



Enrollment, Attendance and Withdrawal

A. Excessive Absences or other Failure to Complete Course Requirements

If a student who has not withdrawn from a course in accordance with the provisions of the section on attendance and withdrawal, has excessive absences or fails to fulfill any other requirement in such course except the final examination, the student shall be excluded from the final examination, shall receive no credit for any work done in the course, and shall be placed on academic probation for the following semester. The status of the student in such course shall be indicated on the student's record by the symbol X. The hours of an X graded course are not used in determining residency or hours for graduation nor are they computed into the grade point average. A student who receives a grade of X in, or is withdrawn from, a required course must repeat the course the next time it is regularly scheduled.

B. Drop/Add Policy

1. A student who fails to attend the first class in a course in which the student is enrolled is automatically dropped from the course unless the student first notifies the Registrar's office.
2. A student may drop or add courses (other than those indicated below) until 10:00 a.m. on the sixth day of classes for the semester.
3. For the summer session, a student may drop or add courses (other than those indicated below) until 10:00 a.m. on the third day of classes.
4. Trial Advocacy, Pre-Trial Practice, all Clinics, Alternative Dispute Resolution, Interviewing, Counseling and Negotiations, and Advanced Criminal Trial Advocacy are skills courses. A student may drop a skills course no later than 4:00 p.m. on the next business day following the first class in the course. A student may enroll in a skills course no later than: (a) one hour before the start of the second class in the course, or (b) the end of the normal drop/add period, whichever occurs first.
5. No required courses may be dropped without permission of the Associate Dean, which is to be granted only upon a showing of hardship. No courses may be dropped after the drop/add period, except that the Associate Dean may upon a showing of good cause allow a student to withdraw from a class after the drop/add period. Any such withdrawal is to be reflected on the student's transcript as a "W" grade.

6. The last day to drop or add the State Judicial Internship or the Federal Practicum is the final day of classes of the prior academic session.

C. Class Attendance

Class attendance is expected. A student who is absent more than the number of times a class meets per week may, at the discretion of the professor, be excluded from the final examination in that course unless such absences were due to participation in an approved clinical program.

Failure to attend at least 80% of the total class hours in a course will automatically exclude a student from the final examination in that course, regardless of the reason(s) for the absence. Students are required to keep a record of the total absences for each class. The professor is not obligated to keep a student informed of the student's absences.

Failure to attend and prepare for class may be considered in determining the student's grade in a course.

D. Course Prerequisites

A student will be permitted to be officially enrolled in any course for credit only after all prerequisites for such course have been completed.

E. Class Visitors and Auditors

A person may attend classes as a visitor with permission of the instructor; a person may attend classes as an auditor with the written permission of the instructor and the Associate Dean.

F. Course Withdrawal

A student may not withdraw from an assigned, required course without the written permission of the Associate Dean, which is to be granted only upon a showing of hardship. The decision of the Associate Dean may not be appealed to the faculty or any faculty committee.

A student may withdraw from an elective course only as set out in the drop/add policy. The student is responsible for being self-informed on this. The Associate Dean may upon a showing of good cause allow a student to withdraw from a class after the drop/add period. The decision of the Associate Dean may not be appealed to the faculty or any faculty committee. Any such withdrawal is to be reflected on the student's transcript as a "W" grade.

After the first three semesters of required curriculum, students are required to maintain enrollment each semester of not less than ten semester hours.

Course work withdrawn from prior to the published semester deadline for withdrawal will not be evidenced on the student's record. However, withdrawal after this deadline will appear on the student record with the course by name and a grade of "W".

In subsequent years, a student may withdraw from a course in accordance with the current add/drop policy, except that a student may withdraw from a course, other than a clinical course; Law Review; the Mock Trial Board; or the Moot Court Board, at any time in the semester of expected graduation, if the student can fulfill all requirements of the degree at the end of that final semester without that course. (Summer session is excluded). Students must consult with the Registrar before withdrawing from any required course. Students withdrawing from the College of Law during a semester or summer session, but before the beginning of an examination period, may do so with a grade of W recorded for each course.

Amended by the faculty on February 25, 1998, March 18, 1998, and January 27, 1999.