SCHOOL *of* LAW

WAKE FOREST UNIVERSITY

# 2026 - 2027

# Student Handbook

## Handbook Authority

The Wake Forest University School of Law implements this Student Handbook to guide students in the policies and procedures needed to navigate their program of study. The content contained in the Student Handbook applies to all students in all School of Law programs. Various policies and procedures may outline provisions for specific programs as necessary.

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## Student Knowledge of Handbook Expectations

All students of the Wake Forest University School of Law are responsible for reviewing and understanding all information contained in the Student Handbook. Failure to review the Handbook is not an acceptable defense for the failure to adhere to any policy or procedure contained herein, including but not limited to the Honor Code contained in Chapter 11.

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## Other Policy Authority

In some instances, the Student Handbook may be silent on certain policies and procedures that apply to all members of the Wake Forest University campus community. In those and any instance in which a University policy exists, University policy will apply to students of the School of Law. In these instances, failure to comply will fall under the jurisdiction of applicable Honor Code or Code of Conduct procedures as outlined herein.

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## Handbook Updates and Process

The Student Handbook is generally reviewed and updated each summer for the upcoming academic year. Previous versions of the Student Handbook are maintained for historical policy review. From

time to time, updates may be made during the course of the academic year. Students and employees will be promptly notified of significant material changes made outside of the normal summer update process.

An updated version of the Student Handbook is published by the beginning of the Fall semester each academic year and posted to the Wake Forest University School of Law website.

# Chapter 1: Mission, Vision, & Core Values

## Mission

The mission of Wake Forest Law is to advance the cause of justice by creating knowledge and educating students to meet the legal needs of the world with confidence, character, and creativity. We instill in students a respect for the law, a devotion to the ideal of service, and a commitment to professional values. We educate students from around the world in a richly diverse, equitable, and inclusive community.

## Vision

Wake Forest Law graduates will be prepared to manage and create change in increasingly complex environments where their ability to communicate across differences will bring about lasting, meaningful solutions that are supported by the rule of law. They will go on to have a positive impact at the local, state, national, and international levels.

## Core Values

### Character

Character shapes our actions. At the School of Law, we value acting with honor and integrity, appreciating expertise, embracing different perspectives, and following an ethical compass that is guided by the calling of the University's Pro Humanitate motto. We expect members of our community to use their knowledge and talent with compassion, being deliberate and thoughtful in advancing the values and goals of the legal profession while respecting the wide diversity of traditions on which communities are built.

## Collaboration

Collaboration connects us. We provide a personalized experience that enables our students to learn from each other and engage in respectful discussion of differences and tension, improving their ability to reach productive resolutions of conflict. Whether they pursue careers in non-profit or governmental organizations, law firms, as in-house counsel, or in practices anywhere in the world, their ability to effectively collaborate will lead them to produce informed and sustainable solutions.

## Creativity

Creativity unlocks potential. We encourage an interdisciplinary, all-inclusive view of the world that recognizes the law's potential to offer novel solutions to seemingly intractable problems. We value agile, inventive thinking that accelerates the pace of innovation. Our students graduate with skills that empower them to create the legal frameworks needed to invent the future.

## Community

A community with a variety of backgrounds and perspectives empowers everyone. We pursue equity and equality as goals for our community. We strive to critically examine different perspectives and experiences, to treat people with dignity, and to listen to every voice in order to arrive at a deeper understanding of problems and possible solutions. We believe that understanding, respecting, and promoting these values is paramount to developing culturally competent legal professionals who are able to engage with an increasingly diverse and globalized community.

## Leadership

Leadership paves the way to success. We produce legal professionals who recognize strengths, explore options, and strive for equitable solutions that have a positive impact on all stakeholders. We encourage strategies for learning from experience, an appreciation of the need to listen to others while evaluating facts, and an ability to lead with confidence through any challenge.

## Resilience

Resilience gives us power. Disruption, polarization, and complexity demand perseverance, problem-solving, and agility. Our students learn that adversity and defeat are inevitable but not

determinative. They are trained to embrace change, meet challenges with conviction, learn from failure and success, and begin again with resolve.

## Service

Service is a calling. Our students learn the importance of service and the need to serve the needs of clients—whether they are individuals, businesses, communities, or entire nations. Our graduates will serve the community by promoting access to the legal system and the fair, orderly administration of justice and their clients by providing vigorous, ethical, professional legal representation.

# Chapter 2: Inclusion & Belonging

## Inclusion & Belonging

Wake Forest Law is a community that welcomes and values people from all backgrounds, strives to cultivate spaces where members feel included and connected, and acknowledges that our work is ongoing, imperfect, and never finished.

We seek to not only develop leaders who excel in the legal field, but people who embody the University's motto of *Pro Humanitate*, or "for humanity." For humanity doesn't simply mean serving others, it means living out core values—day in and day out. We're committed to creating a culture where everyone feels safe to come as they are, try something different, ask the hard questions, challenge the status quo, and learn more than the law.

## Non-Discrimination and Equality of Opportunity Policy

(a) In adherence with applicable laws and as provided by University policies, Wake Forest University School of Law prohibits the use of admission policies or other actions to preclude admission of applicants or retention of students on the basis of race, color, ethnicity, religion, national origin, gender, gender identity or expression, sexual orientation, age, disability, genetic information, or military status.

(b) In adherence with applicable laws and as provided by University policies, Wake Forest University School of Law will foster and maintain equality of opportunity for students, faculty, and staff, without discrimination or segregation on the basis of race, color, ethnicity, religion, national origin, sex, gender, gender identity or expression, sexual orientation, age, disability, genetic information, or military status.

# Chapter 3: Administrative Overview

## Administrative Overview

The School of Law operates under the direction of the Dean, who serves as its chief executive officer. The Dean of the School of Law reports to the Provost and also serves as a member of the University Cabinet. The administrative functions of the School of Law are organized into departments, typically led by directors, executive directors, and assistant or associate deans. Below are descriptions of departments, their reporting structure, and how they support students.

The Faculty of the School of Law is responsible for the academic programs of the School of Law. Faculty responsibilities include oversight of the curriculum, grading policies, degree requirements, and the certification of graduates.

### Key Contacts:

- Andrew R. Klein, Dean & Suzanne Reynolds Distinguished Professor of Law

## Academic Affairs

The Office of Academic Affairs is responsible for the administration of all academic programs at the School of Law and is led by the Sr. Associate Dean for Academic Affairs. The department is responsible for tasks such as the academic calendar creation, setting the class schedule, contracting adjuncts, faculty policy matters, and policy creation and enforcement for students.

### Key Contacts:

- Tanya Marsh, Sr. Associate Dean for Academic Affairs (primary contact for faculty matters)

- Keith Robinson, Associate Dean for Academic Affairs
- Chris Martin, Assistant Dean for Academic Affairs (primary contact for students)
- Email: lawacad@wfu.edu
- See All Contacts for Department

### Departments Reporting to Academic Affairs:

- Academic Excellence & Bar Support
- Faculty Support Services
- Law Information Technology
- Registrar's Office

### This Department Can Help You With:

- Academic Advising
- Academic Policy Questions
- Dual-Degree Questions
- Study Abroad
- Visiting Away

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## Achievement & Impact

The Office of Achievement and Impact leads the School of Law's efforts to create an inclusive and equitable community. The department develops and implements a school-wide strategy to promote equity, foster belonging, and ensure that all students feel represented and supported.

### Key Contacts:

- Barbara Melendez, Assistant Dean for Achievement and Impact
- Email: melendb@wfu.edu

### This Department Can Help You With:

- Regional university partnerships and pipeline programs
- Creating an inclusion impact assessment for policies, projects, events, or organizations

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## Academic Excellence and Bar Support

Academic Excellence and Bar Support (AEP) is responsible for helping all law students achieve their academic potential through the administration of general and custom programming. Such programming may include one-on-one academic counseling, administration of a structured study group program led by second- and third-year law students, and focused workshops on academic skills. AEP is also charged with teaching two faculty-approved courses, which are specifically designed to reinforce skills necessary for academic and bar success.

### Key Contacts:

- Liz M. Johnson, Assistant Dean of Academic Excellence and Bar Support
- Email: johnsoem@wfu.edu

### This Department Can Help You With:

- Academic Skills Counseling
- Structure Study Groups
- Bar Exam Applications and Preparation
- Alumni Bar Coaching Program (ABC Program)
- Course: Critical Academic Skills Enhancement (CASE) and Applied Legal Concepts

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## Admissions & Financial Aid

The Office of Admissions & Financial Aid is charged with recruiting for the JD, LLM, and SJD programs, and is responsible for admissions to all programs of the School of Law. The department

also oversees Financial Aid administration for the students of the School of Law and is the liaison to Student Financial Services for student accounts matters.

### Key Contacts:

- Evan Didier, Assistant Dean of Admissions & Financial Aid
- Karen Sokol, Associate Director of Law Admissions & Financial Aid (Financial Aid Contact)
- Email: lawadmissions@wfu.edu
- See All Contacts for Department

### This Department Can Help You With:

- Admissions & Application Questions
- Questions about Scholarships or Funding of Scholarships
- Inquiries About Emergency Loans

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## Budget Office

The Budget Office manages all finances of the School of Law, facilitates Human Resources functions for the School of Law, and works with all constituencies to facilitate spending and resource allocation throughout the academic year. The department also manages all restricted funds (i.e., donations given for specific purposes) to ensure donor intent is met and funds are used appropriately.

### Key Contacts:

- Margaret Lankford, Assistant Dean of Finance and Administration
- Email: lawbudget@wfu.edu
- See All Contacts for This Department

### This Department Can Help You With:

- Student Employment Paperwork

- Reimbursement Paperwork
- Payments to Vendors

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## Building Management & Events

The Building Management & Events team leads in large event coordination and coordinates the room management system for the School of Law. The department also oversees the facility and operations of the Worrell Professional Center, overseeing things such as building security, mail distribution, janitorial services, ensuring work orders are placed and executed, overseeing projects with construction or building updates, managing building access, and performing walk throughs of the building to ensure the building is kept in the best working condition for your educational experience.

### Key Contacts:

- Paula Willis, Building & Events Manager
- Email: willisp@wfu.edu
- See All Contacts for Department

### This Department Can Help You With:

- General contact for building questions or concerns
- Events calendar updates
- Room reservations
- Large event coordination (e.g., symposia) and University event policies

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## Career & Professional Development

The Office of Career & Professional Development (OCPD) serves as the hub of career and professional development for all students of the School of Law. The OCPD is responsible for teaching Professional Development, a course for first-year JD students that focuses on professional

identity exploration and formation, as well as an introduction to skills and attributes expected in all legal sectors. OCPD provides career advising, connects and maintains relationships with employers, arranges events and workshops on a variety of legal interest areas, coordinates on-campus interviews, and administers mandatory graduate reporting for NALP and the American Bar Association.

### Key Contacts:

- Francie Scott, Assistant Dean of Career & Professional Development
- Email: lawcareeroffice@wfu.edu
- See All Contacts for Department

### This Department Can Help You With:

- Professional Identity and Development
- Career Advising and Support
- Networking Skills
- On-Campus Interviews
- Symplicity, job search database
- Graduate NALP / ABA Employment Reporting

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## Development & Alumni Engagement

Development & Alumni Engagement work to build relationships with students while they are in school so that the relationship transfers to engaged alumni after graduation. The team works to keep alumni engaged in events like Homecoming and to support the School of Law's philanthropic efforts.

### Key Contacts:

- Logan Roach, Assistant Dean of Development
- Email: roachlp@wfu.edu
- See All Contacts for This Department

### This Department Can Help You With:

- Scholarship Appreciation Efforts
- Alumni Contacts and Networking Opportunities
- Questions about donations and fundraising for student organizations

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## Experiential Education

The Experiential Education team serves as a primary contact for students interested in clinics, simulation courses, field placements, and competition teams. Each of the opportunities provided through the department provides students with opportunities to gain hands-on, practical experience in various legal sector environments.

### Key Contacts:

- Allyson Gold, Associate Dean for Experiential Learning, Director of Medical-Legal Partnership Clinic
- Malcolm Boyd, Senior Director of Field Placements & Student Competitions
- Email: golda@wfu.edu or boydms22@wfu.edu
- See All Contacts for Department

### This Department Can Help You With:

- Questions about clinics and externships
- Trial Team, Moot Court, Transactional Law Competition
- Travel for student competition teams

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## Faculty Support Services

The Faculty Support Services team supports all of the Law Faculty through a variety of administrative tasks. The team assists faculty in setting up and managing courses in Canvas, preparing materials and assessments, managing exam review sessions, and more.

### Key Contacts:

- Becky Poore, Manager of Faculty Support Services
- Email: lawfacs@wfu.edu
- See All Contacts for This Department

### What This Department Can Help You With:

- Exam Review Session Questions
- Accommodations Implementation Issues Specific to Canvas

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## Law Information Technology

Law Information Technology (Law IT) is responsible for the oversight and support of all technology in the School of Law. The Law IT team also manages the Law IT Help Desk, which is located on the 2nd Floor in the Library. The Law IT Help Desk can assist any member of the School of Law community with any number of technology issues, including WiFi access, software issues, and some hardware issues. It is also the responsibility of the IT team to set the computer hardware requirements for entering students.

### Key Contacts:

- Matt Nelkin, Senior Director of Law Information Technology
- Trey Schuyler, Manager of IT Support and Operations
- Email: lawhelp@wfu.edu
- See All Contacts for Department

### This Department Can Help You With:

- Software and Systems Issues, including ExamSoft and Canvas
- WiFi Access Issues
- Printing & Copying
- Limited Hardware Issues

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## Law Library

The Law Library provides in-depth resources for research and study. Located in the center wing of the Worrell Professional Center, the Library serves as a hub of interaction between members of the School of Law community. The Law Library serves students in their educational endeavors through its collections, services, and staff.

### Key Contacts:

- Christopher Knott, Associate Dean for Information Services & Professor of Law
- Email: knottca@wfu.edu
- See All Contacts for Department

### This Department Can Help You With:

- Research & Database Questions
- Study Aids Circulation
- Course Reserves
- Review of old exams, checking out books from the collection

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## Marketing & Communications

The Marketing & Communications department is responsible for maintaining the brand and identity of the School of Law. In addition, the department manages marketing for the School of Law,

assisting Admissions & Financial Aid with various campaigns geared to increase potential students' interest. The Marketing & Communications team also works to maintain the visual identity of the School of Law through the creation of various media, merchandise in partnership with the Student Bar Association, and graphics and logos specific to the School of Law.

### Key Contacts:

- Tara Ebrahimi, Assistant Dean of Marketing & Communications
- Email: lawcomm@wfu.edu
- See All Contacts for This Department

### This Department Can Help You With:

- Photo Release
- Student Organization Merchandise Creation, Review, & Approval
- Branding & Identity Standards
- Law School Website Inquiries
- Suggestions for Improving Student Communications

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## Program for Leadership & Character

The Program for Leadership & Character (PLC) is responsible for creating leadership and character development opportunities that will enhance students' educational experiences. Funded by a generous grant from the Kern Foundation, the PLC works with faculty to infuse leadership and character into the curriculum while also developing programming opportunities for students that help identify and develop their leadership potential. The opportunities provided by the PLC are a true differentiator in legal education, as our graduates have the opportunity to gain skills and knowledge to gain enhanced self-awareness while learning to be effective influencers and leaders in the legal space they occupy after graduating.

### Key Contacts:

- Dr. Ben Rigney, Associate Director for Leadership and Character

- Email: rigneyb@wfu.edu
- See All Contacts for This Department

### This Department Can Help You With:

- Leadership and Character Programming
- Leadership Development Grant Funding Questions
- Leadership Cohort

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## Registrar's Office

The Registrar's Office is responsible for student records and registration for all programs within the School of Law. The department is responsible for class registration, the administration of exams, the posting of final grades, transcript requests, the processing of bar examination certification paperwork, and the ordering of diplomas.

### Key Contacts:

- Wendi Zongker, Registrar
- Email: lawregistrar@wfu.edu
- See All Contacts for Department

### This Department Can Help You With:

- Registration Questions
- Exam Administration Questions
- Inquiries about transcript requests, letters of good standing, and copies of law application

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# Student Affairs

The Office of Student Affairs is responsible for many student matters outside of the classroom. The department oversees programming and engagement opportunities, including leadership development in partnership with the Program for Leadership & Character, oversight of the Student Bar Association and all student organizations, the Wake Forest Law Ambassadors, accommodations, student conduct, non-academic policy creation and implementation, student assessment, student wellness and support, Foundations Week, and graduation.

## Key Contacts:

- Branden M. Nicholson, Assistant Dean for Student Affairs
- Email: lawstudentaffairs@wfu.edu
- See All Contacts for Department

## Departments Reporting to Student Affairs:

- Building & Events / Facilities

## This Department Can Help With:

- General Questions, Ideas
- Getting involved, student organizations, and events/initiatives at the School of Law
- Non-academic Policy Questions (e.g., Application Amendments / Addenda)
- Accommodations
- Wellness Concerns, Resources, and Support
- Leaves of Absence (Personal/Medical)
- Graduation

# Chapter 4: Degree Programs

## Degree Programs

The School of Law has four distinct degree programs. Several of those programs contain sub-programs or partnerships, all of which are outlined in the descriptions below.

## Juris Doctor (JD)

The Juris Doctor (JD) degree program is a three-year, full-time residential program with cohort dates that begin each fall semester.  Successful completion of the JD degree program allows graduates to sit for the bar examination in any US jurisdiction.

### Program Learning Outcomes

Although the School of Law measures student success in a variety of ways, a student successfully passing the required curriculum demonstrates that the student has achieved basic competence for ethical participation in the legal profession. In accordance with ABA Standards, the School of Law has established that graduates of the Juris Doctor program will accomplish the following learning outcomes:

1. **Knowledge and understanding of substantive and procedural law:** Graduates will be able to explain and apply the fundamental rules and concepts in procedural and substantive law.
2. **Legal analysis and reasoning:** Graduates will be able to analyze legal issues and apply rules, statutes, and other legal sources to different fact scenarios to reach a well-reasoned conclusion.
3. **Written and oral communication:** Graduates will be able to clearly and effectively communicate information and legal analysis, both orally and in writing.

4. **Legal research:** Graduates will be able to effectively conduct and incorporate legal research into legal analysis.
5. **Fact Investigation, problem-solving, and client counseling:** Graduates will be able to conduct appropriate fact investigation and advise on potential solutions to clients' legal problems.
6. **Ethics and professional identity:** Graduates will recognize their professional and ethical responsibilities to their clients, the legal system, their community, and the rule of law, as well as the guiding principles and professional values foundational to successful legal practice.

### Dual and Concurrent Degree Programs

- JD/Master of Business Administration (website)
- JD/Master of Divinity (website)
- JD/Master of Health Administration (website)

### Summer Abroad

- London, England (website)
- Venice, Italy (website)

### Semester Abroad Exchange Program

- University of International Business and Economics in Beijing, China
- University of Padua in Venice, Italy
- EBS University of Business and Law in Wiesbaden, Germany

Visit the Semester Abroad Exchange Program website for more information.

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## Master of Laws (LLM)

The Master of Laws (LLM) degree program is a one-year, full-time program for international attorneys. The program allows students the opportunity to learn about U.S. legal systems, increase their general legal knowledge, and specialize in one of eight areas of law. Successful completion of

the program may also allow graduates the opportunity to qualify to sit for the bar examination in a limited number of jurisdictions in the United States. The requirements of each participating jurisdiction vary, and each student is responsible for understanding admission requirements and how they relate to their coursework in the School of Law.

## Specializations

- Business Law
- Criminal Law
- Environmental Law
- Health Law
- Human Rights Law
- Intellectual Property Law
- International Law
- Technology Law

## Program Learning Outcomes

- **Foundational Knowledge of U.S. Legal System:** Students will demonstrate an understanding of the foundational principles, institutions, and procedures of the U.S. legal system, both state and federal.
- **Comparative Legal Analysis:** Students will be able to compare legal systems from different jurisdictions, particularly the U.S. system, with their home country's legal system.
- **Legal Research and Writing Skills:** Students will develop legal research and writing skills, enabling them to analyze complex legal issues and communicate effectively in English in legal contexts.
- **Specialized Knowledge in Chosen Area of Law:** Students who choose to specialize in an area of law, such as business law, international law, or criminal law, will demonstrate proficiency in that area of law.
- **Engage in U.S. Legal Education:** Students will engage and participate in U.S. legal education pedagogy, which may include the question-and-answer method, class discussions, and presentations.

## Doctor of Juridical Science (SJD)

The Doctor of Juridical Science (SJD) degree is designed for scholars and teachers of law and is most often obtained by international attorneys who are pursuing academic or high-ranking governmental careers in their home countries. The SJD is not a course-oriented degree but rather is directed towards scholarly research and producing a dissertation of publishable quality that contributes in an original manner to the area of law to which it is directed. The program can be completed between two and five years.

The SJD is the highest postgraduate law degree offered by the School of Law. Each SJD candidate is assigned a principal faculty advisor with expertise in the student's research area and two additional faculty members who form the student's doctoral committee. This faculty committee evaluates the student's progress, makes recommendations, and conducts an oral examination on the dissertation.

### Program Learning Outcomes

- **Conduct Comprehensive Research:** Graduates will apply advanced research methods to produce thorough and original analyses of their dissertation topics, integrating comparative legal frameworks and policy analyses where relevant.
- **Synthesize and Communicate Ideas in Writing:** Graduates will critically synthesize complex research findings, articulating them in clear, cogent writing that meets the dissertation standards.
- **Present and Defend Dissertation Findings:** Graduates will effectively present, justify, and defend their dissertation research findings to academic and professional audiences, offering original proposals or solutions when appropriate.

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## Master of Legal Studies (MLS) *formerly Master of Studies in Law (MSL)*

The Master of Legal Studies (MLS) program is an online graduate degree program offered by the School of Law for students who need legal tools and knowledge to navigate risk, compliance, and the legal environment in their careers, but who do not need to practice law. The program offers both an MLS degree as well as graduate certificates for those who do not wish to seek the full

degree. The MLS program is either part-time or full-time, but requires continuous enrollment during the program of study. Generally, students seeking the MLS degree can complete the program in two years.

## Program Learning Outcomes

Graduates of the Master of Legal Studies program will:

1. Examine the legal issues relevant to their workplace;
2. Analyze the legal and regulatory framework applicable to their industry and workplace;
3. Evaluate the impact of the legal and regulatory framework on the business goals of their industry and workplace;
4. Recognize the relevant practice limitations on non-lawyer professionals concerning legal issues;
5. Demonstrate the ability to collaborate and communicate effectively regarding legal issues and decisions, and how they impact their workplace.

## Dual Degree

- MLS/Master of Medical Science in Physician Assistant Studies (website)

# Chapter 5: Degree Requirements

## Jump to Section


Dual/Concurrent Degrees | Two-Year JD | Master of Laws (LLM)

Doctor of Juridical Science (SJD) | Master of Legal Studies (MLS)


## Juris Doctor Degree

### General Requirements for the Juris Doctor Degree

To earn a JD degree, a student must:

1. Enroll in the School of Law as a full-time student after completing their undergraduate degree;
2. Maintain a cumulative weighted average of at least 2.33 (C+) after the first year, and at the end of every academic semester thereafter; and
3. Successfully complete at least 87 hours of law study (90 credits for the class matriculating in fall 2023), including all required courses more fully described below. Of these 87 hours, 57 hours must be completed at the School of Law to qualify for a degree from the School of Law. This applies to all students, including those who transfer to the School of Law, and to students given permission to do a portion of their work at another law school.

