cultural understanding, promotes access to justice in all communities in the State of Texas and nationally, and helps to break down racial and ethnic stereotypes enabling students to better understand persons of all races, ethnicities, and backgrounds.
• Displays characteristics or qualities that evidence probability of success as demonstrated by one who (1) possesses a unique socioeconomic or educational background, (2) is a first-generation college student, (3) had extraordinary personal responsibilities while achieving high academic honors or professional experience, and/or (4) participated in community or civic activities that promotes high value and ability in multiple segments for legal services.
Costs, Financial Aid, Billing, and Payment

A core goal of the UNT Dallas College of Law is keeping tuition and student debt low for all students, to an extent consistent with meeting its educational goals. The organized bar and legal educators agree that the cost of legal education poses concerns for the profession and for legal education. High costs and debt loads reduce access to legal education, are often spread unevenly in relation to financial need, and shrink the horizon of opportunity.

Tuition and Fees for Academic Year 2015-2016

Tuition and fees for UNT College of Law in 2015-2016 are listed below for full-time and part-time (evening program) students. Rates for each vary by resident and non-resident students.

Full-Time Resident Students Matriculating in 2015
- Annual tuition (fall and spring semesters): $14,565.
- Full-time resident students can expect required class hours of 15 per semester; expected tuition thus will be $14,565.
- Tuition will be fixed at same rate for Years 2 and 3.
- Incidental Fees: $206 per semester.

Part-Time (Evening Program) Resident Students Matriculating in 2015
- Annual tuition (fall and spring semesters): $11,652.
- Part-time students can expect required class hours of 12 per semester; expected tuition thus will be $11,652.
- Tuition will be fixed at same rate for Years 2, 3 and 4.
- Incidental Fees: $206 per semester.

Full-Time Non-Resident Students Matriculating in 2015
- Annual tuition (fall and spring semesters): $25,719.90.
- Full-time non-resident students can expect required class hours of 15 per semester; expected tuition thus will be $25,719.90.
- Tuition will be fixed at same rate for Years 2 and 3.
- Incidental Fees: $206 per semester.

Part-Time (Evening Program) Non-Resident Students Matriculating in 2015
- Annual tuition (fall and spring semesters): $20,575.92.
- Part-time non-resident students can expect required class hours of 12 per semester; expected tuition thus will be $20,575.92.
- Tuition will be fixed at same rate for Years 2, 3 and 4.
- Incidental Fees: $206 per semester.
Cost of Attendance

For any given student, his or her total cost of attending law school includes the tuition and fees that the student pays, plus the student’s expenses (living and education-related expenses). All law schools provide a statement of “Cost of Attendance” (COA). This statement is the school’s estimate of the total cost of attendance (tuition, fees, and living expenses) for the period of enrollment. Schools provide a statement of COA for two reasons. First, even if a student is not receiving any financial assistance such as loans, a student can make use of the COA in estimating and budgeting costs for law school. Second, governmental and private loans are based on, among other things, the COA. The current statement of the COA for the College of Law appears on the website.

Scholarships

Scholarships for Class Entering 2016

- Beginning with fall 2016, College of Law entering students in the full-time and part-time divisions can apply for scholarships during the 2016 fall semester. A separate application will be available and individuals must submit a completed Free Application for Federal Student Aid (“FAFSA”) form.
- This is a one-time award for the fall and spring semesters of a student’s first year of enrollment. No awards are made for summer enrollment.
- The scholarships are designed to assist students with financial need.
- The Scholarship Committee will consider the following criteria:
  - An applicant’s academic record, including previous undergraduate and graduate institutions;
  - The socioeconomic background of the applicant while the applicant was an undergraduate student, including any change in that background;
  - Whether an applicant would be the first generation of the applicant’s family to attend or graduate from a law school; and
  - The applicant’s involvement in community activities and public service.

Scholarships for Current Students at the College of Law Admitted Prior to Fall 2016

Current students of the College of Law, admitted prior to fall 2016, may apply for scholarships to be disbursed in the spring 2016 semester no earlier than Monday December 7, 2015. Student(s) will be notified of the award(s) in writing no later than Monday December 21, 2015. Applications will be reviewed and recipients will be selected by the Scholarship Committee based on criteria, including the following:

- An applicant’s academic record, including previous undergraduate and graduate institutions and record at the College of Law;
- The socioeconomic background of the applicant while the applicant was an undergraduate student, including any change in that background;
- Whether an applicant would be the first generation of the applicant’s family to attend or graduate from a law school; and
- The applicant’s involvement in community activities and public service.
Continuing Student Scholarships

• College of Law continuing students can apply for scholarships beginning fall 2016. A separate application will be available during the fall 2016 semester and individuals must submit a completed Free Application for Federal Student Aid (“FAFSA”) form.

• This is a one-time award for the fall and spring semesters of enrollment. No awards are made for summer enrollment.

• The scholarships are designed to assist students with financial need.

• The Scholarship Committee will consider the following criteria:
  — Applicant is enrolled in the full-time division and has earned a minimum of 30 credit hours, or applicant is enrolled in the part-time division and has earned a minimum of 23 credit hours;
  — Applicant has maintained at least a 2.0 grade point average each semester and has a cumulative GPA of at least 2.0;
  — Applicant has demonstrated a commitment to public service by completing a minimum of 30 hours of community service within the preceding 24 months.
  — Applicant’s financial need will be considered and determined based upon a completed FAFSA form.

External Scholarships

The College of Law receives scholarship opportunities from outside sources from time to time. The Office of Scholarships will post available opportunities on our website for students to review and select whether to apply. The criteria for such scholarships are established by the entity or individual providing such scholarship.

No Conditional Scholarships

In accordance with ABA Standard 509(b)(3) disclosure requirements, UNT Dallas College of Law does not offer conditional scholarships. “Conditional Scholarship” means any financial aid award, the retention of which is dependent upon the student maintaining a minimum grade point average or class standing, other than that ordinarily required to remain in good academic standing.

Tuition and Fee Payment

Credit card payments (MasterCard, Visa, American Express and Discover) and check payments may be made through self-service at the myLaw student portal. Tuition and fee payments also may be made by personal check, money order, or cashier’s check. The student identification number must be recorded on all check and money order payments made in person.

Bills are not mailed for registration. Account balances and schedule information may be obtained through self-service at the myLaw student portal.

Cash Payments

Cash payments are not accepted. Please do not mail cash payments.
Installment Payment Plan
The Texas Legislature has the authority to modify or eliminate installment payment of tuition at each regular or called legislative session.

The UNT Dallas College of Law provides for the payment of tuition and fees during the fall and spring terms/semesters through the following alternatives:

• Full payment of tuition and fees upon registration or by the payment deadline for early registration; or

• Selection of the installment plan. By selecting the installment plan, the student understands that the installment plan is a contractual agreement and he or she agrees to make the installment payments by the due dates indicated.

Tuition and fees must be paid in full for each registration period or by the payment deadline for early registration. Tuition payment by installment is not offered during the summer.

Non-Refundable Fees for Tuition by Installment

• Handling fee: $20

• A $20 non-refundable handling fee will be charged to the student’s account each semester the installment plan is selected.

• A student who fails to make payment of tuition and fees (including any incidental fees) by the due date may be prohibited from registering for classes until full payment is made. A student who fails to make payment prior to the end of the semester/session may be denied credit for the work done that semester/session.

• See the academic calendar for each semester for installment payment deadlines.

Student Financial Obligation Agreement
Each semester, prior to registering for classes, students are required to accept the Student Financial Obligation Agreement. For additional information, each student should check his or her online student portal.

Tuition and Fees Refund Policy

Fee Adjustments for Courses Dropped and Added
A student may drop courses during the first 12 class days of a fall or spring semester (first four class days of a summer session). However, between the 6th and 12th class days, students may only drop classes with permission of the Associate Dean. A student may add courses during the first 7 class days of a fall or spring semester. Full refunds will be given for courses dropped during these periods, provided the student remains enrolled in at least one class. Refunds will not be issued for withdrawn classes after the 12th class day (Census Day). Any credit balance on a student account as a result of dropping courses will not be refunded until after the Census Day. As of the first day of the semester, students may not use the drop/add process to drop all of their courses, but instead must go to the College of Law Associate Dean for Academic Affairs to initiate withdrawal or leave of absence.
Withdrawal from the College of Law

Once the College of Law has accepted payment for tuition and fees, a student is considered officially enrolled unless otherwise restricted from enrolling.

Stopping payment on a check for tuition and fees or allowing the check to be returned unpaid by the bank for any reason does not constitute official withdrawal. The withdrawal process is done in the office of the College of Law Associate Dean for Academic Affairs. A withdrawal form will be issued in the office of Associate Dean for Academic Affairs, explaining the process to withdraw from the College of Law. Failure to follow procedures for withdrawing from the College of Law may result in financial penalties and delays with future enrollment. Once a student registers, he or she is responsible for the total fees assessed regardless of whether the installment option is used. Refund percentages are applied to total fees assessed and not the amount paid. This means that students who withdraw before paying all installments may, in the event of withdrawal, still owe the College of Law.

Calculation of tuition and fee refunds due to withdrawal are based on all charges the College of Law has assessed the student. Any credit balance on a student account as a result of officially withdrawing from the College of Law may be held for 30 days after the official withdrawal date. The reason for the delay is so that all charges may be totaled from various departments and applied to the refund.