Students are responsible for tracking their academic progress towards the JD degree and ensuring that they will complete those requirements in the expected graduation term. The Academic Progress tab in a student's record on Workday Student can help students with this responsibility.

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## Credit Hour Determination

The faculty follows ABA Standard 310 and the relevant ABA Guidance Memo for determining credit hours for each course.

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## Fall and Spring Course Load

A full-time student must enroll in a minimum of 13 credit hours in each of the Fall and Spring semesters. In extraordinary circumstances or in a student's final semester, the Sr. Associate Dean for Academic Affairs (or their designee) may grant permission for students to enroll in as few as 10 credit hours in a semester. The student will maintain full-time status and must pay full tuition for that semester. Students are responsible for confirming the impact of a reduced course load (if any) on financial aid and scholarships. Students in their final semester can submit their request for a reduced course load by going through the Part-time / Full-Time Status Change process in Workday.

A student may be enrolled in a maximum of 16 credit hours in each of the Fall and Spring semesters. In extraordinary circumstances, the Sr. Associate Dean for Academic Affairs (or their designee) may grant permission for students to enroll in up to 18 credit hours. Students can submit their request for maximum credit overload by going through the Request Credit Overload process in Workday.

Part-Time / Full-Time Status Change

Request Credit Overload

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## Summer Course Load

Tuition for summer courses is billed per credit hour at the published tuition rate. Students are responsible for confirming their eligibility for financial aid and scholarships prior to enrolling in summer courses. The University's summer refund policy applies to summer courses.

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## Classification

The presumption is that a non-transfer student will be classified as part of the class of students with which they began their law school education.

- **First-Year Student (1L):** A student who at the beginning of the semester has completed fewer than 25 hours of work is typically a first-year student.
- **Second-Year Student (2L):** A student who at the beginning of the semester has completed 25 or more and not more than 52 hours is typically a second-year student.
- **Third-Year Student (3L):** A third-year student is typically one who, at the beginning of the semester, has completed 53 or more hours.

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## First-Year Curriculum

The first-year curriculum for all Juris Doctor students matriculating in or after Fall 2024 includes the following:

| Fall Semester | Spring Semester |
|---|---|
| Contracts (4 credits) | Civil Procedure (4 credits) |
| Criminal Law (3 credits) | Constitutional Law I (3 credits) |
| Torts (4 credits) | Property (4 credits) |
| Legal Analysis, Writing & Research I (2.5 credits) | Legal Analysis, Writing & Research II (2.5 credits) |
| LAWR Research I (0.5 credits) | LAWR Research II (0.5 credits) |
| Professional Development (0.5) | Professional Development (0.5) |

Students are assigned to a first-year section and are not permitted to make any changes to their first-year schedules or section assignments.

Except as noted below, a student must take and pass all the courses in the first-year curriculum to graduate. The Sr. Associate Dean for Academic Affairs (or their designee) will ordinarily exempt students who transfer to the School of Law from another law school, or from another degree program, from the requirement to complete Professional Development.

A student who receives a passing grade in a first-year course may not repeat the course.

A student who receives a failing grade in a first-year course must retake the course unless the Sr. Associate Dean for Academic Affairs, upon the recommendation of the instructor, grants a waiver. Waivers may be granted when: (1) justification is shown for the failure; (2) there is cause to believe that the students' learning experience in the course was adequate; and (3) the student would be better served by being allowed to take another course that would otherwise be missed. The recommendation must be made no later than the semester following the semester in which the failure occurred. If a student repeats a first-year course, both the failing grade and the new grade will be reflected on the student's transcript and calculated in the student's GPA.

A student who receives a failing grade in a first-year course or who withdraws after the add/drop period may not take that course with the same instructor without that instructor's written consent unless the course is not offered (excluding summer courses) with another instructor before the student is expected to graduate.

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## Upper-Level Required Courses

Upper-Level Required Courses

In addition to the first-year curriculum, a student must take and pass the following three courses:

- Constitutional Law II
- Evidence (not required for students who matriculated in or after Fall 2023)
- Professional Responsibility

Each student must also satisfy each of the following four course requirements:

- The Legal Analysis, Writing, and Research III requirement;
- The Legal Analysis, Writing, and Research IV requirement;
- The Statutory Interpretation and Agency Regulation requirement; and
- The Experiential Learning requirement.

More information on these four requirements is below.

A student may not use the same course to satisfy more than one of these four requirements. This rule cannot be waived. Notwithstanding the foregoing, a student may receive LAWR IV credit in a course that also fulfills the Statutory Interpretation and Agency Regulation category requirement.

A student who receives a passing grade in any upper-level course may not repeat the course.

A student who receives a failing grade in an upper-level required course must retake the course unless the Sr. Associate Dean for Academic Affairs, upon the recommendation of the instructor, grants a waiver. Waivers are granted when: (1) justification is shown for the failure; (2) there is cause to believe that the students' learning experience in the course was adequate; and (3) the student would be better served by being allowed to take another course that would otherwise be missed. The recommendation must be made no later than the semester following the semester in which the failure occurred.

A student who receives a failing grade in an upper level course or who withdraws after the add/drop period may not take that course with the same instructor without that instructor's written consent unless the course is not offered (excluding summer courses) with another instructor before the student is expected to graduate and the course is required for graduation.

If a student repeats an upper-level course, both the failing grade and the new grade will be reflected on the student's transcript and calculated in the student's GPA.

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## LAWR III

A student must satisfy the LAWR III requirement by passing a designated LAWR III course section. The LAWR III courses continue improving students' skills in legal analysis, writing, and research.

A student may not use the same course to satisfy LAWR III and any other requirement. This rule cannot be waived. Notwithstanding the foregoing, a student may receive LAWR III credit in a course that also fulfills the Statutory Interpretation and Agency Regulation category requirement.

LAWR III course sections have specific and individually tailored course-specific objectives. Despite this variety, however, the courses in the LAWR III curriculum as a whole are carefully constructed to achieve common overall goals and outcomes. Within the various course sections comprising the LAWR III curriculum, all LAWR III courses have the following common course goals and associated learning objectives:

- Goal 1: Students will develop effective research, analysis, and communication skills to solve legal problems.
- Goal 2: Students will consider the purpose, structure, audience, and applicable rules (i.e., the Rules of Civil or Criminal Procedure, Rules of Evidence, Rules of Appellate Procedure, regulations, etc.) when drafting a legal document.
- Goal 3: Students will improve their techniques for writing precisely, clearly, concisely, and for self-editing, incorporating feedback, and revising.
- Goal 4: Students will develop a strong sense of professional values and recognize common ethical problems in drafting legal documents.

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## LAWR IV

To satisfy the LAWR IV requirement, a student must pass a designated LAWR IV course section, which will require the student to engage in a "rigorous writing experience" that produces a work product that:

1. is a substantial scholarly, academic paper, or practice-oriented work product of approximately 5,000 to 7,500 words, including citations (which may be satisfied by a series of shorter papers if, taken as a whole, they satisfy all of these requirements);

2. makes a contribution appropriate to the topic of law or legal policy;
3. demonstrates a thoughtful and accurate analysis of the legal or policy issues involved;
4. is supported by comprehensive research; and
5. otherwise satisfies the supervising professor's criteria for depth of research, analysis, accuracy, and clarity.

During the process of writing the LAWR IV work product, the student must consult with the faculty supervisor, who will review and provide feedback on an outline or other pre-writing product and a draft of the final work product. In addition, the student must consult with a research faculty member about matters such as topic selection, development of a research plan, and research process unless that requirement is waived by the faculty supervisor because, for example, the faculty supervisor has subject-matter expertise in the area.

One or more upper-level elective course sections may be designated to satisfy the LAWR IV requirement in a particular semester. The student is responsible for enrolling in both the course section and the LAWR IV section for that course.

Other courses or practice-oriented work products may also qualify if the Sr. Associate Dean for Academic Affairs certifies, before registration, that the rigorous writing experience satisfies the goals and objectives of the LAWR IV requirement.

To satisfy the LAWR IV requirement, a student may not enroll in the course on a pass/fail basis. At the conclusion of the course, the supervising professor will grade the student's paper and make a separate determination and certification concerning whether the student satisfied the LAWR IV requirement.

A student may not use the same course to satisfy LAWR IV and any other requirement. This rule cannot be waived. Notwithstanding the foregoing, a student may receive LAWR IV credit in a course that also fulfills the Statutory Interpretation and Agency Regulation category requirement.

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## Experiential Learning Requirement

To satisfy the Experiential Learning Requirement, a student must pass at least six credit hours in one or more course sections designated as Experiential Learning. Course sections may be designated as Experiential Learning if they meet the requirements of ABA Standard 304 for simulation courses, law clinics, or field placements. One or more upper-level elective course sections may be designated to satisfy the Experiential Learning requirement in a particular semester.

A student may not use the same course to satisfy Experiential Learning and any other requirement. This rule cannot be waived.

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## Statutory Interpretation and Agency Regulation Requirement

To satisfy the Statutory Interpretation and Agency Regulation requirement, a student must take a course section designated as satisfying the requirement. Such a course section must have a course description and learning outcomes establishing that the course:

a) teaches students to interpret, apply, and advocate using statutes; and

b) illustrates how administrative agencies implement statutes by promulgating regulations and/or adjudicating a license, benefit, or enforcement action arising under a statute.

One or more upper-level elective course sections may be designated by the Sr. Associate Dean for Academic Affairs to satisfy the Statutory Interpretation and Agency Regulation requirement in a particular semester.

To satisfy the Statutory Interpretation and Agency Regulation requirement, the course may be taken under any grading policy, including the pass/fail policy, but must be at least two credits.

A student may not use the same course to satisfy the Statutory Interpretation and Agency Regulation requirement and any other requirement. This rule cannot be waived. Notwithstanding the foregoing, a student may receive LAWR III or LAWR IV credit in a course that also fulfills the Statutory Interpretation and Agency Regulation category requirement.

## Limits on Hours Earned Through Field Placements, Other Study Outside of the Classroom, and in Another Department, School, College, or University

Students may earn no more than 20 hours of credit for study outside the classroom, which includes externships, co-curricular activities (such as journals or moot court-related activities), and non-JD courses earned in other departments or schools at this University or another institution of higher learning. Credits awarded towards the classroom component of externships will not count against this 20-hour limit.

Students who earn their JD degree through a dual or concurrent degree must earn at least 64 credit hours in courses that require attendance in regularly scheduled classroom sessions or direct faculty instruction, as defined in ABA Standard 311. This 64-credit requirement may prevent dual-degree students from enrolling in the full 20 hours of credits permitted by this policy.

Students may not enroll in clinics, externships, or co-curricular courses to include journals or competition teams until the student has successfully completed 29 credit hours toward the JD degree.

A JD student not enrolled in a dual or concurrent degree program may earn up to twelve (12) hours of academic credit for non-JD, graduate-level courses taken at Wake Forest University with the approval of the Assistant Dean for Academic Affairs. Any such course must be approved by the Assistant Dean for Academic Affairs as being appropriate to the student's goals with regard to the practice of law. A student seeking to take such a course must obtain the approval of the Registrar of the school. Such courses will count towards the 20-hour limit on study outside the classroom but will not count towards the twelve (12) credit hour cap on pass/fail courses.

Outside Enrollment Form

## Transfer Credit Policy

All transfer credit requests are reviewed by the Sr. Associate Dean for Academic Affairs (or their designee) and the Registrar's Office. Credits are only approved if they comply with ABA Standard 505 and with all applicable Law School policies provided in this section. Transfer credits combined from any source provided in this section cannot exceed 29 credits to be applied to the JD degree.

### Pre-Matriculation Credits

The Law School does not accept any transfer credits to be applied towards the JD degree for any credits earned prior to matriculation in the JD program, including any work completed in a law pre-admission program, except for credits earned consistent with the Dual and Concurrent Degree policy below, or credits completed outside of the United States that would satisfy JD requirements at the Law School, consistent with ABA Standard 505(c).

### JD Degree Transfer Students

A student from another law school who is otherwise qualified for admission may, at the discretion of the Dean, be admitted to advanced standing for the JD degree, provided:

1. the law school is a member of the Association of American Law Schools or approved by the ABA, with preference given to students from AALS member schools;
2. all procedures for admission of beginning students have been followed, and
3. a transcript of such law school work, class rank, and a certification of good standing by the Dean of such law school previously attended have been received.

To be awarded a JD degree from Wake Forest University School of Law, a student who transfers from another law school must successfully complete a minimum of 58 credit hours while enrolled at the School of Law as a full-time student for not less than four semesters and must fulfill all other degree requirements.

The Sr. Associate Dean for Academic Affairs and the Assistant Dean for Academic Affairs determine the amount and type of credit given for work done in other law schools. This determination is

typically based on an interview with the transfer student, a review of curriculum information from the previous law school, and, in some cases, consultation with faculty members who taught the transfer student at the previous law school. A transfer student may be required to take 1L classes at the School of Law if they did not complete courses consistent with the School of Law degree requirements at their previous school.

The Sr. Associate Dean for Academic Affairs and Assistant Dean for Academic Affairs will determine the overall number of credits earned, the number of credits to be attributed to each course, and the number of graduation requirements that the transfer student has satisfied. The transfer of credits sometimes results in the loss of some credits because of differences in graduation requirements and course credits. The credit awarded is based on the similarity in subject matter and academic rigor between the course as taught at the previous law school and the course as taught at the School of Law. The objective is to grant each transfer student the number of credits and fulfillment of degree requirements that students would receive for completing comparable work at the School of Law.

If a transfer student completes courses on a pass/fail basis at the previous law school after the first two full-time semesters are complete (for instance, a pass/fail course completed during the summer after the first year), the Sr. Associate Dean for Academic Affairs and Assistant Dean for Academic Affairs may award credit for the course, but deduct the credit hours from the pass/fail hours available to the student going forward.

**Transfer Credit for Dual and Concurrent Degree Programs**

The Law School may grant credit earned towards a graduate degree prior to Law School provided that the student is enrolled in a dual or concurrent degree program with the JD degree, the credit would have counted towards the JD degree had the student been enrolled in a dual or concurrent degree program, and if the credit was earned no more than three years prior to matriculation in the JD program.

**Transfer Credit for Wake Forest Exchange Students**

Credit earned during the semester on a foreign campus will be transferred to the Wake Forest transcript. The amount of transferable credit will be established with the Sr. Associate Dean for Academic Affairs (or their designee) before the beginning of the exchange semester. Exchange students are required to provide proposed coursework to the Sr. Associate Dean for Academic Affairs (or their designee) as a written plan for review and approval prior to the beginning of the exchange semester.

**Transfer Credit for Wake Forest Students Visiting Away**

The Sr. Associate Dean for Academic Affairs may grant a School of Law JD student permission to visit another law school for one or two semesters if the student can show special need. Examples of special needs include, but are not limited to: engagement or marriage to a person who lives a sufficient distance from Winston-Salem so that continued enrollment at the School of Law constitutes a hardship, or specialized training available at another school that is not available at the School of Law. Examples that would not constitute special need include, but are not limited to: a desire to study closer to home; lower tuition at another school; greater ease in preparing for another state's bar exam; and placement opportunities.

Grades earned as a visiting student do not transfer to a student's School of Law record, nor are they included in the student's record for purposes of calculating class rank. Only course credits earned at the visited law school are transferred to the student's record, and only if the student earned a grade of "C" or better. Visiting students must obtain approval of all courses taken at the visited school from the Sr. Associate Dean for Academic Affairs (or their designee) prior to the beginning of the visiting semester.

Students seeking to visit away should complete the Change of Enrollment Request form, the link of which can be found below and on the Registrar's Office website. The Change of Enrollment Form will allow the student to indicate the courses they intend to register for at the visited school for approval by the Sr. Associate Dean for Academic Affairs (or their designee).

Students who are approved for and choose to visit away will be placed on leave of absence from the School of Law during their time attending another school. Students who have been approved to

visit away at another law school and who wish to re-enroll at the School of Law must seek approval from the Sr. Associate Dean for Academic Affairs at least one month prior to their projected date of re-enrollment by completing the Re-Enrollment Request Form available on the Registrar's Office website.

Change of Enrollment Form

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## Minimum Grade Requirement

A cumulative weighted grade average of 2.33 (C+) is required by all JD students at the end of their first year and at the end of every academic semester thereafter to continue their enrollment and to graduate from the School of Law. If a student has one or more incompletes at the time that grades are released for a semester, those courses will not be included in the calculation of the grade average. A student who does not have a cumulative weighted grade average of 2.33 (C+) at the end of their first year and at the end of every academic semester thereafter is academically ineligible, as explained in Chapter 6.

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## Degree Length

The JD degree is typically completed in six residential semesters (Fall and Spring), and no more than five years may elapse between the commencement and completion of the requirements for the JD degree.

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## Accelerated Graduation

With the permission of the Sr. Associate Dean for Academic Affairs (or their designee), a student may be permitted to accelerate graduation by one semester if they: (1) meet all applicable requirements; and (2) have been in residence for at least five semesters (Fall and Spring).

Any student who is interested in accelerating graduation must confer with the Sr. Associate Dean for Academic Affairs (or their designee) and must complete and submit to the Registrar an Application for Accelerated Graduation form no later than the end of the spring semester of the student's second year. Students enrolled in a dual-degree program (described more fully below) may not use summer school work to accelerate graduation dates.

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## Visiting JD Students

A student who is in good standing and eligible to re-enter a law school which is a member of the AALS or is approved by the ABA may, with the permission of the Dean of such law school, attend the School of Law without becoming a degree candidate with the approval of the Dean of the School of Law. The student must pay the appropriate School of Law tuition and fees.

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## Early Commencement Participation

Each May Hooding & Commencement Ceremony honors Law School students who have completed their program of study the preceding summer or fall term, or in the current spring semester.

Students in the JD, LLM, and SJD programs who are scheduled to complete their program of study the following summer or fall term may request to participate in an earlier Hooding & Commencement Ceremony if compelling circumstances might prevent them from participating in the spring ceremony following the completion of all degree requirements.

LLM students need to have successfully completed at least half of their degree credit hours and have the ability to complete their degree requirements the following fall term to be considered for early participation. SJD students must have faculty advisor approval to confirm that the dissertation progress is sufficient and could reasonably be completed by the end of the following fall term to be considered for early participation.

Students in the MLS (formerly MSL) program who are registered for the courses to complete their degree requirements in the immediate summer term following commencement may request to participate in the earlier Hooding & Commencement Ceremony if compelling circumstances might

prevent them from participating in the spring ceremony following the completion of all degree requirements.

Permission to participate in an earlier Hooding & Commencement Ceremony will be granted at the discretion of the Sr. Associate Dean for Academic Affairs or their designee.

Students who would like to request participation in an early Hooding & Commencement Ceremony shall submit an Early Commencement Participation form no later than March 1 to be considered for participation in that semester's ceremony. All graduating students are limited to participation in one Hooding & Commencement Ceremony.

Early Commencement Participation Request Form

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## Concurrent and Dual Degrees

### JD/Master of Business Administration Concurrent Degree

The JD/MBA Concurrent Degree program allows a student to combine the three-year JD curriculum and the two-year evening MBA curriculum into a three or four-year course of study. Students will spend all three years at the School of Law. During their second and/or third year, students will take classes in the School of Law and the School of Business. Students will spend the summer after their second year taking evening MBA classes in the School of Business. The JD degree requires completion of 72 hours of law coursework (75 for students who matriculated in or before fall 2023), including the JD degree requirements prescribed by the School of Law for graduation, as well as satisfactory completion of 15 credit hours of MBA coursework transferred to Wake Forest Law at the completion of the MBA credit hours and inclusion in the School of Business transcript. The MBA requires 36 hours of business coursework, including the MBA core courses, as well as satisfactory completion of 9 credit hours of law coursework transferred to the School of Business at the completion of the JD requirements. Graduation and conferral of both degrees will occur in May

at the end of the third or fourth year, pending successful completion of all coursework and requirements for both programs.

Students must notify the Registrar of the School of Law of their intention to pursue the concurrent degrees before undertaking the program. In addition, students in the program will have a law faculty advisor, with whom they will meet before undertaking the concurrent degrees and at least once per semester. Further information can be found on the JD/MBA Concurrent Degree website.

Intention to Pursue Dual-Degree Form

JD/MBA Concurrent Degree Website

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## JD/Master of Divinity Dual Degree

The JD/MDiv Dual Degree program promotes an interdisciplinary conversation between religion and law. Students interested in the dual JD/MDiv program can combine the three-year law curriculum and the three-year divinity curriculum into a five-year program. Students will first complete two years of work in either the School of Law or the School of Divinity. Years 3 and 4 will be completed in the alternate school. For the fifth year, students will enroll in each school for one semester, completing any remaining degree requirements and elective courses that are dual-degree appropriate. When undertaken as part of the dual JD/MDiv program, the JD degree requires completion of 72 hours of law coursework (75 for students who matriculated in or before fall 2023) and the other degree requirements prescribed by Wake Forest Law for graduation. Graduation and conferral of both degrees will occur in May at the end of the fifth year, pending successful completion of all coursework and requirements for both programs.

Students must notify the Registrar of the School of Law of their intention to pursue the dual degree before undertaking the program. In addition, students will have a law faculty advisor, with whom they will meet before undertaking the dual degree and at least once per semester. Further information can be found on the JD/MDiv Dual Degree website.

Intention to Pursue Dual-Degree Form

JD/MDiv Dual Degree Website

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## JD/Master in Health Administrative Concurrent Degree

The JD/MHA Concurrent Degree program allows a student to combine the three-year JD curriculum and the two-year asynchronous MHA curriculum into a three and a half year course of study. Students will spend all three years at the School of Law. During their second and third year, students will take classes in the School of Law and the School of Professional Studies. Students will spend the summer after their second year taking asynchronous classes in the School of Professional Studies. The JD degree requires completion of 78 hours of law coursework, including the JD degree requirements prescribed by the School of Law for graduation, as well as satisfactory completion of 9 credit hours of MHA coursework transferred to Wake Forest Law at the completion of the MHA credit hours and inclusion in the School of Professional Studies transcript. The MHA requires 27 hours of graduate health administration coursework, including the MHA core courses, as well as satisfactory completion of 9 credit hours of law coursework transferred to the School of Professional Studies at the completion of the JD requirements. Graduation and conferral of the JD degree will occur in May at the end of the third year, and the MHA degree will be conferred at the end of the subsequent summer term in August pending successful completion of all coursework and requirements for both programs.

Students must notify the Registrar of the School of Law of their intention to pursue the concurrent degrees before undertaking the program. In addition, students in the program will have a law faculty advisor, with whom they will meet before undertaking the concurrent degrees and at least once per semester. Further information can be found on the JD/MHA Concurrent Degree website.

Intention to Pursue Dual-Degree Form

JD/Master of Health Administrative Website

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## Two-Year JD for International Lawyers

The Two-Year JD for International Lawyers is a degree designed for students who have received their legal education outside of the U.S. and now want to pursue a JD degree.

## Two-Year JD Degree General Requirements

Students admitted into the program receive up to 29 hours of law school credit for certain courses in their previous legal education. The Sr. Associate Dean for Academic Affairs (or their designee) will determine which courses previously taken will receive transfer credit. Students must complete a minimum of 58 credit hours in residence at the School of Law to graduate with the JD degree. All other graduation requirements and academic eligibility standards are the same as the three-year JD program.

All Two-Year JD students are required to participate in the first-year law student orientation programming prior to the start of classes. In some cases, it may also be required that students participate in an earlier orientation for international students.

During the first year of study at the School of Law, Two-Year JD students will take the following required courses:

- Civil Procedure
- Constitutional Law
- Contracts
- LAWR
- Property
- Torts

During the second year, students will take:

- Constitutional Law II
- Professional Responsibility
- LAWR III
- LAWR IV
- a course that satisfies the Statutory Interpretation and Agency Regulation requirement
- Six credits from Experiential Learning courses

During the second year, it is also strongly encouraged that students take courses that are tested on the bar exam. Exceptions to required coursework may be made for students who have previously studied in the LLM Program at the School of Law.

## Master of Laws (LLM) Degree

The Master of Laws (LLM) Degree is designed for students who have received a first degree in law in a country other than the United States.

### LLM Degree General Requirements

To earn the LLM degree, a student must:

1. Be admitted to the School of Law as a full-time student;
2. Spend the equivalent of one academic year (two semesters) in residence in the LLM program;
3. Attain a cumulative average of at least 2.0 in all work; and
4. Successfully complete at least 24 hours of courses, including all required courses. Transfer credits will not be accepted.

### Required Courses

All LLM students must choose either the Thesis Track or the Seminar Paper Track. An approved seminar paper or thesis is required to graduate with the LLM degree.

All LLM students are required to take: Legal Analysis, Writing and Research for International Lawyers (LAW 121) and Introduction to American Law (LAW 851), each for two credit hours, and in the fall semester of their program.

LLM students must successfully complete at least three (3) credit hours from the 1L JD curriculum.

The Sr. Associate Dean for Academic Affairs (or their designee) may allow a student interested in business law to take up to six (6) credits towards the LLM from approved courses in the Wake Forest University School of Business.

Additional information regarding LLM degree requirements can be found on the LLM program website.

Master of Laws (LLM) Website

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## Specializations

Candidates for the LLM degree may choose to specialize in Business Law, Criminal Law, Environmental Law, Health Law, Human Rights Law, Intellectual Property Law, International Law, or Technology Law. They may also choose to specialize in other areas of law with the guidance of their faculty advisor and permission of the Sr. Associate Dean for Academic Affairs (or their designee). Candidates may only specialize in one area of law during their program. In addition to the required courses above, students wishing to specialize in a specific area of law must take at least nine (9) credit hours of required and approved courses in that area.

The required first-year curriculum course may be used towards the required credit hours in the chosen specialization if it falls under that specialization's list of approved courses or is approved by the Sr. Associate Dean for Academic Affairs (or their designee) to meet the specialization's requirements.

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## Fall and Spring Course Load

A full-time LLM student must enroll in a minimum of 9 credit hours in each of the Fall and Spring semesters. A student may be enrolled in a maximum of 16 credit hours in each of the Fall and Spring semesters. In extraordinary circumstances, the Sr. Associate Dean for Academic Affairs (or their designee) may grant permission for students to enroll in additional credit hours.

Half-time for fall and spring semesters in the LLM program is defined as 4.5 credit hours.

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## Summer Course Load

Tuition for summer courses is billed per credit hour at the published tuition rate. Students are responsible for confirming their eligibility for financial aid and scholarships prior to enrolling in summer courses. The University's summer refund policy applies to summer courses.

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## Degree Length

The LLM can be completed in as few as two semesters, but no more than three semesters, not including an approved Leave of Absence period. Students who plan to extend their program to three semesters must receive approval from the Assistant Dean for Academic Affairs (or their designee) before the add/drop period ends for the second semester of study. Students must submit a request for the extension that includes the reasons for the request as well as their planned course of study for the remainder of their program. Failure to receive approval for the extension prior to the end of the add/drop period in the second semester of study could result in students not being allowed to finish their program. A student who plans to extend their program to three semesters is responsible for obtaining the appropriate extension of non-immigrant status (if needed) to extend the program. No more than three years may elapse between the commencement and completion of the LLM degree.

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## Minimum Grade Requirement

A cumulative grade average of 2.0 (C) or above is required by all LLM students at the end of their first year and at the end of every academic semester thereafter to continue their enrollment and to graduate from the School of Law.

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# Doctor of Juridical Science (SJD) Degree

The Doctor of Juridical Science (SJD) Degree is designed for scholars and teachers of law and is most often obtained by international attorneys who are pursuing academic or high-ranking governmental careers in their home countries. The SJD is not a course-oriented degree but rather is directed towards scholarly research and producing a dissertation of publishable quality that contributes in an original manner to the law. SJD students must have a degree in law in their home country and an LLM degree from an ABA-accredited law school. The Sr. Associate Dean for Academic Affairs and the Admissions Review Committee may grant an exception to allow a non-US LLM to be approved as part of the admissions requirements.

## SJD Degree General Requirements

To earn the SJD degree, a student must:

1. Be admitted to the School of Law as a full-time student;
2. Spend the equivalent of one academic year (two semesters) in residence in the SJD program;
3. Attain a cumulative average of at least 2.0 (C) or Pass on all work;
4. Spend at least two academic years (four semesters) in the program;
5. Earn a minimum of 28 credits; and
6. Successfully defend a dissertation to a committee of faculty members.

Transfer credits will not be accepted.

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## Required Courses

SJD students must spend their first year in the program (two academic semesters) in residence on the campus of the School of Law. During this year of residency, SJD students must enroll in at least one law course directly related to their topic of study each semester, and Supervised Dissertation (LAW 890) for six credit hours. After completion of the year in residence, students must enroll in Supervised Dissertation (LAW 890) each semester to be enrolled in the program. Students may also continue to enroll in other School of Law courses or choose to work on their dissertation from abroad.

## Fall and Spring Course Load

A full-time SJD student must enroll in a minimum of 6 credit hours in each of the Fall and Spring semesters. A student may be enrolled in a maximum of 16 credit hours in each of the Fall and Spring semesters. In extraordinary circumstances, the Sr. Associate Dean for Academic Affairs (or their designee) may grant permission for students to enroll in additional credit hours.

Half-time for fall and spring semesters in the SJD program is defined as 3 credit hours.

## Summer Course Load

Tuition for summer courses is billed per credit hour at the published tuition rate. Students are responsible for confirming their eligibility for financial aid and scholarships prior to enrolling in summer courses. The University's summer refund policy applies to summer courses.

## Degree Length

The SJD degree can be completed in as little as two years (four academic semesters), but it must be completed in no more than five years (ten academic semesters) unless the Sr. Associate Dean for Academic Affairs grants an exception.

Students may only graduate in May or December unless the Associate Dean for International Programs grants an exception.

# Master of Legal Studies (MLS) *formerly Master of Studies in Law (MSL)*

The MLS is designed specifically for and uniquely tailored to working professionals who need to better understand the law in order to more efficiently and effectively manage risks in their careers.

## MLS Degree General Requirements

To earn the MLS degree, a student must successfully complete:

- 13.5 hours of required core courses
- at least 10.5 hours in the selected track
- elective courses, for a total of 30 hours

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## Graduate Certificate and Requirements

Students may earn one of four Graduate Certificates upon completion of 12 hours of requisite coursework. A student may:

1. Apply directly to the Graduate Certificate program; or
2. Enroll in the MLS degree program, completing 12 hours of the requisite courses, opting not to continue on to completion of the degree.

Students seeking the Graduate Certificate have the same application requirements as degree seekers. The same grading policy and academic standards (including standards for enrollment, grade point average, and academic good standing) apply to Graduate Certificate students.

Both MLS degree courses of study for each track, as well as Graduate Certificate courses of study for each track, can be found below.

MLS Degree Courses of Study

Graduate Certificate Courses of Study

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## MLS Tracks

All MLS students in the degree or certificate-seeking programs will choose a track (specialization). This track will be notated on the student's final transcripts. Only one track specialization may be earned in either the degree or certificate program. Students are not eligible to receive a certificate in one track and a degree in another, nor are they eligible to receive two certificates in different tracks.

Students may change their track selection mid-enrollment with approval from the Assistant Dean for Academic Affairs. Students can submit their request to change their track by going through the Change Program of Study process in Workday.

Change of Program of Study Track

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## Transfer Credit Policy

Transfer Credit Policy for the Master of Legal Studies (MLS):

- Maximum of 6 Credit Hours of graduate level coursework can be transferred.
- Transfer credit is applied towards the elective requirements.
- Minimum grade of B or better to be considered
- Course(s) must have been completed within 5 years of admission to MLS
- Evaluation and approval of coursework is at the discretion of the Academic Deans
- No more than six credit hours of transfer and capstone hours, total combined, may be applied towards the MLS degree.

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## Course Load and Continuous Enrollment

MLS students may take between three and six credit hours per term. To maintain status as a half-time student for financial aid purposes, MLS students must register for at least three credit hours per term.  Students may take less than three credits or more than six credit hours per term

only with the permission of the Assistant Dean for Academic Affairs (or their designee). Notwithstanding the foregoing, students are not required to take any courses during the summer term.

All MLS students must maintain continuous enrollment during their program of study, taking at least three credit hours every Fall and Spring term until completion of their program. In accordance with the Leave of Absence policy, a leave of up to one year may be granted with permission of the Assistant Dean for Academic Affairs and the Sr. Associate Dean for Academic Affairs. Students who do not register for a course as required and who do not request a leave of absence will be dropped from their program and must reapply to re-enter the program.

Requesting a Credit Overload

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## Term Course Load and Student Status

Students in the MLS degree program are considered full-time when taking 6 or more credit hours in any given term (fall, spring, or summer). Students taking more than 3 and less than 6 credit hours are considered half-time. Students are responsible for confirming the impact of a reduced course load (if any) on financial aid.

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## MLS Degree Length

Students transferring credit may complete the degree in as little as four terms. Students without transfer credit may complete the degree in as little as five terms. No more than six years may elapse between the commencement and completion of the requirements for the MLS degree unless an exception has been granted by the Assistant Dean for Academic Affairs and the Sr. Associate Dean for Academic Affairs.

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## Graduate Certificate Length

The Graduate Certificate may be completed in as little as two terms. No more than two years may elapse between the commencement and completion of the requirements for the Graduate Certificate unless an exception has been granted by the Assistant Dean for Academic Affairs and the Sr. Associate Dean for Academic Affairs.

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## MLS Academic Standing Policy

To maintain Academic Good Standing, students must maintain a minimum cumulative GPA of 2.5 in all MLS coursework.

Students who do not meet the 2.5 cumulative GPA requirement of Academic Good Standing will be placed on Academic Probation. Students who fall on Academic Probation are eligible to continue the next semester in the MLS program.

All students on Academic Probation are to be held to the following requirements:

- Limit on enrollment to 6 semester hours in fall and spring terms and 3 hours in the summer until Academic Good Standing is restored.
- Earn a minimum 3.00 term GPA each term until a 2.50 cumulative GPA is restored.

Students on Academic Probation who meet the probationary requirements without restoring Academic Good Standing are placed on Continuing Academic Probation. Students on Continuing Academic Probation will be held to the following requirements each semester, including summer, until Academic Good Standing is restored:

- Limit your enrollment to 6 semester hours in the fall and spring terms and 3 hours in the summer until Academic Good Standing is restored.
- Earn a minimum 3.00 term GPA each term until a 2.50 cumulative GPA is restored.

Students who do not meet the GPA requirement of Academic Probation (term GPA of 3.00 or restoring cumulative GPA to 2.5) will be Academically Dismissed from the program and ineligible to continue enrollment.

For a degree or certificate to be conferred, students must have a 2.5 or higher cumulative GPA.

# Chapter 6:
# Academic Eligibility & Changes of Enrollment

## Academic Eligibility

### Exclusion for Academic Reasons

A student will be academically ineligible to continue in their program if they fail to achieve the following required cumulative grade point averages:

- **JD students:** a cumulative weighted grade average of 2.33 is required at the end of the 1L year and at the end of every academic semester thereafter;
- **LLM students:** a cumulative grade average of 2.0 or above is required at the end of their first year and at the end of every academic semester thereafter;
- **SJD students:** a cumulative grade average of 2.0 or Pass is required at the end of every academic semester.
- **MLS students:** a cumulative grade average of 2.5 or above is required at the end of their second academic semester and at the end of every academic semester thereafter (See Academic Standing Policy); and

Any student ineligible to continue in their program may petition for readmission through the process described later in this Chapter.

# Leaves of Absence and Withdrawals

## Voluntary Leave of Absence

The Sr. Associate Dean for Academic Affairs or the Assistant Dean for Student Affairs may allow students to take a leave of absence for one or two semesters (Fall or Spring). In extraordinary circumstances, the Sr. Associate Dean for Academic Affairs may grant a leave of more than two semesters. To take a leave of absence, students should notify either the Sr. Associate Dean for Academic Affairs or the Assistant Dean for Student Affairs of their request and should complete a Change of Enrollment Request form, which can be found below or on the Registrar's Office website. A student requesting a leave of absence is responsible for any arrangements needed for financial aid or scholarships.

Change of Enrollment Request

The maximum length of time that students may take to complete each degree program is set forth in Chapter 5.

The School of Law applies the University's tuition refund policy where applicable. Tuition refund information can be found in Chapter 14.

Students, in any School of Law program, who are members of the U.S. Armed Forces – including reserve components and the National Guard – may be required to suspend their studies temporarily to fulfill certain service obligations. Provided that the student was making satisfactory academic progress prior to the suspension of their studies, the School of Law will accommodate short absences of this nature and will provide readmission to those who seek to resume enrollment in their academic program upon fulfillment of such obligations.

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## Return from Leaves of Absence

Students who wish to re-enroll after a Leave of Absence–whether voluntary or involuntary–must submit a Re-Enrollment Request to the Sr. Associate Dean for Academic Affairs at least one month

(30 days) before their anticipated date of re-enrollment. The Sr. Associate Dean for Academic Affairs may waive or extend the notice period for good cause.

A student who voluntarily took a leave of absence may be required to demonstrate that the circumstances giving rise to the leave have been adequately resolved and that the student is prepared to resume the program.

A student placed on involuntary leave must provide clear and convincing evidence that the basis for the leave has been resolved and that the student is fit to return without posing an unacceptable risk to themselves or to the School of Law community. As part of its evaluation, the School of Law may require independent professional evaluation, verification of compliance with any conditions imposed during the leave, and any other documentation necessary to adequately evaluate the re-enrollment request.

Administrators reviewing requests for re-enrollment may consult with any faculty, staff, administrators, medical professionals, or third parties deemed appropriate when evaluating a request, and the student's submission of a Re-Enrollment Request constitutes consent to the collection and disclosure of information reasonably necessary to complete the evaluation.

The Dean retains the right to deny re-enrollment to a student where re-enrollment will not be in the best interest of the student or the School of Law community. All determinations will be communicated in writing. Decisions regarding re-enrollment are final and are not subject to appeal.

Re-Enrollment Request Form

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## Return from Second (and Subsequent) Medical Leave of Absence

A residential law student who voluntarily enters into a first Leave of Absence for medical reasons (all issues pertaining to physical or mental health) and wishes to return to the School of Law should follow the Return from Leaves of Absence procedure as outlined above.

Residential law students who have been granted a second (or subsequent) Leave of Absence for medical reasons must complete the Re-Enrollment Request Form linked above and available on the

Registrar's Office website, in addition to following the procedures outlined below. These criteria are designed to ensure that the student has overcome the medical condition(s) and is capable of functioning in a demanding, high-stress environment.

1. All residential law students who apply for readmission after a second (or subsequent) medical leave must demonstrate the ability to maintain regular, full-time employment (generally for at least 9 consecutive months) prior to returning to academic studies. The employment setting must require demands and rigor that would assist in predicting a student's success in the challenging, high-stress environment of law school. The student must obtain a letter from the student's employment supervisor stating that the student attended work regularly and adequately performed all assignments. This letter cannot be provided by a parent or relative of the student.
2. The physician(s) or therapist(s) who treated the law student during the second (or subsequent) leave period must document appropriate and adequate treatment of the condition(s). In certain cases, the School of Law may also require the same documentation from the physician(s) or therapist(s) who treated the student during the first leave period to ensure that those medical conditions remain stable.
3. The physician(s) or therapist(s) who treat the student during the second (or subsequent) leave period must provide a letter giving an opinion concerning whether or not the student should resume academic work at the School of Law and explain why the student is ready to return to the stressful demands associated with legal education. The same information may be required from the physician(s) or therapist(s) who treated the student during the prior leave period(s).
4. The Executive Director of the Student Health Service and the Director of the University Counseling Center (when appropriate) will review this information and make an independent recommendation to the Sr. Associate Dean for Academic Affairs and the Assistant Dean for Student Affairs. These deans will consult with the Law School Admissions Committee in making the decision regarding readmission. The final readmission decision will be based upon the information provided by the required treating physician(s) and therapist(s), the employer information, as well as the student's medical and psychological history prior to each withdrawal.

5. All law students who are readmitted following a second (or subsequent) leave for medical, psychiatric or psychological reasons will be required to follow the recommendations of the physician or therapist who provides care during the absence as well as the recommendations of the Student Health Service and the University Counseling Center.
6. In addition to the recommendations of the physician or therapist who cared for the student, each returning law student must be re-evaluated by the Student Health Service or the University Counseling Center within three weeks of returning to the School of Law. This will ensure that the transition back to academic life is going well and that no additional resources or additional treatment(s) are necessary.

The final readmission decision will be made by the Sr. Associate Dean for Academic Affairs. If a student previously had a scholarship and is readmitted, the student's scholarship will be renewed when readmitted. Should the student need to take a third (or subsequent) medical leave, generally the scholarship will only be renewed upon return if the student has made adequate academic progress by completing at least one semester prior to the second (or subsequent) leave.

All documentation from the treating physician(s) or therapist(s) must be submitted to the Student Health Service at least 2 months prior to the start of classes for the semester in which the student desires to re-enroll. Documentation of the student's employment progress from the student's supervisor must be submitted to either the Sr. Associate Dean for Academic Affairs or the Assistant Dean for Student Affairs at the same time.

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## Withdrawal from Law School

A withdrawal from the School of Law may be granted for students who are not subject to exclusion, dismissal, or suspension and who wish to withdraw permanently from the School of Law. To withdraw, students should notify either the Sr. Associate Dean for Academic Affairs or the Assistant Dean for Student Affairs of their intention to withdraw. To initiate the withdrawal, the student should complete the Change of Enrollment Request Form found below and available on the Registrar's Office website.

The School of Law applies the University's tuition refund policy where applicable. Tuition refund information can be found in Chapter 14.

Former students who wish to enroll at any time after their withdrawal is processed will be required to reapply as a new student through the Office of Admissions & Financial Aid.

Change of Enrollment Request

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## Readmission for Academically Ineligible Students

A JD, LLM, or SJD student who becomes academically ineligible may petition the Academic Rules & Discipline Committee ("ARD"), and in extraordinary cases may be readmitted under the conditions determined by the ARD. Academically ineligible JD, LLM, or SJD students must remain ineligible for at least one academic year and may only petition once for readmission.

An MLS student who becomes academically ineligible may petition the ARD and may be readmitted under the conditions determined by the ARD so long as readmission is in the best interests of both the student and the School of Law.

The petition for readmission must clearly explain the reason(s) for academic failure and establish by clear and convincing evidence the causal link between the reason(s) and the failure and why the asserted reason(s) will not constitute a bar to success in the future. The ARD may request additional information from the student.

ARD will investigate the petition and will have final decision-making authority. There is no appeal. ARD will notify the faculty regarding each pending petition coming before it and will invite interested faculty to provide pertinent information.

ARD will decide the terms and conditions of any readmission with the presumption that any JD student readmitted must repeat the entire first year of law school.

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## Academic Eligibility to Participate in Summer Programs

To be eligible to register for any of the summer programs, a School of Law student must have a GPA of at least 2.33 at the time that they apply to the summer program. If a School of Law student becomes academically ineligible between the time that they apply and the time that the summer program begins, they will become ineligible to participate, and the University's refund policy will apply. Students will be responsible for all other expenses incurred.

# Chapter 7: Classes & Academic Calendar

## Registration & Scheduling

Information about how to register for course sections can be found on the Registrar's Office webpage. Students should take special care to plan schedules for both semesters in each academic year to achieve their curricular objectives. The Planning Your Course of Study tool, also on the Registrar's webpage, provides course selection advice specific to subject matter, employer type, and practice type.

During each registration period, the Registrar's Office will manage the registration priority of all students in residential programs (JD, LLM, SJD) in the following manner: For general registration course sections that are open to all students in residential programs, the Registrar's Office will first open registration to 3L students for a designated period. The Registrar's Office will then open registration with all remaining seats in general registration course sections to the 2L students for a designated period. Following these periods when all JD students are eligible to register for course sections, the Registrar's Office will open registration for all students other than 1Ls. At this time, remaining students, including students in the LLM and SJD programs, as well as any visiting students, will be able to register for course sections.  A few course sections may be designated as "SJD and/or LLM Only."  Those course sections will not be available to students in other programs and will be available to SJD and LLM students during the open enrollment period when they begin registering for course sections.

Registrar's Office Website

## Add/Drop Policy

The first week of each semester is designated as an add period, during which students may add an open course section. The first two weeks of each semester are designated as a drop period, during which students may drop a course (other than a clinic or externship) without instructor permission.

After the expiration of the relevant add or drop period, a student may not alter their course schedule absent unforeseen and exigent circumstances, and not without the permission of both the instructor and the Sr. Associate Dean for Academic Affairs (or their designee).

If a course withdrawal is approved after the drop period, it will be reflected by a GPA-neutral "W" for withdrawal on the student's transcript.

Once a final grade has been entered for a given course, retroactive drops/withdrawals will not be considered under any circumstances.

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## Auditing Courses

A graduate of an approved law school (AALS or approved by ABA) who wishes to audit a course at the School of Law may do so with the permission of the Sr. Associate Dean for Academic Affairs (or their designee) and the professor teaching the course, and with the payment of an audit fee unless waived by the Sr. Associate Dean for Academic Affairs.

School of Law students who are full-time may audit any law course, with the permission of the Sr. Associate Dean for Academic Affairs (or their designee) and the professor teaching the course. No additional charge will be made.

Others within or outside the University may audit a course only if the Sr. Associate Dean for Academic Affairs (or their designee) determines there is sufficient reason for such audit commensurate with the general purposes of the School of Law and then only with agreement of the professor teaching the course. There will be a fee charged for such an audit unless waived by the Sr. Associate Dean for Academic Affairs.

School of Law students who wish to audit a course in another division of the University must obtain approval and information from the University Registrar's office or, if a business school course, the School of Business Registrar's Office. They must consult the School of Law's Registrar's Office to complete registration.

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## Limits on Distance Education Courses

A "distance education" course is one in which students are separated from the faculty member or each other for more than one-third of the instruction, and the instruction involves the use of technology to support regular and substantive interaction among students and between the students and the faculty member, either synchronously or asynchronously.

JD students are limited in their distance education courses only to the extent set forth in applicable ABA regulations (subject to any occasional variances approved for the School of Law). A student may count no more than one-third of the total credits required for graduation from distance courses. Some Bar jurisdictions allow fewer distance credits than the ABA Standard. Students should be familiar with the rules that apply in the jurisdiction(s) where they intend to practice.

International students, including those in the JD program who are attending on an F-1 visa, may be subject to additional limitations in distance education courses and should consult the Center for International Student and Scholar Services (ISS) for more information.