Tuition and Fee Adjustments

Tuition and fee adjustments shall be made to students officially withdrawing from the University for charges listed below according to the following refund schedule:

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>By 5 p.m. on the last business day before the first day of class</td>
<td>100 percent</td>
</tr>
<tr>
<td>During the first five class days of the semester</td>
<td>80 percent</td>
</tr>
<tr>
<td>During the second five class days of the semester</td>
<td>70 percent</td>
</tr>
<tr>
<td>During the third five class days of the semester</td>
<td>50 percent</td>
</tr>
<tr>
<td>During the fourth five class days of the semester</td>
<td>25 percent</td>
</tr>
<tr>
<td>After the 20th class day of the semester</td>
<td>None</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>By 5 p.m. on the last business day before the first day of class</td>
<td>100 percent</td>
</tr>
<tr>
<td>During the first three class days of the summer session</td>
<td>80 percent</td>
</tr>
<tr>
<td>During the second three days of the summer session</td>
<td>50 percent</td>
</tr>
<tr>
<td>After the seventh day of class for the summer session</td>
<td>None</td>
</tr>
</tbody>
</table>

Satisfactory Academic Progress

In institutions of higher education, students must maintain “satisfactory academic progress” (SAP) to remain eligible for financial aid from federal, state, institutional, and some private sources. In addition, the UNT Dallas College of Law expects students to make satisfactory academic progress toward the J.D. degree. The requirements of SAP supplement and do not supplant other academic policies, such as policies relating to probation and dismissal.
Timing and Requirements
Students will be evaluated with respect to SAP at the end of each semester. To maintain satisfactory academic progress at the College of Law, students must meet the following requirements. These requirements apply to all full-time and part-time students, whether or not the student is receiving financial aid.

- Minimum Cumulative GPA. Students must maintain a minimum cumulative GPA of 2.0 or higher.
- Complete greater than two-thirds of cumulative attempted credits. Students must successfully complete greater than 66 percent of their cumulative attempted credits.
- Maximum time for completion of program. Students must complete their law degree requirements within 150 percent of the normal time to completion.

Failure to Meet SAP; Appeal Process
A student who fails to meet satisfactory academic progress is placed on financial aid suspension. A student on financial aid suspension is not eligible to receive financial aid unless the student successfully appeals the financial aid suspension.

A student may appeal his or her financial aid suspension on any of the following grounds: personal illness or injury; death of a relative; or other circumstances that affected the student’s ability to meet the requirements of satisfactory academic progress. To appeal the financial aid suspension, a student should obtain and complete the appeal form and materials, and submit them before June 1 (for summer term) or before August 1 (for fall term). The appeal form will be available on the website.

An appeal might be denied, granted, or granted upon the condition that the student will follow a specified academic plan. If the appeal is granted or granted with an academic plan condition, the student will receive a probationary term.

Academic Program

J.D. Program Overview
The UNT Dallas College of Law offers the Doctor of Jurisprudence (J.D.) degree through a full-time day program and a part-time evening program. Both programs require completion of no less than 88 credit hours, including first-year required courses; other required courses; completion of the writing requirement, the research requirement, the skills requirement, the experiential requirement, and the practice-ready technology requirement.

Design of the J.D. Curriculum
The curriculum at the UNT Dallas College of Law reflects four overall aims:

- Ensuring that our students graduate with the knowledge, skills, and understanding that are essential for success in the practice of law today and throughout their careers;
- Maximizing our students’ opportunities to work with and learn from judges and practicing attorneys, as well as experienced law professors;
- Providing our students with the opportunity to explore a range of interest areas through electives and experiences; and
• Providing our students with the opportunity to develop deeper and specialized knowledge, skills, and understandings in areas that interest them.

**First Year**

The first-year curriculum at UNT Dallas College of Law includes traditional core first-year subjects (such as Contracts, Torts, Civil Procedure, etc.). These areas of law are foundational in several ways: they are critical in the practice of law, they serve as basic building blocks for advanced courses, and they provide doctrinal and practice-area context for developing the skills of legal reasoning and legal analysis.

The first-year curriculum also includes two semesters of Legal Writing and Research (LWR). This course reflects the importance of a strong foundation in writing and research. In addition, Legal Writing and Research is tied in several ways to the core doctrinal subjects. First, the course in LWR allows direct and explicit attention, at the start of law school, to several areas of basic knowledge and skills that are threaded throughout the entire first year, such as how to analyze a fact pattern, how to read cases and statutes, and how to synthesize a legal rule from multiple sources. Second, at UNT Dallas College of Law, the course in LWR and the doctrinal courses will be mutually reinforcing—the work in LWR will often draw on doctrines and issues covered in Contracts, Torts, and Civil Procedure.

In their first semester, students also take a course titled Legal Methods, a one-hour course graded on a pass-fail basis. The course provides an introduction to the basic methods of legal reasoning and analysis, including the core skills that go into these methods. The focus of the course is to build these skills and apply these methods to the kinds of problems, issues, and cases involved throughout the first-year curriculum.

The first year also includes Practice Foundation I: Interviewing and Counseling. This is the first of three required Practice Foundation courses.

**Upper-Level**

In the second year (semester three for full-time students and semester four for part-time students), students are required to take: Constitutional Law, and Practice Foundations II: Negotiation and Conflict Management.

Required courses taken in sequence during the latter third of the curriculum are: Capstone I and II (Legal Analysis and Bar Readiness), and Practice Foundations III: Business of Law.

The J.D. degree includes additional required courses in areas that are widely viewed as part of the knowledge, skills, and understanding that a competent attorney should have. Some of these required courses are included on the bar examination, reflecting the judgment of the State of Texas, through rules adopted by the Texas Supreme Court, about necessary basic knowledge. These courses also introduce students to a range of practice areas, and can form the basis for advanced study in any of these areas.

These required courses are:

- Administrative Law (3 hours)
- Business Associations (3 hours)
- Effective Oral Communication (2 hours)
- Evidence (3 hours)
- Family Law (3 hours)
- Principles of Finance and Accounting for Lawyers (1 hour) (students may place out of this)
• Professional Responsibility (3 hours)
• Commercial Law I (3 hours)
• Wills, Trusts, and Estates (3 hours)
• Texas Civil Procedure (2 hours)
• Texas Criminal Procedure (2 hours)
• Capstone I and II: Legal Analysis and Bar Readiness (6 hours)  (Applies to students entering fall 2015 and later.) In addition to required courses, students must complete a number of “Requirements.”

• Experiential Requirement
• Writing Requirement
• Research Requirement
• Skills Requirement
• Practice-Related Technology Requirement (Applies to students entering fall 2015 and later.)

Each of the Requirements relates to important skills, experiences, or proficiencies. The Requirements are not themselves “courses.” Rather, depending on the Requirement, the Requirements are satisfied through credit-bearing courses, not-for-credit courses or experiences, or demonstrated proficiency.

The Requirements are:

**The Writing Requirement.** The Writing Requirement is satisfied by (1) completion of six writing segments, and (2) completion of a Major Writing. A writing segment is a writing assignment that correlates in scope and complexity with written work product that lawyers prepare; and on which the student receives assessment. A course may contain more than one writing segment, or may contain one or more writing segments along with a research or skills segment. The Major Writing (1) is an experience involving multiple, original writings or a single, lengthy writing, entailing significant synthesis and analysis; the sum total should generally be at least 25 pages; (2) includes the submission and assessment of at least two drafts of each writing (that is, at least one first-draft and a final draft); (3) must be taught (or supervised) by full-time faculty, or other faculty (such as part-time professor of practice, or adjunct professor) with demonstrated ability to supervise a legal writing experience entailing significant synthesis and analysis. The Registrar will maintain a list of courses containing writing segments approved by the faculty, and writing segments satisfying the upper-level writing experience.

**The Research Requirement.** The Research Requirement is satisfied by completion of eight (8) research segments. A research segment requires the completion of at least one research assignment with a research plan, a research trail, and a research bibliography. A course may contain more than one research segment, or may contain one or more research segments along with a writing or skills segment. To ensure that students become proficient in the foundational information and research abilities required in practice, multiple research segments will address and reinforce knowledge of sources, creation of a research plan, use of multiple platforms for research, maintaining a research trail, and storing information. The Registrar will maintain and publish a list of courses containing research segments approved by the faculty.

**The Skills Requirement.** The Skills Requirement is satisfied by completion of six skills segments in addition to the skills provided in the required classes of Practice Foundations I and Practice Foundations II. A skills segment is a performance or activity on which students
are assessed and which requires a student to engage in one or more of the following professional skills, or other skills recognized by the faculty as a possible basis for a skills segment: interviewing, counseling, negotiation, fact development and analysis, trial practice, document drafting, conflict resolution, organization and management of legal work, collaboration, cultural competency and self-evaluation. A course may contain more than one skills segment, or may contain one or more skills segments along with a writing or research segment. The Registrar will maintain and publish a list of courses containing skills segments approved by the faculty.

**The Experiential Requirement.** To satisfy this Requirement, a student must complete the following:

- Completion of at least two courses from any of the following three categories: Practicum, Externship, and Clinic. Subject to approval, two courses can be from the same category;
- Satisfactory completion of the Community Engagement Program; and
- Satisfactory completion of the L.A. Bedford Mentorship Program.

**Practice-Related Technology Requirement.** This requires students to demonstrate competence with regard to technologies and technology topics that are critical for law practice, such as use of word processors, spreadsheets, presentation software, antivirus software, email software, courtroom software, and time management software. This requirement is satisfied by completion of instructional modules or demonstration of existing skill in various areas.

### Required Courses

**First-Year Required Courses**

- Civil Procedure (2 semesters, 5 hours total)
- Contracts (1 semester, 4 hours)
- Criminal Law (1 semester, 3 hours)
- Legal Writing and Research (2 semesters, 6 hours total)
- Legal Methods (1 semester, 1 hour)
- Practice Foundation I: Interviewing and Counseling (1 semester, 3 hours)
- Property (1 semester, 4 hours)
- Torts (1 semester, 4 hours)

**Second-Year Required Courses**

- Constitutional Law (3 hours)
- Practice Foundation II: Negotiation and Conflict Resolution (3 hours)

**Other Required Courses**

- Administrative Law (3 hours)
- Business Associations I (3 hours)
- Effective Oral Communication (2 hours)
- Evidence (3 hours)
- Family Law (3 hours)
• Practice Foundation III: Business of Law (3 hours)
• Principles of Accounting and Finance for Lawyers (1 hour) *Note: Students can place out of this with demonstrated proficiency in the learning outcomes of this course.*
• Professional Responsibility (3 hours)
• Commercial Law (3 hours)
• Texas Civil Procedure (2 hours)
• Texas Criminal Procedure (2 hours)
• Wills, Trusts, and Estates (3 hours)

Writing Requirement, Research Requirement, and Skills Requirement
• Writing requirement: eight writing segments.
• Research requirement: eight research segments.
• Skills requirement: 10 skills segments (6 in addition to the skills provided in Practice Foundation I and Practice Foundation II)

Practicum, Externship, Clinic
Requirement to take at least 2 courses from the following categories: Practicum, Externship, and Clinic.