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## Restrictions on Dual Enrollments in Experiential Learning Courses

Students may not enroll in both a clinic and an externship, or two clinics, in the same semester without the express permission of the Clinic Director, the Director of Field Placements, and the Associate Dean for Experiential Learning. In the event a student is pursuing concurrent enrollment in two clinics, the student may not enroll without the express permission of both Clinic Directors and the Associate Dean for Experiential Learning.

Concurrent enrollment in a clinic and an externship is rarely granted, and students should expect to decide in advance on either a clinic or an externship in a semester rather than concurrent enrollment.

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## Class Attendance and Participation

To gain the maximum benefit from their legal education, students must attend class regularly and must be thoroughly prepared for each class. Regular and punctual attendance at scheduled classes, whether virtual or in person, is required by the School of Law. If a student is absent from class excessively, the professor may give the student a reduced or failing grade, or the professor may exclude the student from the course and/or the final exam, the result being that the student will receive no credit for the course.

BEING ABSENT FOR MORE THAN 15% OF SCHEDULED CLASSES IS PRESUMED TO BE EXCESSIVE.

Professors are required to determine how best to ensure compliance with this policy. If the professor decides to deduct grade points for inadequate classroom attendance or performance or impose some other penalty, the professor must notify the class within the first two weeks.

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## Cancelling Classes Because of Weather and Other Events

The School of Law follows the class cancellation policy for the University's Reynolda Campus. Students should monitor their Wake Forest e-mail accounts for cancellation notices; text and voice messages are also sent to phone numbers registered for this purpose with the University.

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## Using and Misusing Computers and Other Electronic Devices in Class

The School of Law requires all students to have a laptop computer that meets certain minimum standards in place from time to time. Professors may ban the use of laptops in the classroom. If a professor allows laptops or other technology in the classroom, it is the student's responsibility to use the technology in an appropriate manner and for class purposes only.

Professors may determine the best method of ensuring that students use technology in an appropriate manner and for class purposes only in their courses.

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## Smartphone and Electronic Device Sounds

All students must silence smartphones and other electronic devices when in law school classes or programs.

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## Dismissal of Classes

Professors have the discretion to dismiss any class meeting in a course the professor is teaching, provided such professor is in a position through make-up classes or other work to certify that the students have had instruction that substantially meets the requirements of the ABA and AALS.

If a professor does not arrive for class at the scheduled time, a member of the class should consult with the Sr. Associate Dean for Academic Affairs, Assistant Dean for Academic Affairs, or the Assistant Dean for Student Affairs before students leave the class.

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## Class Size (Enrollment Minimum)

Unless approved by the Sr. Associate Dean for Academic Affairs, a course will not be taught in which fewer than eight students have enrolled. These limitations do not apply to clinical programs, field placements, or independent study courses.

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## Student Assessment of Courses and Faculty

Student assessments of courses and faculty are compulsory in every semester for all courses. Assessments are conducted in the last few weeks of class. To ensure student anonymity, the assessments are administered online and not released until professors submit their grades to the Registrar. Individual responses remain anonymous after release to the professors.

Student assessments are taken into account in the evaluation of faculty for promotion, tenure, and salary. The integrity of the student assessment process requires that the student give serious and careful consideration to the judgments made in assessing courses and faculty.

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## Recording Class Lectures

The Law School schedules recordings of all classes (other than clinics). It is at the discretion of each faculty member whether those recordings will be made available through each course's Canvas page.

The following activities are not permitted without the express written prior approval of the instructor: video/audio/digital recording of a class session in whole or in part, reproducing a video/audio/digital recording of a class session in whole or in part, publishing or sharing a video/audio/digital recording of a class session in whole or in part. Any violation of the prior sentence is a violation of the Student Code of Conduct, which could be reported to the Bar. Please refer to each course syllabus for more information on recordings and distribution.

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# Academic Calendars

Wake Forest University has three defined terms: Fall, Spring, Summer. The words "semester" and "term" are only interchangeable when referring to the Fall or Spring.

## Juris Doctor (JD), Master of Laws (LLM), Doctor of Juridical Science (SJD) Academic Calendar

The academic calendar for the Juris Doctor, Master of Laws (LLM), and Doctor of Juridical Science (SJD) degrees is available on the School of Law Registrar's Office website and is contained below. The academic year for the JD, LLM, and SJD begins with the fall semester and concludes with the summer term the following calendar year.

Academic Calendar (JD, LLM, SJD)

**Fall 2026**

| | |
|---|---|
| August 13 - 15 | International Student Orientation |
| August 17 - 21 | 1L JD Foundations Week |
| August 24 | Classes Begin |
| August 30 | Deadline to Add Classes Ends |
| September 7 | Labor Day: Classes Meet; Staff Holiday |
| September 6 | Deadline to Drop Classes and/or Change Grade Mode |
| September 28 - October 9 | Window for Midterm Exams Administered by Registrar's Office |
| October 12-13 | Fall Break |
| November 24 | Last Day of Classes |
| November 25 - 27 | Thanksgiving Holiday |

| | |
|---|---|
| November 30 - December 1 | Reading Days |
| December 2 | Self-scheduled Exams Begin |
| December 3 | Scheduled Exams Begin |
| December 14 | Self-scheduled Exams End |
| December 15 | All Exams End |
| December 16 - January 11 | Winter Recess |

**Spring 2027**

| | |
|---|---|
| January 11 | Classes Begin |
| January 17 | Deadline to Add Classes Ends |
| January 24 | Deadline to Drop Classes and/or Change Grade Mode |
| February 22 - March 5 | Window for Midterm Exams |
| March 8 - 12 | Spring Break |
| April 19 | Last Day of Classes |
| April 20 - 21 | Reading Days |
| April 22 | Self-scheduled Exams Begin |
| April 23 | Scheduled Exams Begin |
| May 4 | Self-scheduled Exams End |
| May 5 | All Exams End |
| TBD | Law School Hooding & Commencement Ceremony |

**Summer 2027**

| | |
|---|---|
| May 24 | Classes Begin |
| June 18 | Juneteenth Holiday (No Classes) |
| August 14 | Classes End |

## Master of Legal Studies (MLS) Academic Calendar

The academic calendar for the Master of Legal Studies (MLS) degree is available below and on the School of Law Registrar's Office website. The academic year for the MLS begins with the fall semester and concludes with the summer term the following calendar year.

Academic Calendar (MLS)

**Fall 2026**

| | |
|---|---|
| August 17 | MLS Orientation Available |
| August 24 | Classes Begin (Full and First Half of Term Classes) |
| August 26 | Last Day to Add/Drop First Half of Term Classes |
| August 30 | Last Day to Add/Drop Full Term Classes |
| October 13 | Classes End First Half of Term |
| October 14 | Classes Begin Second Half of Term |
| October 16 | Last Day to Add/Drop Second Half of Term Classes |
| December 6 | Last Day of Classes (Full and Second Half of Term) |

## Spring 2027

| | |
|---|---|
| January 4 | MLS Orientation Available |
| January 11 | Classes Begin (Full and First Half of Term Classes) |
| January 13 | Last Day to Add/Drop First Half of Term Classes |
| January 17 | Last Day to Add/Drop Full Term Classes |
| March 2 | Classes End First Half of Term |
| March 3 | Classes Begin Second Half of Term |
| March 4 | Last Day to Add/Drop Second Half of Term Classes |
| April 25 | Last Day of Classes (Full and Second Half of Term) |
| TBD | Law School Hooding & Commencement Ceremony |

## Summer 2027

| | |
|---|---|
| May 3 | MLS Orientation Available |
| May 10 | Classes Begin (Full and First Half Courses) |
| May 12 | Last Day to Add/Drop Courses (First Half Classes) |
| May 16 | Last Day to Add/Drop Courses (Full Term Classes) |
| June 27 | Classes End (First Half Classes) |
| June 28 | Classes Begin (Second Half Classes) |
| June 30 | Last Day to Add/Drop Courses (Second Half Classes) |
| August 16 | Classes End (Full Term and Second Half Classes) |

# Chapter 8: Accommodations

The School of Law works with the Center for Learning, Access, and Student Success (CLASS) to enable students with disabilities to experience equal access to academic, social, and recreational activities and programs. The CLASS staff provides individual consultations to students who choose to disclose disabilities.

The Office of Student Affairs (Student Affairs) oversees the implementation of approved accommodations within the School of Law. Students with questions about the accommodation process, the status of existing accommodations, or any access-related concerns should contact Student Affairs.

## Requesting Accommodations

School of Law students who wish to seek accommodations must follow Steps 1 - 3 of the Student Accommodations Process as outlined on the CLASS website.

Student Accommodations Process (CLASS)

Students should note that the steps and language are primarily geared towards College and Graduate School students. Due to the anonymous grading policies of the School of Law, students should not follow Steps 4 or 5 of the process, nor discuss their approved accommodations unless instructed to do so by Student Affairs.

The designated CLASS staff member for all School of Law students is:

**Suzanne Hawks**
**hawkssm@wfu.edu**

Ms. Hawks oversees all accommodations requests for law students, ensuring equity in the review process and that approved accommodations are in accordance with the School of Law's unique processes and policies.

***Note:*** *When scheduling an appointment with the CLASS, law students should identify themselves as such at the time of scheduling so that the CLASS office can direct them to Ms. Hawks.*

Should a student be approved for accommodations, their letter of approved accommodations will be forwarded to Student Affairs.

Upon receipt, Student Affairs will:

- Review the approved accommodation to determine whether contact with professors is appropriate (e.g., for some in-class accommodations);
- Assess whether accommodations may constitute any fundamental alteration to registered courses;
- Communicate any additional instructions to the student for next steps or their responsibilities (e.g., to make contact with their professor);
- If necessary, communicate with faculty members about particular accommodations to ensure they have knowledge; and/or
- Provide relevant departments with notice of the accommodations for necessary system updates (i.e., Canvas and/or ExamSoft).

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## Administrative Implementation Timeline

Due to the administrative processes outlined above, all approved accommodations should be received by the School of Law at least five (5) business days prior to any eligible assessment, event, or initiative for which the accommodations are expected to be implemented.

Except for new and emergent circumstances, students should consider this expectation when considering their need for accommodations, especially for assessments.

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## Class Lecture Recording

The School of Law schedules recordings of all classes. Making recordings available to students is left to the discretion of each faculty member. Students who may benefit from class lecture recordings for accessibility purposes can access recordings that are made available by navigating to the Class Recordings section of an individual course Canvas page.

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## Fundamental Alteration

The School of Law provides reasonable modifications and appropriate auxiliary aids and services to ensure equal access for qualified students with disabilities. However, the School of Law is not required to implement an accommodation that would fundamentally alter the nature of an academic program, course, or evaluation, or that would impose an undue burden. (see Americans with Disabilities Act (ADA) Title III regulations; the U.S. Department of Education's Section 504; 28 CFR § 36.302, reasonable modifications; 28 CFR § 36.303, auxiliary aids and services; and 34 CFR § 104.44(a), postsecondary academic adjustments).

If Student Affairs identifies that an approved or requested accommodation may constitute a fundamental alteration to a registered course or program requirement, the matter will be referred to the Accommodations Committee for additional review. The Committee will conduct an individualized, case-specific analysis that considers, at a minimum, the course learning objectives as stated in the syllabus, the applicable program learning objectives, the academic competencies and skills the course or assessment is designed to measure, and any directly related licensure or accreditation requirements. The Committee will determine whether implementing the accommodation would change the essential nature of the course, program, or assessment, or otherwise require the School of Law to waive or lower an essential academic standard. (see 34 CFR § 104.44(a)).

The Committee will also consider whether there are effective alternative accommodations that would provide equal access without fundamentally altering the course, program, or assessment or imposing an undue burden. Where a specific requested aid or modification would be a fundamental alteration or undue burden, the Committee will, in consultation with Student Affairs, CLASS, and relevant academic personnel, identify and approve an alternative that is effective and does not fundamentally alter the academic requirements at issue. (see 28 CFR § 36.303 and 28 CFR § 36.302).

If the Accommodations Committee determines that a requested accommodation would constitute a fundamental alteration, it will issue a written decision to Student Affairs explaining the essential requirement(s) at issue, the basis for the determination, and any alternative accommodation(s) that should be offered. Student Affairs will promptly notify the student in writing and will coordinate implementation of any approved alternative accommodation.

If the Accommodations Committee determines that the accommodation does not constitute a fundamental alteration, it will issue a written decision to Student Affairs, and the accommodation will be implemented as outlined above.

The School of Law endeavors to complete the Committee review within eight (8) business days from receipt of the notice for review and consideration. If additional time is reasonably necessary due to the complexity of the course or program requirements, the need to consult with faculty or licensing/accreditation personnel, or the exploration of alternative accommodations, Student Affairs will notify the student of the anticipated timeframe and any interim measures that will be put in place.

Nothing in this section alters the School of Law's obligation to engage in an interactive process with the student to identify effective accommodations consistent with applicable law. (see 28 CFR § 36.302, 36.303, and 34 CFR § 104.44(a)).

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## Other Resources

- Rights and Responsibilities of Students and the Institution
- Confidentiality

- Reviews and Grievances
- Service Animal Guidelines
- Students with Temporary Disabilities

# Chapter 9: Examinations

## Taking Examinations

Throughout the semester, certain assessments may be administered by the Registrar's Office. The dates, times, and locations of final examinations are posted on the website of the School of Law Registrar's Office, along with detailed exam procedures and rules.

Students are expected to begin their examinations on time. If a student arrives or starts an in-person examination late, the allotted amount of time may still be granted if: a) the student is no more than one hour late due to unavoidable and emergent circumstances, and b) the allotted time does not constitute extending the exam administration beyond regular office hours. In no event will time be granted beyond 5:00 pm. An *Exam Incident Report* noting the late start time and anonymous exam number will be submitted to the instructor and the Sr. Associate Dean for Academic Affairs for any further action needed.

## Exam Monitoring, Protocol, & Security

The School of Law Registrar's Office website details how exams are administered and monitored, along with details about exam security.

Exams Information

# Hardships

## Standard Hardships

A standard hardship occurs in either of the following situations in which a student has:

- Two in-person final examinations scheduled to begin on the same date; or
- Three in-person final examinations scheduled on three or fewer consecutive days.

Other situations in which final examinations are scheduled in close proximity do not constitute a standard hardship.

In the event of a standard hardship, the Registrar's Office, in consultation with the Sr. Associate Dean for Academic Affairs (or their designee), will determine which examination(s) will be rescheduled.

Rescheduled examinations resulting from a standard hardship must occur before the end of the final examination period in which the course is offered. Typically, the student will be required to take the examination for the course with the largest enrollment as scheduled. Examination(s) for courses with lower enrollments will be rescheduled to the next available examination date during the examination period that does not create another standard hardship.

## Emergency Hardship Policy (Acute Circumstances Within 24 Hours of or During an Examination)

An emergency hardship is triggered by an acute emergency that materially impairs the student's ability to begin or continue the examination and (i) arises within twenty-four hours before the scheduled start of an examination; or (ii) that occurs during an examination.

A student may request an emergency hardship upon demonstrating an acute, verifiable condition or event that materially impairs the student's ability to begin or continue the examination. Qualifying circumstances may include, but are not limited to, a sudden serious medical condition, an acute mental health crisis, an immediate family emergency requiring the student's presence, or an emergent communicable disease concern. Routine illness, ordinary stress, a preference for a

different examination time, employment obligations, discretionary travel, or foreseeable logistical issues do not constitute an emergency hardship.

Requests made during the twenty-four hours preceding a scheduled examination should be directed to the Assistant Dean for Student Affairs (lawstudentaffairs@wfu.edu).

A student who experiences an emergency during an examination should immediately notify personnel in Exam Central. The proctor will notify the Registrar's Office and the Assistant Dean for Student Affairs. The Assistant Dean for Student Affairs will coordinate with the Sr. Associate Dean for Academic Affairs (or their designee) and the Registrar's Office and may issue a provisional determination, subject to receipt of the required documentation within one business day, absent good cause.

Acceptable documentation may include a same-day or next-day clinician's note describing the material impairment; a hospital discharge summary; documentation from an on-call clinician or counseling provider; a police or incident report; or an Exam Incident Report for emergencies occurring during an examination. A student's self-report, standing alone, is insufficient.

If an emergency hardship request is approved, the available remedies are limited to:

- a make-up examination scheduled during the examination period;
- continuation of the examination at a later approved time, when appropriate under the circumstances; or
- the assignment of an Incomplete grade when, based on the totality of the circumstances and the available documentation, it is impracticable for the student to complete the examination during the scheduled final examination period.

Resolution of an Incomplete grade will follow the Incomplete Grade Policy in Chapter 10.

Make-up examination dates will be determined by the Sr. Associate Dean for Academic Affairs (or their designee) or the Assistant Dean for Student Affairs in consultation with the Registrar's Office and the student.

## Personal Hardship Policy

A personal hardship consists of serious circumstances arising before the twenty-four-hour window for an emergency hardship that materially impair a student's ability to prepare for or take a scheduled examination. Such circumstances may include required communicable disease isolation, the death of an immediate family member, military activation, court-mandated appearances, or other comparably serious and unavoidable circumstances.

A student may be granted approval to reschedule an examination upon demonstrating, through appropriate documentation, that the hardship is substantial, non-trivial, and beyond the student's reasonable control. Minor inconveniences, discretionary travel, routine scheduling or employment conflicts, and ordinary academic or personal stressors do not constitute a personal hardship.

Requests should be submitted to the Assistant Dean for Student Affairs (lawstudentaffairs@wfu.edu) as soon as practicable and ordinarily no later than two business days before the scheduled examination. The request should include documentation appropriate to the circumstances. The Assistant Dean for Student Affairs will make an initial determination in consultation with the Sr. Associate Dean for Academic Affairs (or their designee).

A student may appeal the determination in writing to the Sr. Associate Dean for Academic Affairs within two business days of the initial determination. The decision of the Sr. Associate Dean for Academic Affairs is final.

Acceptable documentation may include official health or isolation directives; death certificates, obituaries, or comparable records; military orders; court summonses or orders; and letters from clinicians, counseling professionals, or external agencies corroborating the hardship.

If a personal hardship request is approved, the available remedies are limited to:

- a make-up examination scheduled during the examination period; or
- the assignment of an Incomplete grade when, based on the totality of the circumstances and the available documentation, it is impracticable for the student to complete the examination during the scheduled final examination period.

Resolution of an Incomplete grade will follow the Incomplete Grade Policy in Chapter 10.

Make-up examination dates will be determined by the Sr. Associate Dean for Academic Affairs or the Assistant Dean for Student Affairs in consultation with the Registrar's Office and the student.

For purposes of bereavement, "immediate family" means a spouse or domestic partner; parent, stepparent, or legal guardian; child or stepchild; sibling; grandparent; or a person who regularly resides in the student's household and is the equivalent of family.

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## Early Examinations

Except for classes that have been front-loaded for a specific pedagogical purpose, no final exams may be given or handed out to a student or students (including take home exams) prior to the first day of the exam period of any semester without the approval of the Sr. Associate Dean for Academic Affairs (or their designee) and the instructor.

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## Exam Time and Language Barriers

First-year JD students who do not speak English as a first language may request from the Sr. Associate Dean for Academic Affairs (or their designee) additional time to complete their examinations. The Sr. Associate Dean for Academic Affairs (or their designee) will make this determination on an individual basis to reflect the specific language barrier that the student faces. The amount of extra time granted to the student will ordinarily be reduced during the student's second year, and no extra time will be granted during the third year.

Two-Year JD students who do not speak English as a first language will be granted an additional fifteen minutes per hour of a timed assessment during their first year in the program. After completion of one year (two academic semesters), no extra time will be given.

LLM and SJD candidates are allowed thirty extra minutes per hour of a timed assessment.

LLM students and JD or Two-Year JD students who have been granted extra time for assessments are entitled to take into the exams a printed copy of an English translation dictionary or a

translating application on a cell phone or other electronic device. Students must notify the Assistant Dean of Student Affairs of their intention to use such a dictionary or translating application in the exam before the commencement of the exam period in accordance with the exam procedures announced from time to time.

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## Examination Policy Violations

Any violation of exam policies, including policies prescribed by an individual instructor, should be brought to the attention of the Sr. Associate Dean for Academic Affairs and the Assistant Dean for Academic Affairs. Violations of exam policies may implicate the Honor Code, which can result in suspension, dismissal, or other disciplinary action as outlined in Chapter 11.

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## Anonymous Grading of Final Exams

All final exams in the JD, LLM, and SJD programs must be graded anonymously. Students may not sign their names or otherwise identify themselves on their exams or answers, except by their anonymous exam number. No instructor will have any knowledge of any student's anonymous exam number until after final grades have been submitted.

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## Custody and Storage of Exams

Instructors will keep students' exam answers in their possession for a reasonable period following the exam to complete grading and allow student review. The School of Law will store student exam answers for one year and then may destroy the exam answers, absent any compelling reason to the contrary.

# Chapter 10: Grades

## Anonymous Grading

All final examinations in the JD, LLM, and SJD degree programs are graded anonymously, and all other assessments in the JD, LLM, and SJD degree programs are graded anonymously when practicable. The MLS program does not utilize anonymous grading.

## Grading Systems for JD Students

Grading Systems for JD Students

All grades in courses for credit toward a JD will be awarded pursuant to one of three grading policies:

- Mandatory Grading Policy
- Modified Mandatory Grading Policy
- Pass/Fail Grading Policy

A student's GPA will be calculated based on grades awarded in compliance with the Mandatory Grading Policy and the Modified Mandatory Grading Policy. Grades awarded in compliance with the Pass/Fail Grading Policy will be recorded on the transcript and will count toward graduation requirements, but will not affect a student's GPA, class rank, or graduation honors.

## Mandatory Grading Policy ("MGP")

The Mandatory Grading Policy is the default grading system for JD students. All grades awarded in courses for credit, whether taught by full-time faculty or adjuncts, will be issued in compliance with the Mandatory Grading Policy unless one of the other policies specifically applies to the course.

| Grading Scale for Mandatory Grading Policy | |
|---|---|
| A+ | 4.00 |
| A | 4.00 |
| A- | 3.67 |
| B+ | 3.33 |
| B | 3.00 |
| B- | 2.67 |
| C+ | 2.33 |
| C | 2.00 |
| C- | 1.67 |
| D+ | 1.33 |
| D | 1.00 |
| D- | 0.67 |
| F | 0.00 |

The grades in a course governed by the Mandatory Grading Policy will have a mean of 3.33. Every grade of C–F shall be counted as a C+ for the purpose of calculating the mandatory mean. The Sr. Associate Dean for Academic Affairs may approve slight deviations from the mandatory mean for good cause at the request of the instructor.

## Modified Mandatory Grading Policy (“MMGP”)

All legal writing courses (whether or not taken to satisfy LAWR requirements) will be graded according to the MMGP. Clinical courses will either be graded on MMGP or according to the pass/fail grading policy, as determined by the instructor. If an elective course is one in which students complete iterative submissions of work after individualized feedback by the instructor and necessarily involves non-anonymous grading for some or all of the components of the course grade, an instructor may request that the Sr. Associate Dean for Academic Affairs permit the course to be graded under the MMGP. All such courses must be approved before registration in the semester in which the course will be offered, so that students have notice in advance of registering for courses.

All grades in a course governed by the MMGP will have a mandatory mean of 3.50. Every grade of C+ or below shall be treated as a B- for purposes of calculating the course's mandatory mean. The Sr. Associate Dean for Academic Affairs may approve slight deviations from the mandatory mean for good cause at the request of the instructor.

## Policy on Awarding A+ Grades in MGP and MMGP Courses

The A+ grade is awarded to a student or distinct group of students at the very top of the A range. The maximum number of A+ grades that can be awarded in any course is the greater of: (a) two students; or (b) 6% of the number of students enrolled in the course for a letter grade, rounded to the nearest whole number.  An instructor is not required to award an A+ grade in any course. An instructor who does so has discretion to calculate the appropriate number of A+ grades, so long as the number does not exceed the maximum delineated above. The Sr. Associate Dean for Academic Affairs may approve slight deviations from the limit on the number of A+’s that can be awarded in a course for good cause at the request of the instructor.

## Pass/Fail Grading Policy ("PFGP")

Grades issued in compliance with the PFGP will be recorded on the transcript but will not affect a student’s GPA, class rank, or graduation honors.

Applied Legal Concepts, CASE, Professional Development, Trial Practice, Advanced Trial Practice, and all externships will be graded under the PFGP only.

An instructor in an elective course may elect to grade the class pursuant to the Pass/Fail Grading Policy, in whole or in part. Instructors may limit the number or percentage of PFGP slots in a class in order to maintain a minimum number of graded students. All such courses must be approved before registration in the semester in which the course will be offered so that students have notice in advance of registering for courses. In extraordinary circumstances, the instructor may request that the Sr. Associate Dean for Academic Affairs approve the election to have a course graded entirely in compliance with the PFGP after registration. Students will be promptly notified of such change.

Grading Scale for Pass/Fail Grading Policy:
Honors Pass (H)
Pass (P)
Low Pass (LP)
Fail (F)

No mandatory mean or distribution requirement will be applied to grades issued in compliance with the PFGP.

Students may count up to twelve (12) hours of credit awarded under the PFGP towards graduation requirements. All courses not listed below as exempt, regardless of whether they are offered PFGP only or PFGP optional, do count towards the twelve (12) hour limit. Note that the Workday system will allow students to register for PFGP credits that exceed the twelve (12) hour limit, but if these excess PFGP hours are not exempt from the cap, they will not count towards the total number of hours needed for graduation.

Credit earned for the following DO NOT count toward the twelve (12) hour limitation:

- Advanced Trial Practice
- Applied Legal Concepts
- CASE
- Clinical courses that are graded pass/fail
- Externships

- Independent Study
- Journals
- Moot court competitions
- National trial team
- Professional Development
- Success in the Modern Workplace
- Transactional Problem Book
- Trial Practice
- Transfer credits from another department or school

A student who is registered for a course in which a PFGP option is available may not change from the PFGP to the grade option or vice versa, except within the period to drop a class, absent extraordinary circumstances, and with the permission of both the instructor and Sr. Associate Dean for Academic Affairs. A change in grade mode due to extraordinary circumstances will be considered only for unforeseen circumstances that significantly impair a student's academic performance or ability to fulfill course requirements. Examples include, but are not limited to, a documented immediate personal loss or a significant, debilitating health challenge. Under no circumstances will a student be permitted to change the grade mode after the grade for a course has been determined.

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## Grading System for LLM, SJD, and Exchange Students

Students in the LLM and SJD programs, as well as exchange students visiting the Law School, follow the JD grading system. The faculty member will assign a grade of A+/-, B+/-, C+/-, D+/-, or F for any LLM, SJD, or exchange students enrolled for graded credit in the course. A suggested JD-to-LLM/SJD/Exchange translation scale is as follows:

| JD Grade | LLM/SJD Grade |
|---|---|

| | |
|---|---|
| A+ | A+ |
| A | A+ |
| A- | A |
| B+ | A |
| B | A- |
| B- | B+ |
| C+ | B |
| C | B |
| C- | B- |
| D | C |
| F | D/F |

## Pass/Fail Course Election for LLM Students

LLM students have the option of taking one MGP/MMGP course under the PFGP during their program. Courses that are only offered under the PFGP do not impact this option. But if a student enrolls in a course that offers an MGP/MMGP section as well as a PFGP section, and chooses the PFGP section, that course will count towards this option.

Students must notify and receive permission from the professor, as well as the Sr. Associate Dean for Academic Affairs (or their designee), by completing the LLM Pass/Fail Form and obtaining the requisite authorizations no more than ten (10) days before the last day of classes.

LLM Pass/Fail Form

### LLM Thesis Optional Grading

LLM students who choose to write a thesis, to satisfy the writing requirements of the LLM degree, may elect to have the thesis graded either with a letter grade or as pass/fail. Students must complete the LLM Thesis Option (850) Registration Authorization form no more than ten (10) days before the last day of classes.

LLM Thesis Option Registration Form

### SJD Dissertation Optional Grading

SJD students may elect to have their final dissertation product graded either with a letter grade or as pass/fail. Students must complete the SJD Dissertation Form no more than ten (10) days before the last day of classes of their final semester.

SJD Dissertation Form

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## Grading System for MLS Students

Faculty will evaluate students in the MLS program on a letter grade system that may also include a "plus" or "minus." MLS courses are not offered on a Pass/Fail basis, with the exception of the Capstone project.

The letter grading scale for MLS students is as follows:

| MLS Grading Scale | |
|---|---|
| A+ | 4.00 |

| | |
|---|---|
| A | 4.00 |
| A- | 3.67 |
| B+ | 3.33 |
| B | 3.00 |
| B- | 2.67 |
| C+ | 2.33 |
| C | 2.00 |
| C- | 1.67 |
| D+ | 1.33 |
| D | 1.00 |
| D- | 0.67 |
| F | 0.00 |

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## Grade of Incomplete

A student who is authorized to miss an examination or otherwise not complete required coursework within the prescribed time will receive a grade of "I" (Incomplete) rather than an "F."

### Resolving an Incomplete

A student may remove an "I" by taking the examination or completing all other outstanding course requirements within the time period specified by the instructor. Except as otherwise provided below, the deadline established by the instructor may not extend beyond the last day of the next regular semester:

- JD, LLM, SJD: Fall or Spring semester.

- MLS: Fall, Spring, or Summer semester.

If a student does not complete the requirements necessary to remove the "I" by the applicable deadline, the "I" will be converted to an "F."

## First-Year JD Students

A first-year JD student who receives an Incomplete in a Spring semester course must take any outstanding examination and complete all other requirements necessary to resolve the Incomplete no later than two weeks before the first day of classes for the following Fall semester. This deadline applies notwithstanding the general deadline for resolving an Incomplete provided above.

The earlier deadline allows sufficient time for the Incomplete to be resolved and for the Law School to determine the student's academic standing and eligibility to progress to the second year before the beginning of the Fall semester.

Under the Law School's Classification policy, a student who has completed fewer than 25 credit hours at the beginning of a semester is classified as a first-year student (1L). A student must have completed at least 25 credit hours and otherwise satisfy all applicable academic eligibility requirements before progressing to the second year of the JD program. Accordingly, a student whose unresolved Incomplete grade or grades result in the student having completed fewer than 25 credit hours will remain classified as a 1L and will not be permitted to progress to the second year or begin second-year coursework.

## Academic Exclusion

A student who has been excluded from the Law School for failure to meet academic standards may not subsequently remove an "I" grade for the purpose of becoming eligible for readmission.

## Financial Aid and Scholarships

Students are responsible for determining whether an "I" grade may affect their financial aid, scholarships, or other forms of financial assistance.

### Graduation and Degree Conferral

A degree may not be conferred upon a student who has an "I" grade on their academic record. All Incomplete grades must be resolved before degree conferral. An unresolved Incomplete may therefore result in delayed graduation or degree conferral.

A third-year JD student who receives an Incomplete during the Spring semester will not be eligible for graduation or degree conferral before August.

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## Other Grading Policies that Apply to JD, LLM, SJD, and MLS Students

### Enrollment in University Courses Outside the School of Law

A JD student not enrolled in a dual or concurrent degree program may earn up to twelve (12) hours of academic credit for non-JD, graduate-level courses taken at Wake Forest University with the approval of the Assistant Dean for Academic Affairs. Any such course must be approved by the Assistant Dean for Academic Affairs as being appropriate to the student's goals with regard to the practice of law. A student seeking to take such a course must obtain the approval of the Registrar of the school. Such courses will count towards the 20-hour limit on study outside the classroom but will not count towards the twelve (12) credit hour cap on pass/fail courses.

### Dissemination of Grades

In compliance with federal statutes, the School of Law disseminates grades in a manner that ensures privacy and accuracy. Grades are available via Workday.

### Change of Grades

A final grade submitted to the Registrar cannot be changed by a faculty member without the Sr. Associate Dean for Academic Affairs's authorization, which will only be granted because of an error

in grading.

### Request for Review of an Exam or Other Work

Unless a student is academically ineligible to continue in the School of Law, students who want to review their exam or other components used to calculate their final grade should talk directly to the instructor who taught the course. Answering questions about grades is part of the instructor's responsibilities. Students are entitled to review their exams, and instructors are required to explain to their students how each component used to calculate their final grade was determined.

Students who are academically ineligible may not contact an instructor directly to ask for review of an exam or other work. They must instead request a review of an exam or other work through the Sr. Associate Dean for Academic Affairs or the Assistant Dean for Academic Affairs.

The Office of Academic Affairs will forward the academically ineligible student's request for review to the instructor, identifying the student requesting review only by anonymous exam number, not by name. The instructor will then respond to the request for review to the Sr. Associate Dean for Academic Affairs or to the Assistant Dean for Academic Affairs, and that person will convey the results of the instructor's review to the academically ineligible student.

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## Transcripts

Current students may print an unofficial version of their transcripts from Workday.

Current students and alumni requesting an official School of Law transcript must utilize Parchment. The instructions for accessing Parchment are available at the "Transcript Information" button below.

Transcripts of work from other schools should be requested directly from that institution. The School of Law cannot certify work done at another educational institution.

Transcript Information

## Class Rank

An official statement of a student's class rank is available upon written request to the Registrar's Office. Individual ranks are calculated for those in the top 50% of the class only. A percentile rank (in 10% increments) is assigned to all other students. At the end of each semester, individual ranks or percentile ranks are uploaded to student profiles in Workday.

Students in the SJD, LLM, and MLS degree programs are not ranked.

## Graduation Honors

Honors at commencement for JD students will be based on the first five semesters of grades, as grades for the last semester are due after commencement. If a graduate's last semester of grades puts the graduate into honors or a better category of honors, the graduate's diploma will reflect that recognition. If a graduate was recognized for honors at commencement, but then the last semester of grades put that graduate out of honors or into a lower honors category, the graduate will get a diploma with the honors received at commencement.

A JD student who has completed all the degree requirements will be eligible for the following honors:

- *Valedictorian:* Awarded to the student(s) with the highest GPA in the graduating class.
- *Salutatorian:* Awarded to the student(s) with the second-highest GPA in the graduating class.
- *Summa Cum Laude:* Awarded to the student(s) who are within the top 2% of the graduating class.
- *Magna Cum Laude:* Awarded to the next highest-ranking students who are within the top 12% of the graduating class.
- *Cum Laude:* Awarded to the next highest-ranking students who are within the top 33% of the graduating class

Any student whose GPA is less than or equal to .005 of the cutoff for summa cum laude, magna cum laude, or cum laude, will be awarded the applicable Latin graduation honor.

# Chapter 11: Honor Code

## Article 1. Introduction

### Section 1. Preamble

We, Wake Forest University School of Law (hereinafter "School of Law") students and faculty (hereinafter “students” and “faculty,” respectively), adopt this Honor Code (hereinafter “Code”) as a statement of the minimum standards expected of students in their academic endeavors. In this Code, the faculty recognizes that students share with faculty and administration the responsibility and duty of promoting a climate of academic integrity in all academic endeavors. By sharing this commitment, we best promote the purpose of the Code.

### Section 2. Purpose

The School of Law is a community of scholars and learners, committed to the principles of honesty, trustworthiness, fairness, and respect for others. This commitment is particularly important given the mission of the School of Law to prepare its students for the duties of honesty and integrity that they will undertake as professionals. Students share with faculty and administration the responsibility of promoting a climate of academic integrity by practicing honesty, trustworthiness, fairness, and respect for others throughout their time as students and by upholding the standard of the Code.

### Section 3. Coverage

The Code applies to academic dishonesty of all students enrolled at the School of Law for all conduct specified and prohibited by Article III.

## Section 4. Publication

The School of Law will post the Code on its website in the Student Handbook. The orientation program for new students will inform these students of their obligations under the Code and require these students to sign a statement promising their commitment to upholding the principles of the Code. It is the responsibility of all students to read and familiarize themselves with the Code. Students are also independently bound by the Student Code of Conduct, which is outlined in Chapter 12 of the Student Handbook and administered by the faculty.

## Section 5. Bar Admissions and Background Inquiries

All students should be aware that a record of academic dishonesty can be an extremely serious obstacle to a student's gaining admission to the practice of law. A record of academic dishonesty may also hinder employment and clerkship opportunities.

## Section 6. Definitions

a) **Academic dishonesty:** any conduct specified and prohibited by Art. III.

b) **Academic endeavor:**

- any work constituting a basis upon which a student will be evaluated to earn credit during the student's time at the School of Law,
- any work performed in any School of Law sponsored academic activity in which the student competes against fellow students, regardless of whether the student is seeking credit for such academic activity (such as a transactional, moot court, trial team, or journal competitions),
- any work performed in any academic activity in which the student participates on behalf of the School of Law, regardless of whether the student is seeking credit for such academic activity, and
- any work performed to influence an academic record.

Academic endeavors include, but are not limited to, in-class examinations; take home examinations; research papers (including topic proposals, outlines, and drafts); other writing assignments; oral presentations; class participation; externships; internships; practicums;

work done in clinical programs, law journals, moot court, transactional competitions, and trial bar; and actions influencing the items listed in the definition of academic record.

c) **Academic record:** includes, but is not limited to, registration and add/drop forms, transcripts, materials submitted in connection with school-sponsored job interviews and school-sponsored competitions, attendance sheets, and correspondence or communication with the School of Law or University (hereinafter "University") regarding academic matters.

d) **Academic day:** any day in which classes are regularly scheduled, with the exception of summer school classes.

e) **Attempt:** attempted violations may be sanctioned in the same manner as completed violations; a student need not complete the intended act to be held accountable.

f) **Intentional:** conduct that a student wants to perform, with a conscious object to cause a particular result prohibited by the Code. A student's intent or lack thereof may be inferred from the circumstances.

g) **Knowing:** conduct performed when the student acts with subjective awareness that to a substantial degree of certainty, the conduct would cause a particular result prohibited by the Code. A student's knowledge or lack thereof may be inferred from the circumstances. A conscious effort to avoid knowledge about the attendant circumstances or results of conduct that is prohibited by the Code may qualify as knowing conduct.

h) **Reckless:** conduct that reflects a conscious disregard for a substantial and unjustifiable risk that the conduct could cause a particular result prohibited by the Code. A student's recklessness or lack thereof may be inferred from the circumstances.

i) **Negligent:** conduct that a student performs despite circumstances that should lead a reasonable student to recognize a substantial and unjustifiable risk that the conduct could cause a particular result prohibited by the Code. A student's negligence or lack thereof may be inferred from the circumstances.

j) **Respondent:** a student or students accused of a Code violation.

## Article II. Scope and Jurisdiction

### Section 1. Honor Council Original Jurisdiction

The Honor Council will have original jurisdiction to hear and to determine charges of academic dishonesty, as defined by Article III, by all students enrolled at the School of Law in any academic endeavor. If the jurisdiction of the Honor Council is contested or in doubt, the question of jurisdiction will be referred to a Preliminary Hearing Panel.

### Section 2. Faculty Retention of Jurisdiction

The Dean and faculty retain jurisdiction over conduct covered by the Code only when, in the opinion of the Dean or faculty, the situation does not allow for timely disposition by the Honor Council and is necessary to avoid serious interference with the educational mission of the School of Law. Grading faculty retain the right to conduct their own academic inquiry and impose their own academic penalty regarding a matter referred to the Honor Council once the Honor Council has completed its Code obligations. Any such academic penalty must be consistent with the policies of the School of Law.

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## Article III. Prohibited Conduct

### Section 1. Coverage

Academic dishonesty consists only of conduct, or attempt of such conduct, that violates any provision of Article III by any student. Ignorance of the Code is no excuse for a violation. Negligent conduct is not covered by the Code but may be subject to an academic penalty by the grading professor consistent with the policies of the School of Law and may also be subject to proceedings under the Student Code of Conduct.

## Section 2. Lying

Lying consists only of making a false statement, which the student intends to be false, knows to be false, or which is made with reckless disregard for the truth of the matter asserted to gain advantage in an academic endeavor or to influence a Code proceeding. Lying to influence the outcome of a Code proceeding may result in a separate Code violation.

## Section 3. Cheating

Cheating consists only of intentional, knowing, or reckless conduct. Cheating is limited to (1) using or attempting to use forbidden materials or violating the grading professor's written instructions in an academic endeavor with the purpose or practical effect of obtaining an advantage over other students working on the same academic endeavor, (2) unsanctioned consultation or collaboration on any academic endeavor, and (3) discussion of an examination by a student who has taken the examination with, or in the close proximity of, a student who has not yet taken the examination.

## Section 4. Plagiarism

Plagiarism consists only of intentional or knowing conduct. Plagiarism is limited to submitting as one's own work the work of another with the intentional or knowing conduct to deceive. Intent or knowledge, or lack thereof, may be inferred based on the extent and context of improperly cited material and of the lack of attribution and whether the student has provided false citation or has manipulated the original text such a reasonable person may conclude that the student did so to avoid detection. Disregard for proper scholarly procedure that is minimal in scope may be addressed solely as an academic matter by the grading professor, and the grading professor may determine whether an academic penalty should be applied without pursuing resolution under the Code.

## Section 5. Submitting Work for Multiple Purposes

Submitting work for multiple purposes consists only of intentional, knowing, or reckless conduct. Submitting work for multiple purposes is limited to submitting a student's own work (in identical or similar form) in more than one academic endeavor without the prior and explicit approval of all faculty members to whom the work will be submitted.

## Section 6. Abuse of Library Privileges

Abuse of library privileges consists only of intentional, knowing, or reckless conduct involving materials from any School of Law or University library. Abuse of library privileges is limited to conduct that deprives or attempts to deprive other students of equal access to library materials to gain an advantage over other students. This includes, but is not limited to, the sequestering of library materials; the removal or attempt to remove library materials without authorization; and the defacing, theft, or destruction of library materials.

## Section 7. Stealing

Stealing consists only of intentional or knowing conduct. Stealing is limited to taking or misappropriating the notes, papers, written work, books, computer, electronic notepad, or other similar academic materials of other students with the purpose or practical effect of obtaining an advantage over other students.

## Section 8. Abuse of Shared Electronic Media

Abuse of shared electronic media consists only of intentional, knowing, or reckless conduct. Abuse of shared electronic media is limited to conduct that deprives other students of equal access to shared electronic media used for academic endeavors, including efforts that result in the damage or sabotage of campus computer systems, with the purpose or practical effect of obtaining an advantage over other students.

## Section 9. Failure to Comply with an Affirmative Duty

Failure to comply with an affirmative duty consists only of intentional or knowing conduct. A failure to comply with an affirmative duty is limited to conduct that violates the affirmative duties recognized by Article IV, Sections 2, 3.

## Article IV. Affirmative Duties

### Section 1.

All members of the School of Law community share a responsibility to take appropriate action when academic dishonesty has occurred, including testifying and giving evidence when requested to do so under the Code. Students who have violated the Code are encouraged to report themselves. Self-reporting does not excuse academic dishonesty but may be considered in determining the appropriate sanction.

### Section 2.

Any student who has firsthand knowledge of facts or events that raise a substantial question of whether academic dishonesty has occurred has the obligation to bring the matter to the attention of the Honor Council. Students with general knowledge of facts or events that they believe violate this Code are encouraged, but not required, to report.

### Section 3.

Members of the Honor Council are under an obligation to keep all actions taken and all knowledge gained pursuant to the Code about students confidential and will only share any knowledge gained from their Honor Council membership when necessary to fulfill their obligations under the Code and only with their fellow Honor Council members, faculty, administrators, or, in the course of an investigation by Student Solicitors and Respondent's Counsel, with other students. Student witnesses at a Charge Hearing are also under an obligation to keep all actions taken and all knowledge gained pursuant to the Code about students confidential.

# Article V. Preliminary Hearing Procedures

## Section 1. Referral to Student Solicitor

Upon receiving an allegation of academic dishonesty covered by the Code, the Chair of the Honor Council (hereinafter "Chair") will refer the matter to one of the Student Solicitors (hereinafter "Solicitor") for an investigation. The investigation will culminate with a written report by Solicitor with all facts and evidence discovered during the investigation and with Solicitor's conclusions regarding the allegation. If, after a full investigation, Solicitor, Chair, and Faculty Advisor to the Honor Council unanimously agree that a preliminary hearing is not warranted, the allegation will be dismissed.

## Section 2. Notice of Preliminary Hearing to Respondent

Solicitor must notify Respondent within one academic day of the accusation. The notice will be in writing and will specify:

- the nature of the academic dishonesty alleged;
- the time and place of the alleged occurrence(s);
- the right to a preliminary hearing within eight academic days from the notice;
- the right to exercise the summer option (see infra Article V, Section 4), if applicable to the situation;
- the right to be represented by a Respondent's Counsel of the Honor Council (hereinafter "Counsel"), the right to be represented by another School of Law student of Respondent's choice, or the right to self-representation;
- the right to have the same rights of Counsel if Respondent chooses to have another School of Law student serve as Counsel or chooses self-representation; and
- details about contacting the School of Law Assistant Dean for Student Affairs for support and University resources for students to receive confidential mental health services.

## Section 3. Timing of Preliminary Hearing

The Preliminary Hearing will be held within eight academic days from the notice to Respondent, unless Respondent exercises the summer option.

## Section 4. Summer Option for Preliminary Hearing

If Respondent receives notice less than ten calendar days before the end of classes during the Spring term, or during the examination period for the Spring term, Respondent may elect to have the Preliminary Hearing held within fourteen calendar days after the end of the Spring examination period. To elect that option, Respondent must notify Solicitor within three calendar days of receipt of notice of Preliminary Hearing. If Respondent makes such an election, and, during the investigation period preceding the Preliminary Hearing, Solicitor reasonably believes that the election of the summer option will prejudice Respondent due to the lack of witnesses or evidentiary materials, Solicitor will so inform Respondent by written notice. Upon being so informed, Respondent may withdraw such election.

## Section 5. Membership of Preliminary Hearing Panel

The Chair or Vice-Chair of the Honor Council (hereinafter "Vice-Chair"), Secretary of the Honor Council, and three faculty members selected by the Dean's Office will typically comprise the Preliminary Hearing Panel (hereinafter "Panel"). Members of the Panel will be told the name of Respondent when the Preliminary Hearing is scheduled. If a Panel member knows of facts or circumstances that would compromise or reasonably appear to compromise the member's impartiality in a particular case, the Panel member will be excused from participating in the Preliminary Hearing and charged to keep any information related to Respondent's case confidential. If a member of the Honor Council is unable to attend the Preliminary Hearing, the Honor Council will appoint a replacement. If a faculty member is unable to attend a Preliminary Hearing, the Dean's Office will appoint a replacement. The members of the Panel will select an Honor Council member to be the presiding member of the Panel, which will typically be the Chair or Vice-Chair.

## Section 6. Virtual Attendance

Panel members who cannot attend the Preliminary Hearing in person for good cause may appear virtually by video or audio technology.