Academic Policies and Procedures

Requirements for Award of the J.D. Degree
To graduate with a J.D. degree from the UNT Dallas College of Law, the following requirements must be met:

• Credit hour requirement. Students must complete no less than 88 semester credit hours.
• Residency requirement. Students must complete at least 53 hours in residence.
• Completion of required courses. The required courses are listed in the current Academic Catalog.
• Completion of the writing requirement, the skills requirement, the research requirement, the experiential requirement, and the practice-related technology requirement.
• Maintain satisfactory academic progress.
• Complete all requirements in no less than 24 months and in no more than 6 years after matriculating at the College of Law or at a law school from which the student has received transfer credit. The ABA Standards address the pace at which a student may complete his or her legal studies. Standard 304(c) requires that the course of study for a J.D. degree be completed “no earlier than 24 months and no later than 84 months after a student has commenced law study at the law school or a law school from which the school has accepted transfer credit.” The College of Law has adopted a maximum period of 6 years (72 months). In exceptional circumstances, the College of Law may extend this requirement but to no more than the maximum allowed by ABA Standard 304(c).
Disability Accommodation

The UNT Dallas College of Law (COL) provides accommodation to qualified students with disabilities in accordance with state and federal laws, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

Eligibility

Students are eligible for accommodation and/or auxiliary aids and services if they have a documented disability and the functional limitations of the disability require such accommodation and/or auxiliary aids and services.

- Newly accepted and currently enrolled students are responsible for initiating a disability-related request for accommodation or auxiliary aids and services with the Assistant Dean of Students prior to the time when the accommodation or auxiliary aids or service will be needed.
- Prospective students may request reasonable accommodation (for testing, campus tours, or orientation) at any time during the application process by submitting an oral or written request to the Assistant Dean of Students using the Disability Accommodation Request form.

Request for Accommodation and/or Auxiliary Aids and Services

Students must submit a request for accommodation and/or auxiliary aids and services to the Assistant Dean of Students using the Disability Accommodation Request form. In addition, students must provide relevant and complete written documentation of a disability for which accommodation is requested, including:

- A diagnostic statement from an appropriate professional identifying the disability, date of the current diagnostic evaluation, and the date of the original diagnosis.
- A description of the current functional impact of the disability.
- Treatments, medications, assistive devices, or services currently prescribed.
- The relevant credentials of the diagnosing professional(s) such as medical specialty and professional licensure.

Determination

A determination of whether accommodations or auxiliary aids or services are appropriate will follow after an individual assessment of a student’s written documentation and a personal meeting with the student. Among the factors to be considered in determining appropriate accommodations or auxiliary aids and services are:

- The nature of the student’s disability.
- Accommodations, auxiliary aids, or services that have worked for the student in the past.
- Whether the requested accommodation, auxiliary aids, or services will allow the student to effectively access and participate in the course or academic program.
- Whether the requested accommodation, auxiliary aids, or services will alter the essential requirements of the course or program.

The College of Law is not required to alter or modify a course or academic program to the extent that it changes the fundamental nature of that course or program. Decisions regarding accommodations or auxiliary aids and services may require consultation with College of Law faculty or administrators to consider the fundamental nature of a course or academic program.
Notification
The student will be notified in writing of the status of the request and the proposed date for a final determination.

Accommodations or Auxiliary Aids and Services Requiring Cooperation of Faculty
Certain accommodations or use of auxiliary aids and services may require cooperation from a faculty member who teaches a class in which a student is enrolled.

- As early as possible in a semester, a student who has been approved for accommodation or use of auxiliary aids and services should seek a confidential meeting with the faculty member to show the faculty member the written approval of the accommodation, auxiliary aids, or services, and to make arrangements for implementation of the approved accommodation, auxiliary aid, or services.

- The faculty member may not disclose the student’s disability to any other student or faculty member without the consent of the student. Faculty members may not deny an approved accommodation without consulting the Assistant Dean of Students to consider alternate means to accommodate a student’s disability.

For more detail on Disability Accommodation, see UNT Dallas Policy 7.004.

Attendance
Under College of Law policy and consistent with ABA Standards, the College of Law requires regular and punctual class attendance. Attendance will be taken in all classes.

Minimum Attendance Threshold
Under College of Law policy, in all courses, students must attend at least 80% of class sessions. However, in counting absences for purposes of this minimum attendance rule, absences based upon observance of a religious holy day or on a call for active military service will not be counted.

If a student accumulates greater than the allowed number of absences, the student will be withdrawn from the course.

Excused Absences
If an absence qualifies as an “excused absence” and the reason for the absence prevents timely completion of assignments or work, the instructor will provide a reasonable time after the absence for the student to complete the work or assignment.

Note: An excused absence will still count towards the minimum attendance rule, unless the absence is related to a religious holy day or call for active military service and is addressed in accordance with UNT Dallas College of Law Policy on Student Attendance.

Categories of Excused Absences
The categories of excused absences are the following:

- To observe a religious holy day, including travel for that purpose;
- To respond to a call for active military service;
- To participate in an official COL function (including competitions such as mock trial or negotiation competitions, and court appearances required for clinic); or
• Illness or other extenuating circumstances, such as death in the family requiring travel or absence.

• A student’s absence for pregnancy or childbirth as long as the student’s doctor deems the absences medically necessary. (For more detail on pregnancy or childbirth, see section below).

Please note that work-related travel is not the basis for an excused absence.

To obtain an excused absence, a student must complete the Excused Absence Request Form and email it to the professor. Students also will need to provide appropriate documentation of the basis for the absence. Because students ordinarily will know in advance about the need for absences in the first three categories, they should submit an excused absence form in advance of such absences. In cases of illness or extenuating circumstances, when it is not possible to submit an excused absence form in advance, students still need to complete an excused absence form and email it to the professor as soon as practical.

**Disability Accommodation**

If a student has a disability that he or she anticipates will affect class attendance, the student should feel free to consult the College of Law’s disability accommodation policies and/or speak to the Assistant Dean of Students about disability accommodation.

**Pregnancy and Childbirth**

An absence is excused when it is due to pregnancy or related conditions, including recovery from childbirth, for as long as the student’s doctor deems the absences to be medically necessary. When the student returns to school, she will be reinstated to the status she held when the leave began, which includes giving her the opportunity to make up any work missed. The College of Law may offer the student alternatives to making up missed work, such as retaking a semester, or allowing the student additional time in a program to continue at the same pace and finish at a later date, especially after longer periods of leave. The student should be allowed to choose how to make up the work.

The policies and practices of individual professors may not discriminate against pregnant students. For example, a professor may not refuse to allow a student to submit work after a deadline that she missed because of absences due to pregnancy or childbirth. Additionally, if the professor’s grading is based in part on class attendance or participation, the student should be allowed to earn the credits she missed so that she can be reinstated to the status she had before the leave.

**Exception**

Students may seek an exception to or waiver of the minimum attendance threshold by submitting a request in writing to the Associate Dean for Academic Affairs. The Associate Dean may allow a waiver only after consultation with the course instructor and only for compelling and unusual circumstances.

**Maximum Course Load**

**Full-Time Division**

A student enrolled in the full-time division may not register for more than 16 credit hours in a fall or spring semester or for more than nine credit hours in a summer session without permission of the Associate Dean for Academic Affairs. In accordance with ABA Standards, all students are prohibited from
registering for more than 18 credit hours in a fall or spring semester.

Part-Time Division
A student enrolled in the part-time division may not register for more than 12 credit hours in a fall or spring semester or for more than seven credit hours in a summer session.

Correction of Excessive Course Loads
A student who enrolls for more than the permissible number of hours will be withdrawn from a course or courses until his or her registration complies with the maximum load requirements. The choice of courses from which the student will be withdrawn is in the sole discretion of the Associate Dean for Academic Affairs. If the overload is not discovered until after grades have been given for the courses, the Academic Standards Committee may withdraw the student from a sufficient number of courses in that semester or session to bring the course load into compliance.

Minimum Course Load

Full-Time Division
A student enrolled in the full-time division may not register for less than 13 credit hours in a fall or spring semester without permission of the Associate Dean for Academic Affairs. No permission will be given for any student in the full-time division to register for less than eight hours in a fall or spring semester.

Part-Time Division
A student enrolled in the part-time division may not register for less than eight credit hours in a fall or spring semester.

Working While Enrolled
In order to ensure that all students have the opportunity to succeed in law school, students who enroll in the full-time division and who are working more than 20 hours per week in any semester or term must first meet with the Associate Dean for Academic Affairs at the start of any semester in which the student is working more than 20 hours per week.

Taking Courses Outside the Enrolled Division; Transferring Between the Full-Time and Part-Time Divisions

Taking Classes Outside the Enrolled Division
After completion of the required course work in the first two full academic semesters, students enrolled in the part-time division may register for “daytime” classes (that is, courses offered before 5 p.m.) after priority registration ends or if the Associate Dean for Academic Affairs approves the student’s registration in the course. Likewise, after completion of the required course work in the first two full academic semesters, students enrolled in the full-time division may register for an “evening” course after priority registration ends or if the Associate Dean for Academic Affairs approves the student’s registration in the course. Notwithstanding this section, students must still take all lockstep required courses with their
Transferring Between the Full-Time and Part-Time Division

When students enroll at the College of Law, they enter in either the full-time day division or the part-time evening division. This is the student’s “entering division.” After completion of the required course work in the first two academic semesters, students may apply to transfer from the part-time division to the full-time division or vice versa. In order to transfer, the student must complete the Divisional Transfer Form, with all necessary signatures, no less than two weeks prior to the end of the preceding term.

A student may transfer for three reasons:

1. Elective: The student chooses to transfer divisions. A student may only use the Elective Transfer option once in his or her law school career.

2. Major Life Event: A recent major life event has affected the student’s ability to continue in the student’s entering division. This must be supported by the Descriptive Statement attached to the Divisional Transfer Form.