## Section 7. Procedure at Preliminary Hearing

a) **Beginning.** The presiding member of the Preliminary Hearing will begin the hearing by reading the rights of Respondent at the Preliminary Hearing and binding all participants in the Preliminary Hearing to confidentiality as provided in Article IV, Section 3.
b) **Solicitor.** Solicitor will next present Solicitor's written report and answer any questions posed by the Panel.
c) **Counsel.** Counsel will then present evidence in response to Solicitor's written report and presentation. The Panel may then question Counsel and Respondent.
d) **Conclusion.** At the conclusion of the presentation of evidence and answering of questions, Solicitor, Counsel, and Respondent will be excused and the Panel will deliberate in private.

## Section 8. Decision of the Panel

The Panel will make its decision within twenty-four hours of the conclusion of the Preliminary Hearing. The allegation will be submitted to a Charge Hearing if the Panel makes the following three determinations by a preponderance of the evidence and by an affirmative vote of a majority of members, which must include at least one Honor Council member:

(1) the allegation made against Respondent is within the jurisdiction of the Code,
(2) the allegation has a reasonable basis in fact, and
(3) the allegation warrants an appropriate Charge Hearing before the Honor Council.

The presiding member of the Panel will notify Solicitor, Respondent, Counsel, and Chair of the decision within the same day of the Panel's decision.

## Section 9. Record of Preliminary Hearing Panel Proceedings

a) **Recording.** The Panel will make a video or audio recording of its proceedings beginning with the reading of Respondent's rights and ending with the conclusion of the presentation of evidence and answering of questions. In the event that the Panel concludes that the allegation should be submitted to a Charge Hearing, the recording will be made available to Solicitor, Respondent, and Counsel upon written request.
b) **Written Report.** The Panel will make a written report of its findings, which will be made available to Solicitor, Respondent, and Counsel upon written request.

c) **Records.** If the Panel decides that the allegation should not be submitted to a Charge Hearing, all attending records will be forwarded to the Dean's Office for retention consistent with the retention policy for other student records and consistent with applicable student privacy rights.

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# Article VI. Charge and Sanctioning Hearing Procedures

## Section 1. Name and Purpose

If the Panel decides that the allegation should be submitted to a Charge Hearing, the Honor Council will conduct a Charge Hearing. The Honor Council may develop procedures for conducting the Charge Hearing that are not specifically provided in the Code, yet are consistent with the Code.

## Section 2. Timing, Notice, and Exchange of Witness Lists

a) **Timing of Hearing.** The Charge Hearing must be conducted within seven academic days of notice to the Chair under Art. V., Sec. 8, that a Charge Hearing is needed. The time of the Charge Hearing may be changed by a majority vote of the Honor Council members making up the Jury for good cause, provided that the Charge Hearing may not be rescheduled beyond the seven-day period without Respondent's consent.

b) **Notice.** At least five calendar days prior to the Charge Hearing, the Honor Council will give Respondent a written notice of:

- the particularized charges of academic dishonesty;
- the time and place of the Charge Hearing;
- the right to be represented by Counsel, the right to be represented by another Wake Forest Law student of Respondent's choice, or the right to self-representation;
- the right to have the same rights of Counsel if Respondent chooses to have another Wake Forest Law student serve as Counsel or chooses self-representation; and
- details about contacting Wake Forest Law's Assistant Dean for Student Affairs for support and University resources for students to receive confidential mental health services.

c) **Witness Lists.** Solicitor and Counsel will exchange witness lists and so notify the Chair at least three calendar days prior to the Charge Hearing.

d) **Stipulations.** Solicitor and Counsel will agree on any stipulated facts, which can include a stipulation that Respondent pleads guilty to a charge, and so notify the Chair at least three calendar days prior to the Charge Hearing. Stipulations must be signed by Solicitor and Respondent.

## Section 3. Private or Public Charge Hearing

a) **Respondent's Election of Public Hearing.** The Charge Hearing will be closed to the public, unless Respondent elects in writing for a public hearing. Respondent's written election of a public hearing must be sent to the Chair no later than two calendar days after Respondent receives written notice of the Charge Hearing.

b) **Confidentiality.** If Respondent elects a public hearing, no right to confidentiality exists. If Respondent does not elect a public hearing, the hearing will be private and confidential. All persons attending the Charge Hearing (whether as a witness or Honor Council member) will be bound by the confidentiality provisions of Article IV, Section 3.

## Section 4. Membership and Voting Rights at the Charge Hearing

a) **Nonvoting Attendance.** The Chair or Vice-Chair serves as Marshal of the Charge Hearing, and the Secretary will make a summary record of the Charge Hearing. Neither will have any voting rights at the Charge Hearing. Should neither the Chair nor Vice-Chair be able to attend a Charge Hearing as Marshal, the Jury will select a third-year member of the Honor Council to serve as Marshal.

b) **Voting Attendance.** The Charge Hearing will consist solely of six voting Honor Council members who will serve as Jury. Ordinarily, the Jury will be comprised of one member from the first-year class, two members from the second-year class, and three members from the third-year class. If Respondent is not a J.D. student, then the Jury will include a representative who shares Respondent's student status and who will replace one of the six members who ordinarily serve, unless the circumstances make such selection unjust.

c) **Selection of Jury.** The Secretary will select the Jury no earlier than three calendar days before the Charge Hearing. Should any member of a Jury, upon hearing the charge and learning the identity of Respondent, conclude that they know of facts or circumstances that would compromise or reasonably appear to compromise their impartiality in a particular case, the Juror should so notify the Chair and be excused from the Jury, and the Secretary will select another Juror.

## Section 5. Recording

The Secretary will make a video or audio recording of the Charge Hearing beginning with the Marshal's reading of the rights of Respondent and ending when the Jury starts its deliberations. The recording will be available only to the Jury during its deliberations, to the Secretary in preparing the summary report, to the Dean for review of the sanction, to the faculty for any appeals process, and to Respondent if requesting an appeal. Except for those stated purposes, the recording will be kept strictly confidential, even if the hearing itself was public. The recording will become part of Respondent's student record maintained by the Dean's Office consistent with the retention policy for other student records and consistent with applicable student privacy rights.

## Section 6. Marshal's Duties at Charge Hearing

The Marshal will begin the Charge Hearing by reading the rights of Respondent at the Charge Hearing and binding all participants in the Charge Hearing to confidentiality as provided in Article IV, Section 3. The Marshal will ask Respondent if any charge will be admitted, in which case a plea of guilty will be entered, or if a charge will be denied, in which case a plea of not guilty will be entered. The Marshal will rule on admissibility of proffered evidence. The Marshal will remind Respondent and all student witnesses that they are honor-bound to tell the truth during the Charge Hearing under Article III, Section 2. Any witness who is not bound by the Code will be sworn in before testifying with an appropriate affirmation.

## Section 7. Solicitor's Case

After the Marshal has begun the Charge Hearing, Solicitor will present the case against Respondent by reading all charges to the Jury and presenting evidence in support of the charges, including any stipulations of fact. The Jury and Counsel will have the right to ask questions of any

witness presented by Solicitor until they are satisfied that the witnesses can furnish no additional relevant information. If the stipulations of fact resolve all factual issues regarding the charges, then Solicitor's case will consist solely of presenting the stipulations of fact.

## Section 8. Respondent's Defense

At the conclusion of Solicitor's case, Counsel may present evidence in defense to the charges. The Jury and Solicitor will have the right to ask questions of any witness presented by Counsel until they are satisfied that the witnesses can furnish no additional relevant information.

## Section 9. Closing Arguments

At the conclusion of Counsel's case, Solicitor will give a closing argument, followed by a closing argument by Counsel.

## Section 10. Instructions to Jury

After closing arguments, the Marshal will instruct the Jury on all charges and the matters to be considered during the deliberation over the guilt of Respondent. The Marshal will also give the Jury a document, for use by the Dean's Office, listing the particularized findings of fact at issue and seeking the Jury's decision on each fact. The Marshal will also instruct the Jury that members must find Respondent guilty beyond a reasonable doubt to cast a vote of guilt and must only consider the evidence presented at the Charge Hearing.

## Section 11. Jury Deliberations

The Jury will deliberate in private. A decision of guilt requires at least five votes of guilt. An abstaining vote is a not guilty vote. Without five votes of guilt, Respondent will be acquitted. After reaching its decision, the Jury will inform the Marshal who will then share that decision only with Solicitor, Respondent, and Counsel. The Marshal will then remind all present of their duties of confidentiality under Article IV, Section 3.

## Section 12. Sanction Hearing

If the Jury finds Respondent guilty or Respondent pleads guilty, the Marshal will reconvene the Jury either immediately thereafter or the following day in private, whether the Charge Hearing is private or public, so that both Solicitor and Counsel may present arguments related to the sanction to be imposed.

a) **Proceedings.** The rules for the Charge Hearing will all apply to the Sanction Hearing, with the following specifications: Solicitor will first present facts, evidence, and arguments as to the sanctions being sought, followed by Counsel who may present facts, evidence, and arguments as to an appropriate sanction.

b) **Jury Deliberations.** At the conclusion of the arguments, the Marshal will refer the Jury to the sanctions allowed under the Code and adjourn the Jury to deliberate in private. The Jury will promptly conduct its deliberations in private. In reaching a decision on sanctions, the Jury will be guided by the intent of the Code to foster a culture of academic integrity among the student body and by the nature and gravity of the offenses. Recommendations of a particular sanction require at least four members of the Jury voting in favor of the sanction. A Jury must recommend at least one sanction. If a Jury is unable to agree upon any particular sanction, then the Dean will determine the sanction. If a decision as to a particular sanction is reached, the Jury will inform the Marshal, who will share that decision only with Solicitor, Respondent, and Counsel. The Marshal will then remind all present of their duties of confidentiality under Article IV, Section 3.

## Section 13. Referral to the Dean

All findings on guilt and recommended sanctions, if any, will be expeditiously reported to the Dean. All attending records for the Charge Hearing and, if applicable, Sanction Hearing will be given to the Dean's Office for retention consistent with the retention policy for other student records and consistent with applicable student privacy rights.

## Section 14. Appeals Procedure

A Respondent found guilty may appeal a Jury's decision of guilt to the full-time residential faculty by giving written notice to the Dean within three calendar days of the Jury's sanction decision. The

evidentiary record and the recording of the Charge Hearing will be provided to the full-time residential faculty for its use during the appeal. The full-time residential faculty will establish the procedure of the appeal and the rights of Respondent. Such procedures and rights will be consistent with the Code. The decision of the full-time residential faculty concerning an appeal will be made within fourteen calendar days of the appeal and will be final.

## Section 15. Final Disposition

After the conclusion of any appeal, the Dean, considering the relevant record and the outcome of any appeal on guilt, will either approve or alter the sanction recommended by the Jury. The Dean may delegate the final decision with respect to a sanction by seeking the full-time residential faculty's recommendation and adopting the faculty recommendation as to the sanction. The Dean will have the responsibility of imposition and supervising the imposition of sanctions.

## Section 16. Sanctions

Sanctions for academic dishonesty must be selected from the ones identified in this section. More than one of the below sanctions may be imposed when deemed appropriate.

a) **Notice:** A written warning from the Dean that continuation of conduct in violation of the Code may be cause for more severe disciplinary sanctions.

b) **Reprimand:** A permanent letter of reprimand from the Dean to be placed in Respondent's law school file maintained by the Dean's Office.

c) **Probation:** Exclusion from participation in all or certain privileged or extracurricular law school activities.

d) **Restitution:** Reimbursement for defacement, damage to, or misappropriation of property.

e) **Suspension:** Suspension from the School of Law for a definite period (e.g., one semester, one year, or two years) with or without conditions of readmission stated in the suspension notice. Suspension also may be given for an indefinite period, provided that the conditions of readmission will be stated in the suspension notice.

f) **Expulsion:** Expulsion from the School of Law.

# Article VII. Organization of Honor Council

## Section 1. Membership

The membership and election of the Honor Council is limited to eleven third-year students, eight second-year students, five first-year students, one LLM/SJD student, and one MLS student. Students selected for the Honor Council serve as members until they graduate, withdraw from the School of Law, or voluntarily resign. Members who withdraw from the School of Law or voluntarily resign their seat will be replaced by a student of the same class appointed by the Chair until the next regularly scheduled student election. Members may also be removed from the Honor Council upon a vote of three-quarters of the class which elected the member or upon being found guilty of violating the Code or Student Code of Conduct. Members removed from their seat will be replaced by a student of the same class appointed by the Chair until the next regularly scheduled student election.

## Section 2. Election

Honor Council members will be elected by majority vote of the student body in the Spring at the same time as new officers for the Student Bar Association are elected. Members of the Honor Council from the first-year, LLM/SJD, and MLS class will be elected when their first SBA representatives are elected in the Fall.

## Section 3. Election of Officers

At the first meeting after the election of new members in the Spring, but before the end of the school year, the Honor Council will elect one of its members to serve as Chair for the next academic year. At the same meeting, the Honor Council will elect one of its members to serve in each of the following roles for the next academic year: Vice-Chair, Secretary, Educator, and Treasurer.

## Section 4. Roles of Officers

a) **Chair:** Orders investigations; presides over all Honor Council meetings, proceedings, and hearings; conveys findings and recommendations of the Honor Council to the Dean; and oversees election and interview procedures.

b) **Vice-Chair:** Fulfills the Chair's duties whenever the Chair is unavailable and assists the Chair as needed.

c) **Secretary:** Serves on the Preliminary Hearing Panel; makes a summary record of Preliminary Hearings, Charge Hearings, and Sanction Hearings; appoints Jury members to serve prior to Charge and Sanction Hearings; records Hearings; and takes notes of Honor Council meetings.

d) **Educator:** Establishes procedures to increase the awareness of the Code throughout the student body, including JD, LLM, SJD, MLS, and any other School of Law students. The Educator fulfills the Secretary's duties with regard to Hearings if the Secretary is unavailable.

e) **Treasurer:** Manages the budget and acquires funds as needed.

## Section 5. Election of Solicitors and Counsels

When the student body elects members of the Honor Council in the Spring semester, the student body will also elect two students to serve as Solicitors and two students to serve as Counsels for the next academic year. Solicitors and Counsels will serve for a term of one year and may run for re-election. Solicitors and Counsels will have equal authority, although only one will handle each case. Counsels will serve as advisors and representatives to any Respondent if Respondent requests the assistance of Counsel.

## Section 6. Jury Selection

The Secretary will designate the members of the Honor Council to serve on a particular Jury. To assure fairness to Respondent and to equalize the burden of members of the Honor Council, the Secretary will maintain a rotating schedule by which the Secretary makes Jury assignments.

## Article VIII. Amendments

The Code may be amended by a vote of three-quarters of the votes cast by the student body of Wake Forest Law and upon approval by the faculty. The faculty retains its inherent power to revoke this Code.

*Adoption Date: April 2020.*

# Chapter 12: Student Code of Conduct

School of Law students are subject to the Wake Forest University Student Code of Conduct (SCC), which is available at the link below.

Student Code of Conduct

As defined in the SCC, the Dean of Students is "the person or persons in a School or College with the functional responsibilities for administration of student conduct processes. This may include, but is not limited to, persons with the title “Dean of Students”, “Associate Dean”, “Assistant Dean”, or a committee charged with responsibility for student conduct."

Within the School of Law, the Assistant Dean for Student Affairs serves in the role commonly referred to as the “Dean of Students.” While this individual may adjudicate violations of the Student Code of Conduct in certain circumstances, the Academic Rules and Discipline (ARD) Committee typically presides over Law School student conduct violations. As an ex-officio member of the ARD, the Assistant Dean for Student Affairs will play a role in these proceedings and may be involved in the resolution process, even when the ARD Committee retains primary adjudicatory authority.

# Chapter 13: Student Grievances

Those students who wish to raise concerns of a formal or informal nature should review the following information for the best course of action.

The Law School considers formal complaints to be those submitted in writing that address concerns regarding Law School adherence to accreditation standards. Other concerns—such as issues related to Law School operations, interactions with faculty, staff, or students, or specific matters regarding a course (such as grading questions)—should be directed to the relevant administrator or individual faculty member, as outlined below.

## Student Formal Grievances Relating to Accreditation

The Law School is accredited by the American Bar Association (ABA) Council of the Section of Legal Education and Admissions to the Bar and adheres to the ABA's Standards and Rules of Procedure for Approval of Law Schools. Wake Forest University, including the Law School, is also accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and maintains compliance with the SACSCOC Principles of Accreditation.

Any student or group of students believing a significant problem implicates the Law School's program of legal education and its compliance with accreditation standards has the right to file a formal complaint. Such a complaint must be filed in writing either with the Senior Associate Dean for Academic Affairs, the Associate Dean for Academic Affairs, the Assistant Dean for Academic Affairs, or the Assistant Dean for Student Affairs.

The complaint must be filed in writing and must identify the behavior, action, or inaction complained of and the accreditation standard(s) alleged to have been violated.

Upon receipt of a written complaint, the Associate and/or Assistant Dean will, within 30 business days, meet with the student(s) making the complaint and, if necessary, conduct an investigation into the substance of the complaint. Upon completion of any investigation, a written report will be prepared determining whether a significant problem that directly implicates the school's program of legal education exists and warrants additional action.

If such a problem is found, a recommendation of action to resolve the complaint will be included. The report will be sent to the Dean of the Law School and the student(s) filing the initial complaint. If the students are dissatisfied with the report, they may request additional review by the Dean of the Law School.

All resulting documentation of the complaint, investigation, and any report will be stored in an electronic storage drive controlled by the Dean's Office relating to accreditation in accordance with applicable document retention schedules.

These formal grievance procedures have been adopted and are followed to comport with ABA Standard 510 for student grievances implicating compliance with the ABA standards, as well as SACSCOC Standard 12.4 for Student Complaints.

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## Student Complaints of an Informal Nature or an Individual Concern

Students who wish to raise matters of individual concern are encouraged to follow the guidance provided below.

Students who wish to file a complaint regarding discrimination, harassment, or bias are encouraged to follow appropriate procedures to file a report as outlined by the Wake Forest University Office of Institutional Equity.

With respect to any other questions or complaints about Law School operations or about the conduct of an instructor, another student, or staff member, students are encouraged to talk with either the Associate or Assistant Deans. The Assistant Dean for Student Affairs is generally responsible for student concerns. The Senior Associate Dean for Academic Affairs is generally responsible for the academic program, faculty, scheduling, registration, and the Honor Code.

When a student has a question or a complaint about or a problem in a course, the concern can usually best be handled by talking directly with the instructor teaching the course. A student can also talk with the Senior Associate Dean for Academic Affairs, Associate Dean for Academic Affairs, Assistant Dean for Academic Affairs, or Assistant Dean for Student Affairs about a complaint or a problem in a course.

When a student has a question about a grade in a course, the student should talk directly with the instructor who taught the course, except in the case of a student who is academically ineligible. Students are entitled to review their exams, and instructors are required to explain the grading methodology. Students with concerns about grades should also note the Change of Grades policy in Chapter 10.

An academically ineligible student with a question about a grade must follow the Request for Review of an Exam or Other Work procedure set out for review in Chapter 10.

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## Additional Information for Online MLS Students

The School of Law is committed to its online educational programs. Students who have a question, concern, or complaint about the online MLS program are encouraged to contact the Assistant Dean for Online Programs, the Assistant Dean of Academic Affairs, or the Senior Associate Dean for Academic Affairs. Students may also report complaints to their local state agency.

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## State Authorization Reciprocity Agreement – North Carolina Complaint Information

Students may also contact the offices of the State Authorization Reciprocity Agreement – North Carolina (SARANC) via the North Carolina State Education Assistance Authority (NCSEAA), North Carolina's portal entity for the State Authorization Reciprocity Agreement (SARA). Upon reviewing the complaint process, students may complete the complaint form and submit it either via complaint@saranc.org or to:

SARA North Carolina Director
North Carolina State Education Assistance Authority
PO Box 41349
Raleigh, NC 27629
(855) 727-2162 – toll free
(919) 248-4667 – local
(919) 248-6667 – fax
information@saranc.org
www.saranc.org

# Chapter 14: Financial Information

Statements in this handbook regarding expenses are subject to change without notice and are not to be construed as forming a contract with the student.

Detailed information for tuition and fees during the 2026 – 2027 academic year can be found on the Tuition & Fees webpage.

## Cost of Attendance

The School of Law Financial Aid Office establishes the annual Cost of Attendance (COA) in accordance with federal aid regulations. The COA is based on the 9-month standard academic year and includes direct expenses such as tuition and fees as well as indirect living expenses. Students who enroll at least half-time in the summer term will have their standard COA increased to include the summer period of enrollment. The COA is the maximum amount of financial aid students may receive for their period of enrollment.

Cost of living allowances in the COA are determined based on student surveys of average costs and other public research data. If you have unusual circumstances, the School of Law Financial Aid Office may approve an increase to the COA. Expenses that may be approved include but are not limited to dependent care expenses, unexpected medical bills not covered by insurance or disability-related expenses, and a one-time computer purchase up to $1,800. All requests are reviewed on an individual basis and documentation is required.

Tuition & Fees Webpage

Cost of Attendance

## Student Account Tuition & Fee Due Dates

- Fall Semester: August 1
- Spring Semester: December 1
- Summer Sessions: May 1 (MLS)*, June 1 (JD/LLM/SJD)

**Pending Budget Committee Approval for May 2027*

## Tuition and Fee Details (2026-2027 Academic Year)

### Academic Year Tuition and Fees (Fall/Spring Semesters)

| | |
|---|---|
| JD, LLM, and SJD-First Year Programs (Full-Time) | $60,820 |
| SJD (Returning/Part-Time) | $30,410 |
| MLS (Online) Degree Program | $1,284/credit hour |
| Graduate Certificate Program | $1,284/credit hour |
| Wellness Fee (can be waived) | $422/year |
| Technology Fee | $570/year |
| Student Activity Fee (JD, LLM, SJD) | $110/year |
| Student Health Fee (JD, LLM, SJD) | $624/year |
| Health Insurance Premium (can be waived) | $3,210/year |

## Summer Session Tuition

Summer tuition for 2027 will be charged per credit hour for all programs based on tuition rates for the upcoming regular academic year. The current rate for Summer 2026 is $2,030/credit hour for the JD program and $1,284/credit hour for the MLS program.

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## Student Health Insurance

Most domestic and international students in the JD, LLM, and SJD programs are required to carry health insurance while enrolled at Wake Forest University. Please consult the Student Health Insurance website for detailed information, enrollment forms, and costs. Students who are covered under another plan may waive coverage for Student Health Insurance through the provider website. MLS students are not required to carry student health insurance.

Student Health Insurance

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## Wellness Fee

A wellness fee of $422/year will be charged to all residential School of Law student accounts. This wellness fee grants access to campus wellness, recreation, and fitness facilities, equipment, and programs. Each semester's charge ($211) will support the overall operation of the state-of-the-art wellbeing center facilities. Graduate students may opt to have the fee waived online through Workday Student.  Students must request the fee waiver each semester.

Graduate students who elect to opt out of the wellness fee will not have access to campus wellness, recreation and fitness facilities, equipment, and related programs, such as intramurals and club sports. If you opt out and change your mind at a later date, you can obtain a membership fee on a month-to-month basis at a fee of $35/month.

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## Deacon Health Fee

Residential law students pay a $624/year Deacon Health Fee. This fee supports the services of the Deacon Health Service. MLS online students are not required to pay the Deacon Health Fee.

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## University Technology Fee

All students, including MLS students, must pay this $570/year fee to support the use of the technology infrastructure at the University.