3. Administrative: If a student does not adhere to the requirements of the student’s division, the student may be transferred by administrative decision of the Associate Dean for Academic Affairs, with or without the student’s consent.

Regardless of whether a student transfers between divisions, the student must take all lockstep required courses with his or her original entering division, unless doing so would overly burden the student based on circumstances of a Major Life Event. Such exceptions must be justified in the Descriptive Statement. Lockstep required courses include the following courses:

- Contracts
- Torts
- Civil Procedure I & II
- Criminal Law
- Property
- Legal Writing and Research
- Legal Methods
- Professionalism and Practice of Law
- Practice Foundations I: Interviewing and Counseling
- Practice Foundations II: Negotiation and Conflict Management
- Constitutional Law

Classification of Students for Financial Aid Purposes

All students are enrolled in either the full-time division or part-time division, and the number of hours for which a student is permitted to register is governed by the policies on Maximum Course Load and Minimum Course Load based on enrolled division. In addition to and distinct from enrollment division, for financial aid purposes, students are classified as full-time, half-time, or less than half-time.

For financial aid purposes, the following classifications apply:
• A student is classified as a full-time student if he or she is enrolled in 13 or more credit hours in a fall or spring semester, or if he or she is enrolled in eight or more credit hours in a summer session.

• A student is classified as a half-time student if he or she is enrolled in 12 or fewer credit hours in a fall or spring semester, or if he or she is enrolled in four to seven credit hours in a summer session.

• A student is classified as less than half-time and is not eligible for financial aid if he or she is enrolled in fewer than eight hours in a fall or spring semester, or if he or she is enrolled in fewer than four hours in a summer session.

A student is classified as a first-year student if he or she has earned 30 or fewer semester credit hours. A student is classified as a second-year student if he or she has earned between 31 and 60 credit hours. A student is classified as a third-year student if he or she has earned 61 or more semester credit hours.

Credit Hours
The minimum length of courses and the limitations on the amount of credit hours that a student may earn in a given time period is defined by the Texas Higher Education Coordinating Board (THECB) in Section 4.6 of Title 19, Chapter 4, Texas Administrative Code, “Minimum Length of Courses.” The rule states: “Traditionally-delivered three-semester-credit-hour courses should contain 15 weeks of instruction (45 contact hours) plus a week for final examinations so that such a course contains 45 to 48 contact hours depending on whether there is a final exam.”

The “semester credit hour” is the unit of credit at the College of Law. The credit requires one hour of classroom or direct faculty instruction a week for 15 weeks, or the equivalent if offered over a different period of time, as well as at least two hours of work outside the classroom, whether the course is graded or not. In implementing this policy, each semester, the Registrar will calculate the time of classroom instruction, and faculty will design courses and coursework accordingly.

For credit-bearing courses that primarily involve out-of-class student work, such as externships, clinics, or independent study, each semester credit hour must require at least an equivalent amount of work as that set out above for a semester credit hour.

Registration Times
Registration times for each semester and session are set and published by the College of Law Registrar. A student who fails to register during the normal registration time for a semester will lose any priority in registration.

Adding Courses
Students may add classes during the first 12 days of class for fall and summer courses. For the summer sessions, the 3rd day of class is the last day of the period to add courses.

Dropping Courses
No student who enters in the full-time division may drop required first-year courses or required third-semester courses. No student who enters in the part-time division may drop required first-year courses or required third or fourth semester courses.

Other than the required courses just noted, students may drop a course before the “census day” without academic penalty or notation on the transcript. The census day is the 12th class day of a fall or spring semester, or the equivalent day of a summer session.
A student may drop a course after the census day only with prior written approval from the faculty member and the Associate Dean of Academic Affairs. If a course is dropped after the census day but before the end of the first six weeks of the fall or spring semester (or the equivalent date in summer sessions), the student receives a grade of W. If a course is dropped after the end of the first six weeks of the fall or spring semester (or the equivalent date in summer sessions), the student receives a grade of W if the student was maintaining a passing grade in the course at the time of the drop; the student receives a grade of WF if the student was not maintaining a passing grade at the time of the drop. No course may be dropped after the date designated by the Registrar during the tenth week of class in the fall or spring semester (or the equivalent period in summer sessions).

The Registrar’s office will publish, for each semester of the academic year and summer sessions, the census days and drop days.

For more detail, see UNT Dallas Policy 7.006.

**Voluntary Withdrawal from a Course**

A student may withdraw from a course any time prior to two weeks before the first day of the final examination period for the fall or spring semesters or the equivalent date in summer sessions. A student who withdraws prior to the sixth week of the fall or spring semesters or the equivalent date of summer sessions will be assigned a W for each course in which the student was enrolled. A student who withdraws after the start of the sixth week of the fall or spring semesters or the equivalent date of summer sessions will be assigned a W for any course that the student was passing at the time of the withdrawal and a WF for any course in which the student was not earning a passing grade at the time of the withdrawal.

Students called to active military service during a semester in which they are enrolled may be entitled to a refund of tuition and fees if they withdraw, or the student may be entitled to receive a final grade or incomplete grade in courses. Students should contact the Dean of Students Office to discuss their options.

For more detail, see UNT Dallas Policy 7.006.

**Voluntary Withdrawal from the College of Law; Leave of Absence from the College of Law**

**Voluntary Withdrawal**

UNT Dallas Policy 7.006 covers voluntary withdrawal. Withdrawal is a formal process. If a student decides to withdraw during a semester or during a summer session, he or she must complete the formal withdrawal process in order to withdraw in academic good standing. Students considering withdrawal should consult with the Registrar to ascertain the specific steps. If a student is considering withdrawal and believes that he or she might return, the student should consider the option of a leave of absence.
Return After Voluntary Withdrawal
If a student withdraws in the first semester of law school and seeks to return, he or she must go through the admissions process with the applicants for admission. If a student withdraws after the first semester and seeks to return, the Associate Dean for Academic Affairs may approve the request to return. Factors bearing on whether the request will be granted include the reasons for withdrawal and the student’s level of academic success before the withdrawal.

Leave of Absence
Upon a proper request, a student may be allowed to take a leave of absence for reasons of finances, health, or other personal reasons. Students considering a leave of absence should consult with the Associate Dean for Academics. To receive a leave of absence, the student must complete a leave of absence request and the Associate Dean for Academic Affairs must approve it. The Associate Dean will advise the student about the conditions and timing by which return might be available. When a student is on a leave of absence and is considering returning to the College of Law, the student should contact the Registrar at least three (3) months before the registration period for the term in which the student plans to return.

Academic Standing, Academic Oversight, Academic Probation, and Academic Dismissal

Academic Standing
To be in academic good standing at the end of any semester, a student must have both a semester grade point average and a cumulative grade point average (CGPA) of at least 2.00.

Academic Oversight
At the end of each semester, any student who is not on academic probation yet who has a cumulative grade point average in the bottom third of the class will be on academic oversight. A student on academic oversight is in good academic standing. The purpose of academic oversight is to serve as a mechanism to help ensure that students maximize their chances of improving academic success through appropriate resources.

A student on academic oversight must meet with an Academic Success Advisor for academic counseling and participate in the academic success plan resulting from the meeting. The plan may include, for instance, additional meetings with the Academic Success Advisor, one-on-one work with Academic Success faculty or staff, or activities aimed at enhancing skills and knowledge. If the Academic Success Advisor notifies the Registrar that the student has failed to comply with this academic counseling requirement, the student will not be allowed to register for the next term without the written approval of the Associate Dean for Academic Affairs.

Academic Probation
At the end of any semester in which a student’s semester or cumulative grade point average (CGPA) is below a 2.00, the student will be placed on academic probation. Any student who is on academic probation will meet with the Associate Dean for Academic Affairs (along with other Academic Success team members as appropriate). The meeting will include advising the student about the grade point average that is necessary to avoid academic dismissal, and, working with the student, developing an academic success plan designed to maximize the student’s chances of avoiding academic dismissal and improving
academic success beyond that level. The plan may include, for instance, additional meetings with the Associate Dean or other members of the academic success team, one-on-one work with Academic Success faculty and staff, and activities aimed at developing and enhancing skills and knowledge. The plans will be set out in writing.

**Academic Dismissal**

If a student who is on academic probation does not raise his or her CGPA to at least 2.00 by the end of the next regular semester, the student will be academically dismissed. A student who is academically dismissed is not eligible to be enrolled in the COL. Any student enrolled when dismissed will be withdrawn by the Registrar.

**Petition for Eligibility to Continue on Probation**

A student who has been academically dismissed may petition the Academic Standards Committee for permission to continue his or her studies on academic probation for an additional semester or for a period of time determined by the Committee. Any such petition must be filed no later than two weeks after the student has received notice of academic dismissal.

A petition may be granted only if the student establishes the following: (1) that the student’s inability to remain academically eligible resulted from exceptional circumstances; (2) that the circumstances resulting in the student’s academic suspension have been remedied and will not prevent the student from attaining academic good standing; (3) that the student is capable of attaining good academic standing; and (4) that the student complied with the requirements of the academic success plan developed after probation. The Committee may set conditions for the student’s continued enrollment on probation, including reduction in course work and specific academic success programming. The decision of the Committee is final and there is no appeal of its decision.

**Resumption of Studies After Academic Dismissal**

Students who have been academically dismissed should not assume or expect that they will be allowed to resume studies at the College of Law. This is not for punitive reasons, but because it is not fair or appropriate to allow students to continue a course of study in which they are not likely to be successful.

In rare instances, however, the College of Law may allow a student who has been academically dismissed from the College of Law to resume studies at the College of Law. This may occur only if the student petitions the Academic Standing Committee and clearly demonstrates that: (1) that the student’s lack of academic success resulted from unforeseeable circumstances; (2) that the reasons for the student’s lack of academic success are no longer present or have been remedied; (3) that the student is capable of success in law school; and (4) that the student, if readmitted, is likely to sustain good academic standing. In the rare instances in which a student is allowed to resume studies, the Committee may require that the resumption occur with conditions set by the Committee, including course work load requirements, academic success programming, reduction of outside work, and course repeats.

A form accompanying such petitions can be obtained from the Academic Standards Committee. The form will require the student to submit supporting documentation that may include other academic records, writing samples, or letters of recommendation. Upon receiving the petition, the Committee may request additional information. The Committee may make its decision without personal appearance from the applicant, and the Committee’s decision is final.

A student who is dismissed after the first two semesters must repeat the entire first two semesters, even in courses in which the student did not receive a grade of F.
Re-Admission to the College of Law

A student who has been academically dismissed from the College of Law may not seek admission to the College of Law through the regular Admissions process. Rather, such a student may return to studies at the College of Law only through the process for resumption of studies after dismissal.

Pass-Fail

The College of Law may designate certain courses as pass-fail. Any such courses will carry a pass-fail designation at the time of registration for the semester or other term. A credit-bearing course carrying a pass-fail designation will count for purposes of required hours or other requirements, but it will not be included in the calculation of GPA.

Grades and GPA Computation

The grading scale at the UNT Dallas College of Law consists of the following letter grades, along with the numerical equivalent used for calculating grade point average (GPA).

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.30</td>
</tr>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.70</td>
</tr>
<tr>
<td>B+</td>
<td>3.30</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.70</td>
</tr>
<tr>
<td>C+</td>
<td>2.30</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.70</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

The lowest passing grade is a D.

In addition, the College of Law uses the following grades:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HP</td>
<td>High pass</td>
</tr>
<tr>
<td>P</td>
<td>Passing grade in a class graded on a pass/fail basis</td>
</tr>
<tr>
<td>W</td>
<td>Drop or withdrawal without penalty</td>
</tr>
<tr>
<td>WF</td>
<td>Drop or withdrawal with a failing grade</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress. For multi-term courses or a series of courses in which the final grade will not be given until the completion of the multiple terms or series; the final grade when assigned at the end of the series will be applied to all courses within the series.</td>
</tr>
<tr>
<td>Credit/No Credit</td>
<td>A grade of “no credit” will not be calculated within the grade point average; however, if a student receives a grade of no credit, he or she does not earn the credit for that course and, if the course is required, the student must repeat the course. The faculty may authorize a course to be graded on the basis of credit/no credit when, in the faculty’s judgment, this method of grading is appropriate given the nature and purpose of the course.</td>
</tr>
</tbody>
</table>

Grade point average is calculated by dividing the total number of grade points by the total number of semester hours attempted. The grade point average is rounded to the third decimal. The number of semester hours attempted includes all courses with grades from A through F, and WF.

In general, letter grades will correspond to the following levels of achievement: A=Exemplary; B=Good; C=Fair; D=Poor; F=Failure. Because the grading scale includes “plus” and “minus” for A, B, and C, the use of plus or minus corresponds to a level of achievement deemed plus or minus the level just noted.
A student may receive a grade of Incomplete for a course only during the last one-fourth of a term or semester and only if the student (1) is passing the course and (2) has a justifiable and documented reason, beyond the control of the student (such as serious illness or military service), for not completing the work on schedule. The student must arrange with the faculty member to finish the course at a later date by completing specific requirements. These requirements must be listed on a Request for Grade of Incomplete form signed by the faculty member, student, and Associate Dean for Academic Affairs. A grade of I will default to F if the student does not complete the specified requirements within the stated time.

Grade Changes and Appeals
Under UNT Dallas policy on grade appeals, students are encouraged to “resolve grade disputes through informal discussions with their faculty members and through a formal process only when necessary.” As to formal process, only final grades may be appealed. The bases for appeal of a final grade are clerical or administrative error in calculating or assigning grade; grade not calculated in accordance with the grading criteria set out in the syllabus; or grade based on arbitrary or unlawful reason, including retaliation, harassment, or observance of religious holy days. Faculty members may not consider any request to re-evaluate the work. Under the policy, when a student wishes to appeal a final grade in a course, “the student should first arrange a formal meeting with the instructor to discuss the student’s concern.” For more detail, see UNT Dallas Policy 7.007.

Class Ranking
Students at the UNT Dallas College of Law do not receive an individual class rank. At the end of each semester and academic year, the Registrar calculates class ranking, which will be used for two purposes.

First, at the end of each academic year, the Registrar will publish the cumulative GPA that marks the following percentile bands: top 10 percent, top 25 percent, top 33 percent, and top 50 percent. Each of these levels will be calculated separately for: (1) students classified as first-year students; (2) students classified as second-year students; and (3) students classified as third-year students.

Second, ranking may be used as necessary for academic honors such as membership in scholarly societies, or other prizes or activities that require a certain placement within a class.

Under the Family Educational Rights and Privacy Act (FERPA), the College of Law may not disclose an individual student’s location within the GPA percentile bands without the student’s written permission.

Dean’s List and Graduation Honors
After each semester, the Registrar prepares the Dean’s List, which is based on GPA for the semester. The Dean’s List includes students who receive a 3.3 GPA or above for the semester.

Graduating students receive “Latin honors” as follows:
3.4 Cum laude
3.7 Magna cum laude
3.9 Summa cum laude

Assignments, Tests, and Examinations
The schedule of final examinations for a semester will be published before or during that semester. For mid-term examinations and other graded assignments, information about dates will appear on the syllabus of the individual course. If a student fails to appear for an examination—whether a mid-term or
a final exam—or if the student appears but does not turn in the exam, the student will receive an F on
the exam unless the student has permission or a valid excuse. Special scheduling of final and mid-term
examinations will be permitted only if the cause is beyond the control of the student and if the Associate
Dean for Academic Affairs gives approval.

Auditing

Students currently enrolled at the UNT Dallas College of Law may audit a College of Law course if: (1) the
student has completed his or her first year (if a full-time student) or second year (if a part-time student);
(2) the professor approves; and (3) space is available as certified by the Registrar.

Auditing by a person other than a currently enrolled student is permissible only if the person has gradu-
ated from a J.D. program, and only if (1) the professor and Associate Dean for Academic Affairs grant
permission, and (2) space is available as certified by the Registrar. The College of Law will publish the
audit fee applicable for those not currently enrolled in the College of Law. Students currently enrolled in
the College of Law receive priority over other law graduates as to any space available in the class to be
audited.

Additional Policies

Student Records
The College of Law complies with the Family Education Rights and Privacy Act (FERPA) (20 USC § 1232g;
34 CFR Part 99), which protects the privacy of student education records.

Student’s Right to Consent to Disclosure of Education Records
Except in limited circumstances, the College of Law will not release personally identifiable information
from a student’s education record without a signed and dated, written consent from the student. A stu-
dent’s consent to disclose an education record to a third party must specifically identify the education re-
cord for which consent is granted, the purpose for the disclosure, and the identity of the person or entity
to which the education record is to be disclosed.

Directory Information
“Directory Information” means information contained in the education record of a student that would
generally not be considered harmful or an invasion of privacy if disclosed. The following types of student
information are considered “directory” for the purposes of this policy:

- Name
- Address
- Email address assigned by the College of Law
- EUID assigned by the College of Law
- Date and place of birth
- Participation in officially recognized activities
- Dates of attendance
- Enrollment status
- Degrees, awards and honors received
- Expected graduation date
• Most recent previous school attended
• Photograph

Currently enrolled students wishing to withhold any or all directory information may do so by submitting a written request to the Office of the Registrar prior to the 12th class day in the fall and spring terms or equivalent dates during the summer sessions. A request to withhold directory information may be submitted after the stated deadline for a term or session, but information may be released between the deadline and receipt of the request. Directory information of a student who has requested withholding of directory information will remain excluded until the student submits a subsequent written request to release directory information.

Disclosure of Education Records as Permitted Without a Student’s Consent
FERPA permits the disclosure of education records without a student’s consent under limited circumstances. For a full description of the circumstances under which education records may be released without student consent, please consult Policies of the UNT Dallas College of Law 7.303.

Student Right to Inspect and Review Records
With limited exception, a student has the right to inspect and review his or her own education records, to receive explanation and interpretation of the records, and to obtain copies of the records when needed to allow the student to effectively exercise the right of inspection and review. Students seeking to inspect or review their education records should contact the following Responsible Administrator:

<table>
<thead>
<tr>
<th>Record</th>
<th>Responsible Official</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent</td>
<td>Registrar</td>
</tr>
<tr>
<td>Academic transcript</td>
<td>Registrar</td>
</tr>
<tr>
<td>Disciplinary record</td>
<td>Assistant Dean of Student Affairs</td>
</tr>
<tr>
<td>Academic disciplinary record</td>
<td>Assistant Dean of Student Affairs</td>
</tr>
<tr>
<td>Financial aid</td>
<td>Financial Aid Advisor</td>
</tr>
<tr>
<td>Financial accounts</td>
<td>Manager of Student Accounting</td>
</tr>
<tr>
<td>Placement</td>
<td>Director of Career and Professional Development</td>
</tr>
</tbody>
</table>

If a student submits a request for records to an administrator other than the one who maintains the record being sought, the administrator will advise the student of the correct administrator to whom the request should be addressed.

The College of Law will comply with all student requests to review and inspect records within 45 days of the date that the request is submitted to the appropriate records custodian. Students requesting access to their education records may be asked to verify their identity with a government issued photo identification, prior to inspection. Students seeking access either electronically or by telephone will be asked to verify their identity by providing information of specific individual relevance - not including a social security number.
Student Right to Request Amendment of Education Records

College of Law students have the right to correct their own education records when the records are inaccurate, misleading, or otherwise in violation of the student’s privacy rights. Students may request amendment of their education record by submitting a request to the appropriate records custodian. The College of Law will issue a decision within a reasonable period of time after receiving the student’s request.

Students may challenge a College of Law decision regarding the amendment of an education record by filing a request for a hearing with the Dean of Students. The request must identify the contested record and specify the reason that the record is believed to be inaccurate, misleading, or a violation of the privacy rights of the student. After the hearing, if the College of Law determines that the education record is not inaccurate, misleading, or a violation of the student’s privacy rights, the student may place a statement in his or her education record commenting on the contested content and the basis for disagreement with the College of Law’s decision.

The College of Law will amend any education record that is determined to be inaccurate, misleading, or a violation of the student’s privacy rights. The right to amend or correct an education record does not apply to routine grade appeals.