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## Student Activity Fee

Residential School of Law students pay a $110/year Student Activity fee. MLS students are not required to pay the Student Activity Fee.

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## Student Parking Fees

- On-Campus Commuter Permit: $590/year
- Off-Campus, Winston-Salem First Church Permit: $360/year

Both on-campus and off-campus permits are limited and are sold on a first-come, first-served basis.

Please note that if you choose an Off-Campus permit, you can bring your vehicle on campus after 4:00 pm on weekdays and all weekend. For more information on parking and regulations, visit the Transportation & Parking Services website.

Transportation & Parking Services

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### Books, Course Materials, Supplies, and Equipment

While this cost may vary among students, $1,800 is the average cost for JD, LLM, and SJD students for the academic year, based on student surveys. For MLS students, the average cost of books is $470 for the entire degree program.

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## Past Due Balances and Course Cancellation Policy

All amounts due from a student to the School of Law or to the University for tuition, fees, or other outstanding obligations must be paid by the Student Account Tuition and Fee Due Dates mentioned above. If not paid in full by the above dates, students may be subject to administrative withdrawal from classes. In most cases, administrative withdrawal for past due balances will be executed the last business day before the first day of classes each term. For incoming students, unpaid balances after the established due dates may result in rescinded admission.

In addition, past due balances may render students or former students unable to receive a certificate or diploma or may prevent current or future course registration.

Student athletic passes to all University athletic events require a validated DeaconOne ID card. DeaconOne cards will not be validated if a student's account has a balance owed.

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## Regular Tuition Payment Procedure

Wake Forest's preferred payment method for tuition & fees is through Workday - Student Financials, which allows students to make payments via e-check with a U.S. bank account. Student Financial Services accepts payment by check, Flywire, or cash paid to the Cashier in Reynolda Hall 107. Students may also participate in a scheduled, monthly payment plan via QuikPay.

All payments must be made using U.S. dollars. Student Financial Services only accepts funds that cover a student's educational expenses. If a payment is received that is not for payment of educational expenses for the current term, a student can request to either: (1) leave the funds on

their student account to cover future term educational expenses or (2) Wake Forest will return the funds via the original method of payment to the originator of the payment.

When calculating tuition, students should subtract scholarships and approved loans (Federal Direct Unsubsidized Loan and/or Graduate PLUS Loan, or certified private student loans) to determine the amount, if any, owed.

Debit/credit cards are not accepted to pay charges on student accounts.

Monthly Payment Plan

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## Workday Student Financials

The Student Financials tab in Workday allows students to view their account activity, print statements, and make payments. This electronic billing system allows students and users with Third-Party Access to view student account activity in real-time, 24/7. Payments are made via e-check through an Authorized Clearinghouse (ACH). Workday accounts are automatically set up for all incoming students. Students access the Student Financials tab by logging into Workday > View Profile > Student Financials.

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## Temporary Tuition Clearance

Students who finance part of their education through loans sometimes experience delays in the disbursement of loans by the specified deadlines. Students' accounts with loans pending (approved), will receive clearance, permitting the student to register and attend class until the loan funds are disbursed.

If payment is not received by the due date, a registration hold will be placed on the student's account. This will prevent the student from confirming the student's class schedule and/or making any changes to a schedule. Non-payment may also result in the cancellation of classes.

## Refund of Charges Policy

A student who officially withdraws or is granted Leave of Absence during a semester may be entitled to a refund of tuition charges depending on the date of withdrawal, date of Leave of Absence status, and/or the last day residing in University housing.

The effective date of withdrawal or Leave of Absence is the last date of class attendance or, in cases of online courses, the last date of academic engagement. Nonpayment for classes for which a student is registered, or non-attendance in a registered class, does not release the student from financial obligations and will not drop the student from the class. Student Financial Services will calculate any refund of charges and will apply any applicable tuition refund per the schedule listed below. Student Financial Services maintains an example of the application of the University Refund of Charges Policy for viewing.

**IMPORTANT:** A withdrawal, course drop, or Leave of Absence may affect financial aid eligibility. Students should contact the Law School Financial Aid Office to determine any impact to financial aid.

A student using scholarships, grants, or loans to help pay educational expenses, and whose account was paid-in-full prior to withdrawal, is likely to owe the University after withdrawal. Return of Title IV funds are handled in accordance with federal law. If charges originally paid by financial aid funds are no longer covered after financial aid funds are returned to the respective programs, the student is responsible for the remaining balance.

## Tuition and Fees Refunds

Tuition refunds are based on the date of official withdrawal or Leave of Absence. Please refer to the official “Schedule of Refunds for Withdrawal or Leave of Absence” below for the respective term of enrollment to determine a possible refund. Refunds will be reduced by the amount of any outstanding charges on a student’s account. If refunded charges leave a credit balance on the

student account, the student is responsible for completing an online student refund request or the credit balance will remain on the student account and will be applied for future semesters. If the credit is a direct result of Title IV aid, the credit is automatically refunded to the student.

There are no refunds for mandatory fees after the first class day in a semester as reflected in the academic calendar.

Vehicle registration fees will not be refunded unless the issued permit is returned to Transportation and Parking Services before the first day of class. Students graduating or studying abroad for spring semester may receive a prorated refund of the vehicle registration fee by returning the issued permits to the Transportation and Parking Services office.

Student Refund Request

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## Schedule of Adjustments for Withdrawal or Leave of Absence

### Fall/Spring Semesters

| Official Date | Percentage of Total Tuition Refunded |
|---|---|
| Before semester begins | 100%, less deposit |
| First week of semester | 85% |
| Second week of semester | 75% |
| Third week of semester | 50% |
| Fourth week of semester | 20% |
| After fifth week of semester | 0% |

## Summer Half Sessions

| Official Date | Percentage of Total Tuition Refunded |
|---|---|
| Before term begins, first three days of session | 100%, less deposit |
| Fourth day of session | 75% |
| Fifth day of session | 50% |
| Sixth day of session | 25% |
| After sixth day of session | 0% |

## Summer Full Session

| Official Date | Percentage of Total Tuition Refunded |
|---|---|
| Before term begins, first five days of session | 100%, less deposit |
| Sixth - ninth day of session | 75% |
| Tenth - twelfth day of session | 50% |
| Thirteenth - fifteenth day of session | 25% |
| After fifteenth day of session | 0% |

## Conduct or Honor Code Violations

Tuition, fees, housing, dining and all other charges will not be refunded when a student is suspended or expelled from the University as a result of a conduct or honor code violation. Similarly, housing charges will not be refunded when a student is suspended or expelled from University housing. Any required Return of Title IV funds are handled in accordance with federal law.

## University Disruption Refund Policy

Circumstances may arise during a semester that cause significant disruptions to University operations and result in the University closing the campus. These circumstances include, without limitation, extreme weather, fire, natural disaster, war, labor disturbances, loss of utilities, riots or civil commotions, epidemic, pandemic, public health crisis, power of government, or any other circumstance like or unlike any circumstance mentioned above, which is beyond the reasonable control or authority of the University.

In the event of a significant disruption to University operations either:

- During a semester that results in the University closing campus for the remainder of the semester;
- At the beginning of a semester that delays or prevents the University opening campus; or
- During a semester that results in the University closing campus temporarily during the semester.

The University will issue refunds for wellness and parking fees to students where applicable and according to the refund schedule below. There will be no refunds for tuition or Deacon Health, Student Activity, or any other fees paid by or on behalf of students. Refunds (if applicable) will be calculated at the end of the semester.

This policy applies to significant disruptions where the University closes campus. It does not apply where students officially withdraw from the University or are officially granted Leave of Absence status during a semester. Refunds, if any, in those circumstances are governed by the University's Refund of Charges Policy.

## Fall and Spring Semesters

| Number of Whole or Partial Weeks (Sunday - Saturday) When Campus is Open | Percentage of Total Tuition Refunded |
|---|---|
| 0 | 100% |
| 1 | 85% |
| 2 | 78% |
| 3 | 71% |
| 4 | 64% |
| 5 | 57% |
| 6 | 50% |
| 7 | 43% |
| 8 | 36% |
| 9 | 29% |
| 10 | 22% |
| 11 | 15% |
| 12 | 10% |
| 13 | No Refund |

| | |
|---|---|
| 14 | No Refund |
| 15 | No Refund |
| 16 | No Refund |

## Summer Half Sessions

| Number of Whole or Partial Weeks (Sunday - Saturday) When Campus is Open | Percentage of Total Tuition Refunded |
|---|---|
| 0 | 100% |
| 1 | 75% |
| 2 | 50% |
| 3 | 25% |
| 4 | No Refund |
| 5 | No Refund |
| 6 | No Refund |

## Full Summer Session

| Number of Whole or Partial Weeks (Sunday - Saturday) When Campus is Open | Percentage of Total Tuition Refunded |
|---|---|
| 0 | 100% |

| | |
|---|---|
| 1 | 85% |
| 2 | 75% |
| 3 | 65% |
| 4 | 55% |
| 5 | 45% |
| 6 | 35% |
| 7 | 25% |
| 8 | 15% |
| 9 | No Refund |
| 10 | No Refund |
| 11 | No Refund |
| 12 | No Refund |

## Return of Title IV Program Funds Policy

The 1998 amendments to the Higher Education Act (HEA) of 1965 (Section 484B), and subsequent regulations issued by the United States Department of Education (34 CFR 668.22), establish a policy for the return of Title IV grant and loan funds for a recipient who withdraws. A student who is not officially withdrawn or granted continuous enrollment status is considered to be withdrawn for the purpose of Title IV, HEA Program funds upon ceasing academic engagement during a semester. Wake Forest University does not have a leave of absence policy that would either exempt any student from the requirements of the Return of Title IV Funds policy or extend federal student loan deferment benefits. Title IV funds subject to return include the following aid programs: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Iraq & Afghanistan Service Grant, Teacher Education Assistance for College & Higher Education Grant, Federal Perkins Loan, Federal Direct Loan (subsidized and unsubsidized), and Federal Direct PLUS Loan.

The percentage of the payment period completed is determined by dividing the total number of calendar days comprising the payment period (excluding breaks of five or more consecutive days) into the number of calendar days completed. The percentage of Title IV grant and loan funds earned is: (1) up through the 60% point in time, the percentage of the term completed, (2) after the 60% point in time, 100%.

The amount of Title IV grant and loan funds unearned is the complement of the percentage of earned Title IV funds applied to the total amount of Title IV funds disbursed (including funds that were not disbursed but could have been disbursed).

If the amount earned is less than the amount disbursed, the difference is returned to the Title IV programs. If the amount earned is greater than the amount disbursed, the difference is treated as a late disbursement in accordance with the federal rules for late disbursements.

A student who completes all the requirements for graduation from his or her academic program before completing the days in the payment period that he or she was scheduled to complete is not considered to have withdrawn.

In a program offered in modules, a student is not considered to have withdrawn if the student successfully completes:

i. one module that includes 49% or more of the number of days in the payment period, excluding scheduled breaks of five or more consecutive days and all days between modules;

ii. a combination of modules that when combined contain 49% or more of the number of days in the payment period, excluding scheduled breaks of five or more consecutive days and all days between modules; or

iii. coursework equal to or greater than the coursework required for definition of a half-time student for the payment period.

Successful completion of a module requires that the student receive at least one passing grade for that module. Successful completion of coursework equal to or greater than the coursework necessary for half-time enrollment requires that the student receive a passing grade in a sufficient number of credits to comprise half-time enrollment status for the payment period.

Institutional charges include tuition and required fees. When calculating the return of Title IV funds, the University is required to first apply federal aid toward institutional charges, regardless of any non-federal aid received.

Unearned funds, up to the amount of total institutional charges multiplied by the unearned percentage of funds, are returned by the University; the return of Title IV funds may be rounded to the nearest dollar for each aid source. The student returns any portion of unearned funds not returned by the University.

A student repays the calculated amount attributable to a Title IV loan program according to the loan's terms. If repayment of grant funds by the student is required, only 50% of the unearned amount must be repaid. A student repays a Title IV grant program subject to repayment arrangements satisfactory to the University or the Secretary of Education's overpayment collection procedures.

Funds returned are credited in the following order: Federal Direct Unsubsidized Loans, Federal Direct Subsidized Loans, Federal Perkins Loans, Federal PLUS Loans, Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Teacher Education Assistance for College & Higher Education Grants, and other Title IV funds for which a return of funds is required.

The Law School Financial Aid Office calculates the amount of unearned Title IV grant and loan funds and can provide an example of the application of this federal policy as well as the relevant section of the Code of Federal Regulations (CFR 668.22).

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## Academic Engagement for MLS Students Relating to Financial Aid

If an MLS degree student who is utilizing federal loans for tuition and/or fees fails to log in, submit an assignment, or meet another online course deadline, and as a result is more than one week behind in coursework, and the student has not contacted the instructor, the Program Manager will contact the student via their Wake Forest email, explaining that they have one week to log in and participate in the course or they will be subject to withdrawal procedures.

If at the end of week two, there has been no activity and no communication from the student, the Program Manager will notify the student that an administrative withdrawal for lack of activity has begun.

If the student responds with plans to continue, they will work with the Program Manager and Course Instructor to determine a plan for the student to catch up with any associated deductions for late work and implications for any missing assignments. In this case, the student will be considered active and there would be no financial implications.

If the student responds and decides to withdraw, withdrawal procedures will be initiated. The student will be advised the decision is time sensitive and must be made within two business days. If the student does not reply within this time period, the administrative withdrawal procedure will begin immediately. Please refer to Withdrawals/Refunds for information on tuition refunds.

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## The Financial Aid Application (FAFSA)

All students who are interested in borrowing federal student loans or participating in the Federal Work Study Program must complete the Free Application for Federal Student Aid (FAFSA) each year. The FAFSA can be completed online at the link below. Students are encouraged to complete the FAFSA by June 1 to prevent delays with their financial aid for the upcoming academic year. Graduate Students are not eligible for federal Pell grants.

FAFSA: Apply for Aid

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## Federal Loans

For federal student aid eligibility, a student must:

- be a U.S. citizen or an eligible noncitizen;

- have a valid Social Security Number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau);
- be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program;
- be enrolled at least half-time to be eligible for Direct Loan funds;
- maintain satisfactory academic progress;
- sign the certification statement on the Free Application for Federal Student Aid (FAFSA) form stating that the student is not in default on a federal student loan, does not owe money on a federal student grant, and will only use federal student aid for educational purposes; and
- show qualification to obtain a college education by having a high school diploma or a recognized equivalent such as a General Educational Development (GED) certificate, or other eligible qualification.

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## Verification

The U.S. Department of Education requires schools to verify certain information of aid applicants who are selected for verification. If your Free Application for Federal Student Aid (FAFSA) is selected for verification by the Department of Education or the Law School, you will be asked to provide additional documentation to the Law School Financial Aid Office to maintain eligibility for federal student aid.

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## Loan Disbursement

Federal student loan funds are electronically deposited to the Wake Forest student account. Students with a credit balance after tuition and fees are paid are eligible for a refund.

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## Title IV Authorization for Use of Federal Funds

Before accepting financial aid in the Financial Aid Portal, you will be asked to provide authorization for federal student aid funds to pay for allowable, educationally-related charges other than tuition, fees, room, and board. Not providing authorization may result in charges being billed to your student account for health services, computer service, parking fines, automobile registration, emergency loans, and returned check charges, which may create a hold on your account. Holds could cause delays in registering for classes or obtaining official diplomas. You may change your answer at any time by contacting the Law School Financial Aid Office.

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## Student Account Refunds

Students whose accounts are left with credit balances after all semester charges have been satisfied may receive a refund for the credit balance. Refunds can be deposited directly into your bank account through Direct Deposit. **If you do not sign up for Direct Deposit, your refund check will be printed and mailed directly to the permanent address on file.** Note: Direct Deposit for student accounts is different from direct deposit for student payroll purposes and requires the student to set up payment elections in Workday Student.

Direct Deposit Enrollment

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## Outside/Additional Aid

Recipients of additional aid from any source which is not included on the financial aid letter must notify the Law School Financial Aid Office of receipt. The total amount of all sources of financial aid may not exceed the Cost of Attendance.

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# Satisfactory Academic Progress

## Section One: Policy for Federal Financial Aid

Federal regulation requires that students maintain Satisfactory Academic Progress (SAP) toward a degree for continued eligibility for federal student aid. The standards of academic progress outlined here are for the purpose of evaluating eligibility to continue receiving financial aid. They do not replace or modify academic standards required for continued enrollment at Wake Forest University School of Law. The standards for financial aid eligibility are as strict as, or stricter than, the standards required for continued enrollment.

The Higher Education Act requires that institutions of higher education establish minimum standards of Satisfactory Academic Progress (SAP) for students receiving federal aid. When assessing SAP for federal financial aid, the University reviews all terms of enrollment at Wake Forest University School of Law as well as transfer work accepted toward degree requirements at Wake Forest, regardless of whether the student received financial aid during those terms.

## Section Two: Qualitative and Quantitative Standards of Satisfactory Academic Progress

Evaluation of students' progress for financial aid purposes is made at the end of each term to determine financial aid eligibility for the upcoming fall, spring, or summer term. Students must meet the minimum standards below at the time SAP is evaluated.

**I. Grade Point Average**

Students must have achieved the following cumulative grade point average:

- 2.33 for students in the Juris Doctor (JD) program,
- 2.0 for students in the Master of Laws (LLM) program,
- 2.5 for students in the Master of Studies in Law (MLS) program, and
- 2.0 for students in the Doctor of Juridical Science (SJD) program.

**II. Credit Hour Completion Rate**

Students must have successfully completed 67% of all attempted coursework. Successful completion of a course means receiving one of the following grades: A, B, C, D, H, L, P, S, or CR.

**III. Maximum Time Frame**

Students must complete the requirements for their degree within the 150% maximum time frame or maximum length of degree program as defined in the Wake Forest University School of Law Student Handbook. A student becomes ineligible for aid at the point it is determined that they cannot complete the degree requirements within the remaining maximum time frame.

| Academic Program | Minimum Requirement for Graduation | Maximum Number of Attempted Credit Hours or Length of Degree Program |
|---|---|---|
| Juris Doctor (JD) | 90 credit hours | 135 credit hours |
| Master of Laws (LLM) | 24 credit hours | 36 credit hours |
| Master of Legal Studies (MLS) | 30 credit hours | 45 credit hours |
| Doctor of Juridical Science (SJD) | Four semesters | Ten semesters unless exception granted by the Dean |

Incomplete coursework, withdrawals, transfer credits, pass/fail coursework, and course repetitions impact the GPA and Attempted Credit Hours in the following ways:

- Incomplete coursework (grade = I) is not included in the GPA or in the number of credits earned but is counted as attempted credit.
- Courses from which a student withdraws after the Drop/Add period has ended are not included in the GPA or in the number of credits earned but are counted as attempted credit.
- Transfer credits are counted in the number of credits attempted and earned but are not included in the GPA.

- Pass/Fail and Credit/No Credit courses are counted in the number of credits attempted but are not included in the GPA.
- Repeated courses are counted only one time as earned credits. However, credits for each course taken, including all repeated courses, are counted as attempted credit. All grades earned in repeated courses will be calculated in the cumulative GPA.
- Audited courses do not count as credits attempted or earned and are not included in the GPA.

## Section Three: Financial Aid Warning and Loss of Eligibility

Students not meeting the SAP requirements for federal financial aid at the end of the term will be placed in a warning status for the following term. During the warning term, students will remain eligible to receive federal student aid during that term. If, at the end of the warning term, students are still not meeting SAP, they will not be eligible for any additional financial aid until the standards are met.

## Section Four: Appeals

Denial of aid under this policy may be appealed by the student, in writing, to the Law School SAP Committee at lawfinaid@wfu.edu. Appeals will be considered for the following circumstances: the death of a relative of the student; an injury or illness to the student; or other special circumstances. A student's appeal must include information regarding why the student is not meeting the SAP standards and what factors have changed that will allow the student's academic progress to improve by the next evaluation.

## Section Five: Reinstatement of Aid Eligibility

Successful appeals will lead to one of two SAP statuses: Financial Probation or Academic Plan. A student may be placed on Financial Probation for the subsequent enrolled term if it is determined that the student can regain eligibility after one term. If the student cannot regain eligibility after one term, the student will be placed on an academic plan that outlines future academic progress for the student as established by the Law School SAP Committee. The student will be notified of their SAP

status via the student's Wake Forest email based on the outcome of the appeal. If the appeal is not granted, the student will be notified of the decision and will be financially responsible for their educational expenses.

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## Loan Exit Counseling

All Federal Direct Loan borrowers are required to complete exit counseling upon graduating, withdrawing, or dropping below half-time enrollment. Exit counseling can be completed online at the link below. For more information, please review the Direct Loan Exit Counseling Guide.

Federal Loan Exit Counseling

Direct Loan Exit Counseling Guide

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## Veterans Benefits & Transition Act of 2018

Pursuant to The Veterans Benefits and Transition Act of 2018 (Public Law 115-407), signed into law on December 31, 2018, Wake Forest University establishes a policy to conform:

GI Bill® and VR&E beneficiaries (Chapter 33 and Chapter 31 beneficiaries) may attend a course of education or training for up to 90 days from the date the beneficiary provides a certificate of eligibility, or a "statement of benefits" obtained from the VA's eBenefits web site, or a valid VAF 28-1905 form for Chapter 31 authorization purposes, provided that the student beneficiary provides such documentation to the appropriate VA Certifying Official no later than the first day of a course of education, and provided that the student provides any additional payment amount due that is the difference between the amount of the student's financial obligation and the anticipated amount of the VA education disbursement to Wake Forest University.

This policy allows a student to attend the course until VA provides payment to Wake Forest University. Wake Forest University will not impose a penalty, or require the beneficiary to borrow additional funds to cover tuition and fees due to late payments from VA.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill.

GI Bill® Benefits Website

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## Scholarships, Loans, and Work-Study

Financial aid information regarding scholarships, federal and private student loans, and work-study programs are discussed in detail on the School of Law Financial Aid website. The School of Law Financial Aid Office is available to counsel current and prospective students on how to manage the costs of a legal education. Students who have questions about financial aid options or the impact of borrowing student loans can contact the office at lawfinaid@wfu.edu.

School of Law Financial Aid Website

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## Budgeting and Debt Management

The School of Law Financial Aid Office is available to counsel current and prospective students on how to manage the costs of a legal education. You may contact us at lawfaid@wfu.edu to schedule a personal appointment.  You may also attend one of our in-person presentations that discuss topics such as money management, budgeting, student loan repayment, or public service loan forgiveness (to name a few).

Additionally, Wake Forest Law has partnered with the Access Lex Institute®, the largest nonprofit organization in the country, to help you learn more about financial awareness and money management, student loans, and other resources to manage your student loan debt.

MAX by AccessLex® is a free personal finance program created just for law students. In addition to online personal finance lessons, and in-person law presentations, each time you participate in an activity, you receive a scholarship entry to win one of MAX by AccessLex® Scholarships!

AccessConnex by AccessLex is a student loan helpline that allows law students to receive on-on-one financial counseling by Accredited Financial Counselors.

Ask EDNA!® is the platform that has access to complete finance lessons and more!