Compliance with Copyright Laws

Students, faculty, and staff at the UNT Dallas College of Law are expected to comply with federal copyright laws. Copyright is a form of protection provided by the laws of the United States to the authors of “original works of authorship.” A copyright belongs to the author of a work, unless the author grants the ownership in writing to someone else, such as the author’s publisher. The types of works that can be copyrighted include literary, musical, dramatic, choreographic, pictorial, graphic, sculptural, and architectural works; motion pictures and other audiovisual works; sound recordings; and electronic works, including computer chips, software, and some databases.

Lack of a copyright notice on a work does not mean the work is not protected by copyright. A copyright notice is not required under U.S. law. The use of the copyright notice is the responsibility of the copyright owner and does not require advance permission from, or registration with, the Copyright Office.

Anyone who makes unauthorized use of copyrighted material in a manner that violates the copyright owner’s exclusive rights (except for the limitations and exemptions allowed by law) is committing copyright infringement and may be subject to civil and criminal penalties as well as disciplinary action by the College of Law.

Free Speech and College of Law Facilities

The UNT Dallas College of Law is a public institution of higher education, with its primary purpose to provide an environment for education and scholarship. College of Law facilities are reserved primarily to support the educational objectives and mission of the College of Law. The College of Law recognizes that the freedom to exchange ideas is an essential component of the educational process. Expressive activities promote debate and the sharing of ideas and substantially contribute to the marketplace of ideas that is the foundation of an educational institution. The College of Law protects the rights of students to engage in the free exchange of ideas, while promoting a safe learning environment and preventing interference with College of Law functions and activities. Expressive activity in College of Law facilities will not be limited based on content or based on the political, religious, or other affiliation of the speaker. Expressive activities are subject to time, place, and manner restrictions as set out more fully in Policies of the UNT Dallas College of Law.
The College of Law facility may not be used in ways that would substantially disrupt or materially interfere with College of Law teaching, administration, or programs. Use of the College of Law facility by students or student organizations will be granted on a non-discriminatory basis, ensuring equal opportunity for all members of the College of Law community. Unless sponsored by a student organization, College of Law facilities are not available for use by individuals or groups not affiliated with the College of Law.

**Student Email Account**

UNT Dallas College of Law email serves as the official College of Law method for communicating with students. The College of Law email account will be used as a method for notifying students of dangerous or emergency situations occurring on campus, academic or financial responsibilities, and any other College of Law matters.

It is the responsibility of the student to regularly check his or her UNT Dallas College of Law email.

**Acceptable Use of Computers and Information Resources**

The College of Law provides each of its students with accounts that permit use of the College of Law’s information resources—including computer resources and software for which the College of Law has obtained licenses. By using these information resources, students agree to abide by the policies and procedures of UNT Dallas as well as federal, state, and local laws. These policies and procedures include but are not limited to the UNT Dallas acceptable use policy; UNT Dallas policies against harassment, plagiarism, and unethical conduct; and federal, state, and local laws pertaining to theft, copyright infringement, insertion of viruses into computer systems, and other computer-related crimes.

Use of information resources must be consistent with UNT Dallas and College of Law policies regarding plagiarism, unethical conduct, and harassment.

Laws relating to the protection of intellectual property extend to the electronic environment. Unless specifically stated otherwise, users should assume that works communicated through the computer network are subject to all federal laws, state laws, and UNT Dallas policies relating to copyright, trademark, and intellectual property.

Use of the College of Law’s information resources and content transmitted through these resources may be subject to:

- Review or disclosure in accordance with the Texas Public Information Act and other laws;
- Administrative review of information resource usage for a security purpose or in regard to legal or compliance concerns;
- Information resources maintenance;
- Audits or other reviews necessary to protect the reasonable interests of the College of Law and other uses of the information resources.

Unauthorized and impermissible use of College of Law information resources includes the following:

- Sharing College of Law accounts, personal information numbers, passwords, or other identifiers issued to the user;
- Unauthorized entry into a file, to use, read, or change the contents or for any other purpose;
- Abuse of computer and information resources, including interruption of function or insertion of viruses;
- Use of College of Law computer resources for personal financial gain or a personal commercial purpose;
• Unauthorized copying or transferring of files or data;
• Unauthorized use of another’s identification and/or password;
• Use of computing facilities to interfere with the work of another student, faculty member, or College of Law official;
• Use of computing facilities to send obscene, abusive, harassing, or threatening messages;
• Use of computing facilities to interfere with normal operations of the College of Law computing system;
• Damaging or altering records or programs.
For more detail, see Chapter 14 of UNT Dallas Policies.

Timely Warnings
In accordance with the Jeane Clery Act, UNT Dallas will issue warnings to the university community, including the College of Law, of crimes that may present a serious or continuing threat to the university or college community in a manner that is timely and that will aid in the prevention of similar crimes. The timely warning will be issued using a combination of methods that allow for the prompt communication to the university community. Timely warnings will include sufficient information about the nature of the threat to allow members of the community to take protective action, unless law enforcement determines that publishing such information could possibly compromise law enforcement actions. For more detail, see UNT Dallas Policy 12.001

Alcohol or Substance Abuse
The College of Law is committed to maintaining an environment free from substance abuse by students and employees as well as complying with state and federal laws related to the unlawful possession or distribution of illicit drugs and/or alcohol.

UNT Dallas policies prohibit the illicit use, sale, attempted sale, conveyance, distribution, manufacture, cultivation, dispensation, purchase, attempted purchase, and possession of illegal drugs, intoxicants, or controlled substances, at any time and in any amount or in any manner.

The purchase, consumption, and possession of alcoholic beverages in College of Law facilities shall in all respects comply with state laws and UNT Dallas policies. Failure to comply by any student will constitute grounds for disciplinary action, up to and including expulsion from the College of Law. A student who violates any state law related to use or possession of drugs or alcohol will be reported to the appropriate law enforcement agency.

Students may be required to participate in and satisfactorily complete an approved rehabilitation or assistance program.

More details on the alcohol and substance abuse policy can be found in UNT Dallas Policy 7.011.

Identity Cards
The UNT Dallas College of Law Campus ID card (ID card) is required for access to campus classrooms, library, campus services and resources, events; in addition, it is required for student financial services assistance.
The Campus ID must be in the student’s possession at all times while he or she is on the law school campus. The Campus ID may not be used by any person other than the one to whom it is issued, and it must be surrendered on the request of any official of the College of Law. If an ID card is lost, another can be requested through the Office of Admissions during regular business hours.

**Safety Warnings**

All students, employees, and visitors are expected to follow directions as provided during any emergency, such as fire or severe weather. Alerts may be issued via the building’s public announcement system, email, text messages, and voice mail. Alternatively, if an alert occurs and no instructions are given, check posted instructions in all classrooms and office suites.

**No Tobacco Policy**

No tobacco products may be consumed or used inside the UNT System Building and the use of e-cigarettes is not allowed in the building.

**Use of Rooms**

When not in use for classes or college events, rooms may be reserved for group study or student meetings by completing the appropriate form available from the Registrar’s Office.

**Student Organizations and Journals**

The College of Law recognizes the importance of student government and student organizations in the formation of students and in the mission of the College of Law.

The Student Bar Organization (SBA) acts as a representative body on behalf of students to:

- Provide a voice for students to the College of Law administration on matters of interest to students;
- Encourage and promote interest in university affairs and activities;
- Promote and develop activities that enrich the social, cultural, and academic life at the College of Law; and
- Serve on College of Law committees as designated by College of Law policy or Regent Rule.

The SBA operates in accordance with a constitution and by-laws that establish equal membership and voting rights for every student enrolled at the College of Law.

A “student organization” means a group of College of Law students joined together in the pursuit of a common purpose. Such organizations must be open to all students without regard to race, color, sex, age, national origin, religion, sexual orientation, disability, or veteran status.

Student organizations must have the formal agreement of a full-time College of Law faculty or staff member to serve as an advisor. In addition, any student organization seeking the privileges of status as a College of Law “registered student organization” must register annually in the Office of the Dean of Students.

Registering organizations must provide the following upon registering with the Office of the Dean of Students:

- A list of all current members.
• The names and contact information for all students holding leadership positions in the student organization. If such names are not available at the time of registration, they must be provided within ten (10) business days of their election to a leadership position.
• A copy of the student organization’s current constitution and by-laws.
• A copy of the student organization’s policy manual, if applicable.
• The name of the full-time faculty or staff member who has formally agreed to serve as an advisor.

Registration does not imply College of Law endorsement of the viewpoints, objectives, or purposes of the student organization, and the College of Law assumes no responsibility for the content of programs or activities sponsored by a registered student organizations.

The president or equivalent student organization leader must be currently enrolled at the College of Law and must maintain a cumulative grade point average of 2.25. If the leader’s grade point average falls below 2.25, the leader will not be eligible to continue to serve in the leadership position.

Registered organizations must participate in student organization training sessions as required by the Office of the Dean of Students. The registration process will not be complete until this requirement has been met.

Registered organizations are entitled to the following privileges:
• Opportunity to hold meetings in College of Law facilities at no cost other than those required under other College of Law policies.
• Eligibility for funding through the Office of the Dean of Students for qualifying uses related to promotion and operation of the student organization.
• Access to College of Law student organization web resources and email at no cost, so long as the student organization acts in compliance with College of Law computer use policies.
• Opportunity to schedule and present programs for the College of Law community through the Office of the Dean of Students.
• Recognition in the annual publications of the Office of the Dean of Students.

Student organizations are subject to the requirements of the College of Law Code of Conduct, and violations of the Code may result in the withdrawal of privileges under the provisions of the Code.

More details on student government and student organizations can be found in UNT Dallas Policy 7.012.

Student Journals
The UNT Dallas College of Law has two digital law journals. The content of both journals will be published online and hosted by the UNT Digital Library.

ON THE CUSP will publish articles of high value to practicing lawyers, especially on legal topics and fields of interest to small and solo practitioners. It will include articles written by external authors (practitioners, professors, and judges), and student-written comments. To reflect the College of Law’s commitment to the important mission of such a journal, and to draw on the faculty’s practice and writing experience, the journal will have several faculty advisers.

ACCESSIBLE LAW is a multimedia journal, published online, and focused on publishing content that illustrates and explains law and the legal system for the civic community. There will be four primary types of
content: articles, columns, media, and forms. The process for publishing articles will resemble a more traditional journal, with students serving as editors for articles written by other students, faculty members, and external authors.

**Code of Conduct**

In its preamble to the Model Rules of Professional Responsibility, the American Bar Association states: “A lawyer, as a member of the legal profession, is a representative of clients, an officer of the legal system, and a public citizen having special responsibility for the quality of justice.” A legal education is the gateway to serving these roles as a lawyer, and a student’s legal education is itself a critical period in his or her professional formation. Thus, all students at the UNT Dallas College of Law are expected to abide by the high ethical and conduct standards needed to serve as representatives of clients, officers of the legal system, and public citizens with special responsibility for the quality of justice. These expectations are expressed in and put into operation through two avenues: the Honor Code, and the Code of Conduct. The Honor Code expresses and puts into operation the expectation of academic integrity. The Code of Conduct contains standards of conduct designed to foster a safe learning environment reflecting the core values of civility, reasoning, respect for the rights and property of others, and respect for and understanding of diverse viewpoints. For the Code of Conduct, please consult UNT Dallas Policy 7.001.

**Honor Code of the UNT Dallas College of Law**

**Policy Statement**

In its preamble to the Model Rules of Professional Responsibility, the American Bar Association states: “A lawyer, as a member of the legal profession, is a representative of clients, an officer of the legal system, and a public citizen having special responsibility for the quality of justice.” A legal education is the gateway to serving these roles as a lawyer, and a student’s legal education is itself a critical period in his or her professional formation. Thus, all students at the UNT Dallas College of Law are expected to abide by the high ethical and conduct standards needed to serve as representatives of clients, officers of the legal system, and public citizens with special responsibility for the quality of justice. In addition, Honor Code violations may adversely impact a student’s application for admission to the Bar of Texas and other states, because the Board of Law Examiners investigates the character and fitness of applicants to the Bar.

These expectations are expressed in and put into operation through two avenues: the Honor Code, and the Code of Conduct. The Honor Code expresses the expectation that students will behave with academic integrity. The requirement of academic integrity means that a student will not cheat, plagiarize, or falsify in any academic matter. The Code of Conduct expresses the expectation that all members of the UNT Dallas College of Law community will conduct themselves in a manner that demonstrates civility as well as respect for the dignity, rights, safety, and property of others.

Because students, faculty, and administration have a vital interest in maintaining a community of academic integrity, all play a role in the administration and ongoing development of the Honor Code.

**Application of the Policy**

The Honor Code applies to all students at the UNT Dallas College of Law and to all academic matters. Students are expected to maintain the principles of academic integrity and to conform to the requirements of this Honor Code upon application for admission to the College of Law through the award of their
degree or such time as there is a formal termination of the student relationship with the COL. Violations of the Honor Code will continue to be considered even if a student withdraws from the COL or graduates from the COL during the review process.

Definitions

Academic matters: Any actions or activity related to a course or to satisfying the requirements for graduation, and any curricular and co-curricular activities connected to students’ academic and professional development including but not limited to moot court competitions, journals, externships and career services.

College of Law (COL): UNT Dallas College of Law.

Honor Council: Body trained to review alleged violations of the Honor Code and also to promote awareness of the Honor Code.

UNT Dallas College of Law Honor Council

Purpose
The UNT Dallas College of Law Honor Council is entrusted by the law school Community to administer the COL Honor Code and to promote awareness of and education about the Honor Code. The COL Honor Council regularly reviews the Honor Code and may adopt bylaws and publish guidelines and information that are consistent with and further the effectiveness of the Honor Code.

Composition
The nine member Honor Council includes the Associate Dean of Academic Affairs who will serve as chair of the Committee, four COL faculty members who will be appointed by the Dean of the College of Law, and four students who will be appointed in the initial year of Honor Council operation by the Associate Dean of Academic Affairs but in all subsequent years will be selected and appointed by the officers of the COL Student Bar Association based on student applications and in accordance with procedures adopted by the College of Law Student Bar Association.

Term
Honor Council members will be appointed for a single academic term (August 1 through July 31) with faculty members permitted to serve consecutive appointments upon appointment of the Dean and students permitted to serve consecutive appointments in accordance with procedures adopted by the College of Law Student Bar Association.

Confidentiality
Upon appointment all members of the Honor Council must agree to abide by an oath of confidentiality modeled after the oath taken by members of the State Bar of Texas Attorney Grievance Committee which states:

“I do solemnly swear (or affirm) that I will faithfully execute my duties as a member of the Honor Council of the UNT Dallas College of Law. I further solemnly swear (or affirm) that I will keep confidential all matters that come to my knowledge as a member of the Honor Council arising from or in connection with any Honor Code matter, unless permitted to disclose a matter in
accordance with the Honor Code or unless ordered to do so.”

Categories of Academic Misconduct

All students of the UNT Dallas College of Law shall behave with academic integrity. Cheating, plagiarizing, or falsifying in any academic matter is a violation of this standard and constitutes academic misconduct.

The requirement of academic integrity has implications for the UNT Dallas College of Law community as well as for individual students. Academic misconduct undermines the common bond of trust, fairness, and ethical behavior within the College of Law community. Thus, all members of the College of Law community are under an obligation to report academic misconduct.

To a large extent, there is common understanding about what constitutes academic misconduct. Adults usually do not need a definition of cheating, plagiarizing, or falsifying to know whether they are engaging in that conduct. Yet some definitions, examples, and guidelines are useful to include in this Honor Code. First, these can have a signaling and reinforcing effect. Second, these can educate students in areas as to which there may be less common understanding, such as the relationship between paraphrasing and plagiarism. Third, it is important to describe violations of this Code in sufficient detail to prevent misunderstanding about the scope and effects of this Code.

The College of Law Honor Code is not written with the specificity of a criminal statute, nor is it intended to cover every instance of potentially prohibited academic misconduct. Students may be disciplined for the following types of academic misconduct.

Cheating

An act of deception or misrepresentation by which a student could gain an unfair advantage in an academic matter. Examples include:

1. Obtaining information about a test or assignment other than by the methods or within the boundaries that the instructor has permitted.
2. Seeking to make research resources unavailable to other students, such as hiding or destroying books or sources.
3. Seeking or receiving any unauthorized assistance, or providing any unauthorized assistance to another, in connection with tests or assignments.
4. Submitting work for credit on one course that the student has already submitted for credit in another course, unless authorized by the instructor.
5. Taking additional time beyond the time authorized to complete an assignment or exam.
6. Collaborating in an unauthorized way. At the College of Law, a student’s work in curricular and co-curricular settings is often expected and in some cases required to be collaborative. However, there will be instances when a student is required to work individually, without collaboration or assistance. Unauthorized collaboration is collaboration that does not comply with the instructor’s requirements relating to receiving assistance for or collaborating with others.

Plagiarism

Presenting as one’s own work any material obtained from another source, whatever the source – for instance text, Internet, digital or materials prepared by other students. Intent is not required
to constitute plagiarism; negligent plagiarism is a violation of the Honor Code. In general, obtaining and using materials from any source without proper attribution constitutes plagiarism. Whether plagiarism has occurred does not depend on the quantity of the material that is used. Plagiarism includes but is not limited to the following conduct:

1. Verbatim copying another’s work without proper attribution (quotation marks and citation to sources).
2. Slightly paraphrasing otherwise verbatim material, even if the source is cited, without indicating that the passage is basically taken verbatim from the source.
3. Using another’s ideas or concepts without proper attribution.
4. Mixing verbatim or slightly paraphrased content from multiple sources without proper attribution of the underlying source.

Falsifying
Lying, fabricating facts or sources, and/or misrepresenting facts or sources; including but not limited to:

1. Using a false excuse to avoid or be excused from an assignment or test.
2. Falsely indicating the time at which an assignment is turned in.
3. Falsifying the hours spent on an assignment or project when the number of hours spent is relevant to credit or grade awarded.
4. Falsely indicating the presence of the student or another student for attendance in connection with any academic matter.
5. Signing another student’s name or allowing one’s own name to be signed by another student in connection with any academic matter.
6. Forging or altering student records or documents.
7. Citing nonexistent authority or authority known not to support the proposition for which it is used.

Aiding or Abetting an Act of Academic Misconduct
Assisting or aiding another to cheat, plagiarize or falsify and participating in any effort to cover-up or hide a violation of the Honor Code.

Community Obligation to Report Violations
The College of Law is committed to maintaining a culture of professionalism and mutual respect. All members of the law school community should expect and insist on academic integrity from themselves and all members of the community. Failure to exercise academic integrity undermines the common bond of trust, fairness, and ethical behavior within the COL community. If any student observes conduct that he or she believes violates this Honor Code, the student has an obligation to speak to the faculty member or to the Honor Code Representative. All members of the COL community must also report violations of academic integrity committed by others.

Sanctions for Academic Misconduct

Factors in Determining Sanctions
The Honor Code does not require a particular sanction for a particular violation of the Honor
Code. Rather, the full range of sanctions set out below is available for an Honor Code violation. Which sanction or sanctions are proper in a given case depends on circumstances including:

1. Flagrancy of the violation – Negligence or inadvertence is not, per se, a defense to an Honor Code violation, although negligent or inadvertent conduct sometimes will not constitute an Honor Code violation. The fact that conduct was negligent rather than intentional may mitigate a sanction; likewise, the fact that a student acted intentionally may be an aggravating factor.

2. Harm to others.

3. Self-reporting of a violation prior to knowing that anyone else would report the violation.

4. Any other circumstances that, in the judgment of the Honor Code Hearing Panel, should be treated as aggravating or mitigating factors.

**Possible Sanctions**

Possible sanctions for violation of the Honor Code include:

1. Written reprimand.

2. Educational sanction.
   a. For Honor Code violations relating to a class or course credit and with the concurrence of the instructor an educational sanction may include:
      i. Change of course grade, including change to a failing grade.
      ii. Disallowing credit for an academic assignment or test, with or without an Opportunity to resubmit or re-take an assignment or test.
      iii. Removing academic credit for a course.
   b. Failure to comply with the assignment may result in further discipline.

3. Loss of privileges – including removal from student organizations or denial of privilege to participate in COL activities.

4. Probation for a specified period of time and/or under specified conditions.

5. Suspension for a specified period of time or until compliance with specified conditions is documented.

6. Expulsion. Permanent separation from the College of Law.

**Procedures to Address Honor Code Violations**

**Honor Code Representative**

The Dean of the College of Law will designate a senior administrator or faculty member to serve as the Honor Code Representative (HCR). The HCR will conduct a preliminary investigation of reported Honor Code violations. The HCR will also maintain records of all reported violations of the Honor Code and will provide an annual summary of violations and sanctions.

**Reporting Honor Code Violations**

Any member of the COL Community (faculty, student, staff or administrator) who has reasonable cause to believe that an Honor Code violation has occurred must report the violation to the HCR. Members of the COL faculty may also follow the procedures set forth in the section titled *Faculty Review of Possible Honor Code Violation*. A written report to the HCR must include:
1. The name of the reporting person.
2. The date, time and location of the reported violation.
3. A complete description of the alleged violation.
4. Names of any potential witnesses or individuals with information related to the reported violation.

Faculty Review of Possible Honor Code Violations
If a faculty member believes that a student in his or her class has violated the Honor Code, the faculty member may either meet with the student to discuss the alleged violation or report the violation directly to the HCR without meeting with the student.
1. After meeting with the student:
   a. If there is reasonable cause to believe that an Honor Code violation has occurred, the faculty member must report the alleged violation to the HCR. The report to the HCR is not a final conclusion that an Honor Code violation has occurred. The faculty report to the HCR must include:
      i. The name of the reporting faculty member.
      ii. The date, time and location of the reported violation.
      iii. A complete description of the alleged violation.
      iv. Names of any potential witnesses or individuals with information related to the reported violation.
   b. If no violation is confirmed, no further action will be taken by the faculty member.
2. A direct faculty referral for HCR review must be submitted to the Associate Dean for Academic Affairs and copied to the student. The referral must include:
   b. A full summary of all information to be provided in response to the alleged violation, including information presented by the student to the HCR during the initial meeting if available.

Preliminary Investigation of Honor Code Violations by HCR
The HCR will investigate written reports of violations of the Honor Code to determine whether there is reasonable cause to believe that a violation of the Honor Code occurred. The HCR will notify the student who is the subject of a reported violation and require the student to respond within seven calendar days of the date of the notice to schedule a meeting to review the allegations and to offer a response. If a student fails to respond timely the HCR will refer the reported violation for immediate review by the Honor Council.
1. At a meeting with the student, the HCR will review the reported violation and any information developed through the HCR’s preliminary investigation. The student will be offered the opportunity to respond and to offer additional information for consideration by the HCR.
2. After the HCR concludes the preliminary investigation, if there is not sufficient information to provide reasonable cause to believe that a violation of the Honor Code occurred, the HCR will dismiss the reported violation.
3. If the HCR finds reasonable cause to believe that a violation of the Honor Code has occurred, the HCR will meet with the student to discuss options available to the students to address
the Honor Code violation including:

a. Entering an Agreed Disposition, or
b. Requesting referral to the Honor Council for final determination.

4. A student must contact the HCR no more than seven calendar days after the meeting to select an option to address the Honor Code violation. If the student fails to contact the HCR within seven calendar day, the HCR will refer the reported violation to the Honor Council for final determination. The written referral to the HCR will include a full description of the alleged violation and a full summary of all information to be provided in response to the alleged violation, including information presented by the student to the HCR during the initial meeting if available.

Agreed Disposition of Honor Code Violations

1. A student may resolve an Honor Code violation through an agreed disposition at any time during the Honor Code review process. An Agreed Disposition must be in writing and must include:

   a. An admission that the reported conduct constitutes a violation of the Honor Code.
   b. Waiver of the option for the Honor Council to consider the circumstances underlying the alleged violation of the Honor Code or to reach a final conclusion.
   c. Acknowledgement that the agreed disposition constitutes a finding that the student has violated the COL Honor Code and that the finding must be reported upon request on an application to sit for any bar exam.

2. Records of an agreed disposition will be maintained permanently by the Dean of Students in accordance with the COL Student Records Policy with nonconsensual disclosure limited as set forth in the policy.

Review of Honor Code Violations by the Honor Council

The Honor Council will review alleged violations of the Honor Code that are: directly referred by faculty; requested by a student after meeting with the HCR; or referred by the HCR due to lack of the student’s participation or cooperation in the review process.

1. Upon receiving notice of a request for Honor Council review, the Chair of the Honor Council will appoint a five member Honor Code Hearing Panel from among the members of the Honor Council. No member of the Honor Council may be appointed to serve on a Hearing Panel for a matter on which the Honor Council member has a conflict of interest. In addition to the Associate Dean for Academic Affairs or his or her designee, the Honor Code Hearing Panel must include:

   a. Two (2) students. If student members of the Honor Council are not available to serve on a panel within a reasonable period of time, the Dean of the College of Law may appoint substitute student members to the Hearing Panel in consultation with the President of the Student Bar Association.
   b. Two (2) faculty members. If faculty members of the Honor Council are not available to serve on a panel within a reasonable period of time, the Dean of the College of Law may appoint substitute faculty members.

2. The Honor Council Hearing Panel is appointed on an as needed basis to:

   a. Collect and review information, and make final determinations related to alleged
violations of the Honor Code.

b. Determine appropriate sanctions based on violations of the Honor Code.

3. The Honor Council Hearing Panel will select a chair from among the appointed faculty members or the Associate Dean for Academic Affairs (or his or her designee) to preside over the hearing and make all decisions related to procedure.

4. As soon as practicable after receipt of the request for review, the Hearing Panel will notify the student, faculty and HCR as appropriate about the date, time and place for the requested hearing.

Agreed Disposition Once a Hearing Panel is Convened

Once a Hearing Panel has been convened, upon request of a student, the chair will convene a conference to include the student (and his or her representative), the HCR, and one student and one faculty member of the Hearing Panel to consider the possibility of an agreed disposition. An agreed disposition is subject to the requirements set forth in the section titled Agreed Disposition of Honor Code Violation, and any agreed disposition must be approved by the chair.

Hearing Panel Procedures


2. Record of Hearings. All Panel hearings will be recorded electronically and the record will be maintained in the Office of the Dean of Students. The record will be made available to the student upon request and a copy will be provided on request at the cost of the student.

3. Student Representation. Students are expected to represent themselves before the Hearing Panel. Students may be accompanied by counsel or another representative during the hearing; however the advisor or counsel may not participate in the hearing and may only advise the student during breaks. A student must notify the chair seven days prior to a hearing if he or she will be accompanied by counsel so that an attorney from the University of North Texas System Office of General Counsel may also be present at the hearing.

4. Notice of Witnesses and Exhibits. No fewer than five days before the hearing begins, the HCR and student must submit the names of witnesses and documents to be presented at the hearing to the chair of the Hearing Panel and to each other. Information received by the HCR or student after all other information is exchanged may still be introduced during the hearing upon providing reasonable notice to the other party.

5. Closed Hearing. Hearings are closed and the proceedings are confidential. Hearing Panel members and others participating in the hearing may not discuss the proceedings prior to final resolution.

6. Oath. The chair of the Hearing Panel will require all witnesses to take an oath to tell the truth.

7. Opening and Closing Statements. Both the HCR and the student may offer opening and closing statements with the HCR going first and last in the order of presentation.

8. Presentation of Evidence.
   a. The HCR will present evidence and call witnesses followed by the student’s presentation of evidence and witnesses. The HCR and student may ask questions of any witnesses. The chair and Hearing Panel members may also ask questions of any witnesses including the HCR and the student.
b. A student may elect not to present evidence or witnesses or to speak on their own behalf. The decision not to present evidence will not be construed as an admission of responsibility.

c. Proceedings before the Hearing Panel are not bound by the formal rules of evidence. The chair will make determinations regarding the relevancy of evidence and may limit evidence that is redundant, prejudicial or irrelevant.

Decision of the Hearing Panel
A decision of the Hearing Panel must be supported by at least four of the five members of the Hearing Panel. The Hearing Panel will issue a written decision at the conclusion of the hearing setting out its findings of fact related to the violation of the Honor Code, determination related to the alleged violation of the Honor Code and the appropriate sanction if a violation of the Honor Code is confirmed. Notice of the Hearing Panel’s decision will be provided to the student and the HCR within five days. A decision of the Hearing Panel is final unless a student appeals the decision within 14 days.

Appeal of the Hearing Panel Decision
1. A student may appeal the decision of the Hearing Panel to the Dean of the College of Law on the limited grounds that the decision was:
   b. Arbitrary and capricious
   c. Grossly excessive in regard to the assigned sanction.

2. A student seeking appeal to the Dean must file a written notice of appeal with the Dean within 14 days of the decision of the Hearing Panel. The notice of appeal must describe the basis for the appeal and any supporting facts or analysis in support of the appeal. A copy of the notice of appeal must also be provided to the HCR who may also provide additional summary in support of the decision of the Hearing Panel.

3. Upon review of the complete record and submissions by the student and the HCR, the Dean or a designee of the Dean may:
   a. Affirm the Hearing Panel decision and provide notice to the student.
   b. Recommend a different sanction, however the recommended sanction may not be more harsh than the sanction recommended by the Hearing Panel.
   c. Remand the matter back to the Hearing Panel for further proceedings or collection of evidence as defined by the Dean in which case the subsequent decision of the Hearing Panel will be subject to appeal in accordance with the normal process for review.

4. The decision of the Dean or his or her designee is final.

Student Records
Any agreed disposition and final determination by the Hearing Panel or the Dean of the College of Law will be maintained in the student’s permanent academic file in accordance with the COL Student Records Policy.
Notices

All notices provided in accordance with these procedures will be delivered confidentially to a student’s official secure COL email address. All procedural dates will be calculated based on the date that a notice is sent to the student’s official COL email address. COL students are responsible for regularly checking their COL email address.