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## Scholarship Terms and Conditions

Scholarship Terms and Conditions

1. All Wake Forest Law institutional scholarships are subject to the following terms and conditions:
2. Every Juris Doctor scholarship recipient must submit a Need-Based Assessment form, if requested by the Law Admission Office.
3. All scholarship recipients must remain in good academic standing. Student Handbook, Chapter 6, Academic Eligibility & Changes of Enrollment.
4. The School of Law reserves the right to revoke or reduce any institutional scholarship awarded to a student who violates the student code of conduct, honor code, or other University policies related to student conduct. Student Handbook, Chapter 12, Student Code of Conduct.
5. Institutional scholarships may cover costs up to the total of tuition and established fees. Fees that may be covered by institutional scholarships include Wake Forest University Student Health Insurance, the Student Wellness Fee*, the Deacon Health Fee, the Student Activity Fee, and the Technology Fee.
6. If a student receives veterans education benefits (VA benefits), any institutional aid will be deducted from total tuition and fees to determine net tuition and fees (T&F - institutional aid = Net T&F). Net tuition and fees will be used for certifying benefits. VA benefits may only be certified up to the cost of total tuition and fees.

7. *Students may opt-out of the Student Wellness Fee, which is otherwise automatically applied to student accounts. Opting out of the Student Wellness Fee will restrict a student's access to the Wake Forest University Wellness Center and services.
8. Institutional scholarships are not subject to negotiation except in cases of material change to a pre-matriculant applicant's file (e.g., increase in LSAT score or cumulative GPA). Scholarships are not subject to negotiation after matriculation.
9. Juris Doctor scholarships will be applied in six equal payments to fall and spring semesters for up to three years. Students completing their course of study in less than six semesters will forfeit any unused award. Master of Laws (LLM) scholarships will be applied in two equal payments to fall and spring semesters for one year.
10. Scholarship awards are not available for study abroad, summer or intersession courses, externships, or other credits earned during the summer academic sessions.
11. If the recipient student pursues a joint or concurrent degree, the total amount of the scholarship will be reduced for hours awarded outside of the law program.
12. By accepting an institutional scholarship award, student recipients agree to allow the University to release their directory information to the donor individuals and organizations. The University's definition of directory information can be found in Chapter 16, Student Rights to Privacy & FERPA.
13. Student recipients of named scholarships may be required to write a thank you note to the donor as a condition for renewal and may be encouraged to participate in student recruitment activities such as admitted student days and admitted student contact.
14. Students who withdraw from the School of Law prior to completing exams in any given semester may be required to repay the balance of their scholarship not refunded to the School of Law by the University for that semester and could lose whatever portion of the scholarship that is unrecoverable from the University should they return to the Law School. This is dependent on the circumstances of the withdrawal, the School of Law reserves all right in this regard.

Chapter 16: Student Rights to Privacy

## Scholarship and Leaves of Absence

Juris Doctor students who are approved for a Leave of Absence by the Sr. Associate Dean for Academic Affairs or the Assistant Dean for Student Affairs may be eligible to extend their remaining six semester scholarship installments beyond the established three-year term. All semester scholarship installments must be utilized within four years of the student matriculation date. If a student is approved for a Leave of Absence and withdraws during the semester, that scholarship installment will be counted towards the six total installments.

Master of Laws (LLM.) students who are approved for a Leave of Absence by the Sr. Associate Dean for Academic Affairs or the Assistant Dean for Student Affairs may be eligible to extend a semester scholarship installment beyond the established one-year term. All semester scholarship installments must be utilized within two years of the student matriculation date. If a student is approved for a Leave of Absence and withdraws during the semester, that scholarship installment will be counted towards the two total installments.

## Student Employment

Both the Law School and accrediting bodies require that students maintain the ability to devote most of their working hours to the study of law. Therefore, first-year students are strongly discouraged from accepting any kind of employment during the first academic year. Similarly, upper-class students are advised not to exceed twenty hours of employment per week throughout the academic year. Due to the intensity of the curriculum, work-study funds are not available to first-year students.

The law school posts student employment opportunities on Simplicity through the Center for Professional Development and through email. Students interested in student employment must contact the Law School Budget Office for eligibility.

## Tuition Insurance

Students are encouraged to consider enrolling in tuition insurance. Through a partnership with GradGuard, Wake Forest offers students an elective tuition insurance plan which might minimize financial loss if a student suffers a serious illness or accident that forces them to withdraw before the end of a semester.

The plan extends and enhances the refund policy. In cases of withdrawal due to accident, illness or mental health conditions as defined in the plan, the plan assures up to a 100% refund throughout the term for tuition, fees, and meal plan (up to $50,000.00). To learn more and to enroll, visit the GradGuard website. Student enrollment must be completed by the first day of classes.

GradGuard Website

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## Tax Information

Many tax benefits exist for students attending a higher education institution. Student Financial Services recommends that students consult with a tax professional. For more information, please visit the Student Financial Services website linked below.

Tax Information Website

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## Contact Information

School of Law Financial Aid Office
336-758-6103
lawfinaid@wfu.edu

Student Financial Services
336-758-5234
sfs@wfu.edu

# Chapter 15: Bar Examination and Character & Fitness

## Bar Examination Preparation

In planning a program of law study, JD and LLM students should consider the requirements for admission to the bar in the jurisdiction where they plan to practice.

More than forty states, along with the District of Columbia, have adopted the Uniform Bar Exam (UBE) as the primary assessment for licensing attorneys. Created by the National Conference of Bar Examiners, the UBE consists of the Multistate Bar Exam (MBE), the Multistate Essay Exam (MEE), and the Multistate Performance Test (MPT). The MBE consists of 200 multiple-choice questions, the MEE consists of six essay questions, and the MPT consists of two 90-minute lawyering tasks.

The other states administer their own state-specific exams based on the laws of those states. Except for Louisiana, these states require the MBE as 40-50% of the applicant's bar exam score. The subjects tested on the MBE are Civil Procedure, Constitutional Law, Contracts (including Sales), Criminal Law & Procedure, Evidence, Real Property, and Torts.

The MEE tests Business Associations, Family Law, Secured Transactions, and Decedents' Estates & Trusts.

While states that administer the UBE test common subject areas, you will find that the remaining state-specific bar exams include courses that are unique to practice in the jurisdiction. For example, California tests Community Property. Florida and Virginia test Negotiable Instruments under Article 3 of the Uniform Commercial Code.

Beginning in July 2026, some jurisdictions will begin to administer the NextGen UBE exam. Not all states that have adopted the UBE have adopted the NextGen UBE for 2026. Some jurisdictions will not begin their administration of the NextGen UBE until 2027 or after. The NextGen UBE has a different structure from the UBE. The NextGen UBE consists of three three-hour testing sessions,

which include a mix of multiple-choice issue-spotter questions, integrated question sets that interweave more than one area of law, and shorter performance tasks. Students matriculating into the School of Law beginning in the fall of 2023 should monitor announcements about the bar exam as the National Conference of Bar Examiners may institute the Next Gen UBE exam beginning in the summer 2026 administration.

Before planning your schedule, you should consult the bar exam requirements and admissions procedures of your state. The best way to begin accessing this information will be to consult the National Conference of Bar Examiners' website.

NCBE Website

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## Multistate Professional Responsibility Exam (MPRE)

The Multistate Professional Responsibility Exam (MPRE) is also a requirement in most jurisdictions, including North Carolina. The MPRE is a 60-question multiple-choice examination on professional ethics. Also created by the National Conference of Bar Examiners, the MPRE is administered three times a year. More information about the MPRE can be found on the National Conference of Bar Examiners website.

MPRE Information

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## State Licensure & Certification

In addition to a bar examination, there are character, fitness, and other qualifications for admission to the bar in every U.S. jurisdiction. Applicants are encouraged to determine the requirements for any jurisdiction in which they intend to seek admission by contacting the jurisdiction. Addresses for all relevant agencies are available through the National Conference of Bar Examiners.

Information regarding state-specific licensure and certification requirements for the Juris Doctor (JD) degree program at Wake Forest University School of Law is listed on the Law School website.

State-Specific Licensure & Certification Information

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## Character & Fitness: Continuing Responsibility to Report

As part of the School of Law application for admission, applicants are required to respond to a series of Character & Fitness questions. These questions include, among other matters, whether the applicant has been subject to academic or other disciplinary action; criminal investigation, arrest, charge, or prosecution; traffic violations (other than parking violations); or any other conduct that may bear upon the applicant's character, integrity, or fitness to practice law.

The obligation to disclose such matters is ongoing. Throughout their enrollment at the School of Law, students must promptly notify the Assistant Dean for Student Affairs in writing (see Requesting an Application Amendment/Addendum section below) of any event or circumstance that would require a "yes" answer to the Character & Fitness questions on the application for admission, whether the matter:

- Occurs after admission; or
- Occurred prior to admission but was not previously disclosed.

Students are responsible for ensuring that their disclosures are complete, accurate, and timely. Failure to disclose required information, or providing incomplete or misleading information, may result in disciplinary action up to and including suspension or expulsion.

Students should also understand that bar admission authorities independently investigate applicants' character and fitness. As part of the bar application process, boards of law examiners routinely request that the School of Law certify a graduate's academic record and character. Bar authorities specifically review whether applicants fully and timely disclosed relevant matters to their law schools. Inconsistent or incomplete disclosures—whether to the School of Law or to a bar authority—may delay or jeopardize admission to practice.

Students who are uncertain whether a matter must be disclosed are strongly encouraged to consult with the Assistant Dean for Student Affairs. When in doubt, disclosure is the prudent course.

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## Requesting an Application Amendment/Addendum

Students may request to review their Law School application with the Admissions Office.

Students or recent graduates seeking to report a Character & Fitness matter should complete a Request for Application Amendment/Addendum form, which can be found linked below or by contacting the Office of Student Affairs.

The Assistant Dean for Student Affairs will evaluate the submission of information and will consult with other relevant parties of the School of Law when necessary (e.g., Assistant Dean of Admissions or admissions committee). The Assistant Dean for Student Affairs will reach out if additional information is needed and will provide a formal notice to the student or graduate of the final disposition of the amendment/addendum request. A copy of the formal response will be placed in the student's or graduate's permanent file.

Amendment/Addendum Request Form

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## Requesting a Dean's Certification

Often, jurisdictions as part of their bar admission process will request that an applicant file a "Certification of the Dean" or other similarly titled form. These requests should be directed to the Law Registrar's office for completion, not to the Office of the Dean.

# Chapter 16: Student Rights to Privacy & FERPA

Wake Forest University (University) protects the privacy of student education records under the Family Educational Rights and Privacy Act (FERPA), which applies across all Wake Forest campuses and to current and former students. Under FERPA, eligible students generally have the right to inspect and review their education records within 45 days after the University receives a written request identifying the records they wish to see. Students also may ask the University to amend records they believe are inaccurate, misleading, or otherwise violate their FERPA privacy rights; if the University denies the request, the student will be notified in writing and informed of the right to a hearing.

Wake Forest generally must obtain a student's written consent before disclosing personally identifiable information from education records, although FERPA allows certain disclosures without consent, including to University officials with legitimate educational interests and in other limited circumstances permitted by law. The University may disclose "directory information" unless a student opts out through the "Manage My Privacy Settings" task in Workday Student or, if that is unavailable, by written notice to the Office of the University Registrar. Students may also file FERPA complaints with the U.S. Department of Education's Student Privacy Policy Office. For the full University policy, see the link below.

Family Educational Rights and Privacy Act (FERPA) Policy

# Chapter 17: Other Policies & Resources

This chapter includes a non-exhaustive list of links to various other policies and resources of the School of Law and the University that are applicable to all students of the School of Law. Click each link to visit the specific policy or resource page.

## Policies & Resource Links

Alcohol, Substance Abuse, and Smoking Policies

Campus Safety and Parking

Google Chat Community Guidelines

Immunization Policy

Information Technology

Pet Policy

Relationships Between Law Faculty and Law Students Policy

Sexual Misconduct Policy and Sexual Offense Prevention & Response

Weapons On Campus Policy

# Alcohol, Substance Abuse, and Smoking Policies

Jump to...

Events and Alcohol Policy

Smoking Policy

## Alcohol & Substance Abuse Policy ("ASAP")

The Wake Forest University School of Law is concerned about the health and welfare of its students. Wake Forest University ("University") and the School of Law policies and regulations in general – and alcohol and substance abuse policies in particular – reflect that concern. The purpose of the School of Law Alcohol and Substance Abuse Policy ("ASAP") is to enable students to make informed – and, it is hoped, intelligent – choices, as well as to enable them to understand the consequences of making unhealthy choices. In compliance with the federal Drug-Free Schools and Campuses regulations, the University and School of Law have adopted a policy that includes the expectation that students will comply with federal, state, and local laws, including those relating to alcoholic beverages and controlled substances.

To underscore the seriousness with which the School of Law takes the issue of health and welfare of its constituent populations, violations of this ASAP may be addressed in accordance with the same procedures set forth in the Student Code of Conduct and may result in sanctions imposed pursuant to that code.

Students wishing to seek confidential help with alcohol or substance abuse for themselves or their classmates should reference the campus resources at the end of this policy. Use of these resources is strongly encouraged. Students may also request a private consultation with the Assistant Dean

for Student Affairs for help for themselves or their classmates with alcohol or substance abuse.

## General Regulations

The University and School of Law prohibit the unlawful solicitation, possession, use, distribution, or facilitation of the distribution of alcohol and controlled substances by students on University and School of Law properties, or as part of any University- or School of Law-sponsored activity. The prohibition extends to off-campus activities that are officially sponsored by the University or the School of Law. The prohibition also extends to off-campus activities, when participation is sponsored by the University or the School of Law, or when the participating student is representing the University or the School of Law.

The improper use of prescription drugs can be a serious problem on college and law school campuses. For this reason, it is a violation of this policy for a student to be in unlawful possession of, or use, another person's prescription medication or for a student to offer, distribute, or solicit medications to or from one person that have been prescribed for another. Note that in addition to being violations of University and School of Law policy, these practices are also felonies under federal and state statutes.

Alcohol and controlled substance misuse are prohibited at the University or School of Law, including without limitation:

a) Use of alcohol and/or controlled substance that results in behaviors, physical signs, or medical consequences, including but not limited to: staggering, difficulty standing or walking, slurred speech, passing out, blackouts (loss of memory), vomiting, retching, bloodshot and/or glassy eyes, strong odor of alcohol and/or other drugs, physical injuries, or other medical problems.

b) Use of alcohol and/or controlled substance in association with inappropriate action including but not limited to:
    - Verbal abuse;
    - Physical abuse;

- Failure to comply with a lawful command or directive from a University, Wake Forest Law, or law enforcement official;
- Property damage; or
- Any behavior that violates the Student Code of Conduct.

The School of Law Events and Alcohol Policy also governs use of alcohol at the School of Law, use of law school funds to purchase alcoholic beverages, and other matters addressed in the policy. A violation of the terms of the Events and Alcohol Policy is also considered a violation of the Student Code of Conduct and will be addressed in accordance with the procedures set forth in that code.

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## Federal and State Laws

Federal and state laws provide specific penalties for drug and narcotics offenses. Federal law makes it unlawful for any person to manufacture, distribute, create, dispense, or possess with the intent to manufacture, distribute, or dispense controlled substances. Title 21 of the United States Code provides terms of imprisonment and fines for violations of this act. The nature of the offense and whether the person has committed any previous unlawful acts under this statute will determine the term of imprisonment as well as the amount of the fine.

Article 5 of Chapter 90 of the North Carolina General Statutes makes it unlawful for any person to manufacture, sell, deliver, or possess with intent to manufacture, sell, or deliver those drugs designated collectively as “controlled substances.” The punishment includes a term of imprisonment as well as a substantial fine.

The penalties for violations of alcoholic beverage regulations are found in Chapter 188 of the North Carolina General Statutes. Such penalties include terms of imprisonment and heavy fines.

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## Prescription Drugs

Medications and prescription drugs can be appropriate when used as prescribed for clinical conditions. However, many prescription drugs have the potential for abuse when used

recreationally. Those listed below are some of the most frequently misused and can lead to dependence. When abused, these drugs can be dangerous.

**Adderall, Concerta, Ritalin, Vyvanse, Provigil, etc.** are stimulants and controlled by the Drug Enforcement Agency (DEA). These drugs are often prescribed for students who have been diagnosed with Attention Deficit Hyperactivity Disorder (ADHD). The risk from misuse of these drugs ranges from lack of sleep, high body temperature, stroke, and irregular heartbeat to anger and hallucinations (psychosis) with severely disorganized thinking. For individuals abusing these stimulants, abrupt withdrawal may lead to significant mood changes, including depression, with a risk of self-harm.

**Codeine, Hydrocodone (Lortab and Vicodin), and Oxycodone (Percocet and OxyContin)** are medications that are prescribed for severe pain. Use can cause drowsiness, nausea, confusion, addiction, and, in overdose, may cause slowed breathing and death.

**Xanax, Valium, and other benzodiazepine drugs** can lead to psychological and physiological dependence. Symptoms associated with withdrawal from these drugs can include seizures. In combination with alcohol, both heart rate and breathing may slow to a degree that can lead to death.

How can you help prevent prescription drug abuse?

- Ask your doctor or pharmacist about your medications, especially if you are unsure about their effects.
- Keep your doctor informed about all medications you are taking, including over-the-counter medications.
- Read the information your pharmacist provides before starting to take medications.
- Take your medication(s) as prescribed.
- Keep all prescription medications secured at all times and properly dispose of any unused medications.
- Do not share your medications with others, or consume medications prescribed for others.

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## Warning Signs of Possible Alcohol and Controlled Substance Abuse

- Withdrawal from social interaction
- Loss of pleasure in everyday activities
- Change in personal appearance (increasingly unkempt or sloppy)
- Change in friends
- Easily discouraged; defeatist attitude
- Low frustration tolerance (outbursts)
- Unpredictable behavior and/or destructive behavior
- Terse replies to questions or conversation
- Sad or forlorn expression
- Lying
- Poor classroom attendance
- Decline in academic performance
- Apathy or loss of interest
- Change in sleep pattern ranging from excessive sleep to inability to sleep
- Frequent excuses for absences from planned activities
- Change in weight or eating behavior

### If such signs appear in friends or classmates:

**DO...**

- Express your concern and caring using “I” statements
- Be ready to listen
- Communicate your desire to help
- Make concrete suggestions as to where the friend or classmate can find help or how they might cope with a given problem
- Encourage the friend or classmate to seek professional help
- Seek assistance from campus resources
- Be persistent
- Understand that the definition of friendship includes making difficult decisions that may anger your friends

**DON'T...**

- Take the situation lightly or as a joke
- Be offended if the friend or classmate tries to avoid you
- Take "I don't have a problem" as an answer
- Think the situation can be handled by yourself – instead, seek assistance
- Lecture about right and wrong
- Promote feelings of guilt about grades or anything else
- Gossip – instead, speak of the situation only to those who can help
- Excuse behavior because "everybody does it"

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## Medical Situations / Helpful Campus Resources

If students are concerned about their own or a classmate's alcohol or substance use, several places on campus offer assistance. Many of those places are confidential, as noted below. The School of Law encourages students to get help with alcohol and substance abuse issues as early as possible and to stay healthy.

### Alcohol and Other Drug (AOD) Abuse Prevention

Office of Wellbeing | Lobby Level, Wellbeing Center | 336.758.4371 | aod@wfu.edu

The Office of Wellbeing coordinates the Wake Forest University Alcohol and Other Drugs (AOD) misuse prevention, education, and intervention program. The mission of the WFU AOD program is to gain a greater understanding of the dynamics of alcohol and other drug misuse in our community, provide prevention and education programming, intervention and support services, and resources to individuals and groups, and empower students to make healthy choices.

Alcohol and Other Drugs Website

## Deacon Health (Confidential)

Ground Level, Wellbeing Center | 336.758.5218 | deaconhealth@wfu.edu

The staff provides confidential care for alcohol-related problems 24 hours a day during the academic semester. If a student needs immediate medical attention related to alcohol or other drug use, call 911 or 336-758-5911 to dispatch emergency personnel for assistance, including transportation to an appropriate medical facility. Alternatively, students can bring a friend who has had too much to drink to Deacon Health for an evaluation.

Other services include urgent care, illness care, physical examinations, medications, laboratory tests, psychiatric care, allergy injections, routine immunizations, and routine gynecological services. Referrals to community specialists are made when necessary. A nurse is available on site with a physician on call after hours and on weekends.

Deacon Health Website

## Office of the Chaplain (Confidential)

Office of the Chaplain | 336.758.5210

Chaplain & Associates | Suite 8, Reynolda Hall

Program Directors | Suite 317 & Room 321, Benson University Center

Office of the Chaplain Website

## Office of Wellbeing (Private, Not Confidential)

Main Level, Wellbeing Center | 336.758.3089 | thrive@wfu.edu

Thrive is a campus-wide initiative, owned by every member of the Wake Forest University community. The Office of Wellbeing leads the campus in making wellbeing a part of every experience in the lives of our students, faculty, and staff.

Office of Wellbeing Website

## Safe Office (Confidential)

24/7 Confidential Help Line 336.758.5285 ext. 1 | safe@wfu.edu (non-urgent messages)

The Safe Office provides confidential crisis response and ongoing support services to Reynolda Campus students for concerns related to interpersonal violence (including sexual misconduct, relationship violence, and stalking).

SAFE Office Website

## University Counseling Center (Confidential)

117 Reynolda Hall | 336.758.5273

The University Counseling Center assists students in dealing with personal, interpersonal, vocational, and academic issues. The Center offers a wide range of services including individual and group counseling, testing, seminars and workshops, consultation, self-help resources, and referral assistance.

The University Counseling Center provides crisis assistance for urgent mental health needs 24 hours a day. Just call: 336.758.5273. Between the hours of 8:30 am – 5:00 pm Monday-Friday, walk-in and same-day urgent appointments are available for students who may be at an elevated mental health risk.

Additionally, below are national crisis resources that you may also utilize:

Crisis Text Line (Text: 741741) to message with a trained crisis counselor

National Suicide Prevention Lifeline (Dial: 988)

Crisis Text Line Website

National Suicide Prevention Lifeline

For problems related to substance abuse, the Center offers initial consultation and referral for evaluation and treatment; counseling groups for students with family alcoholism or other substance abuse histories; and consultation for those interested in approaching a friend with a substance abuse problem. All services are confidential.

University Counseling Center Website

## Wellbeing Coaching (Private, Not Confidential)

Office of Wellbeing | Lobby Level, Wellbeing Center | 336.758.4371 | wakewell@wfu.edu

Wellbeing Coaching is an evidence-based practice designed to help you reach your personal health and wellbeing goals. Health and wellbeing coaching is structured around the changes that you want to make in your life when you are ready to make them – you are empowered through this process to identify the life you want to be living and are not told by a coach what your life "should" look like.

Certified health coaches meet one-on-one with you to provide support and accountability to reach your health and wellbeing goals over a period of weeks together. Coaches apply strategies and practical skills as they partner with you to work through lifestyle challenges and to help you reach a quality of life that is meaningful, self-sustaining, healthy, and value-driven.  If you're ready to make healthy, goal-directed changes in your life, Wellbeing Coaching is for you!

Wellbeing Coaching Website

## University Police

Alumni Hall | 336.758.5911 (on-campus emergency) | | 336.758.5591 (non-emergency) | police@wfu.edu

The Wake Forest University Police Department is committed to a comprehensive approach in providing a safe and inclusive community where students, faculty, staff, and visitors may experience a sense of security and belonging.

The WFU Police Department is composed of professionally trained police officers, security officers, communications officers, and support staff. The primary concern of the department is to protect and assist the campus community.

WFU Police Department Website

# Events and Alcohol Policy

The School of Law has adopted a formal policy governing the use of alcohol at functions held on campus and regulating the extent to which its funds may be used to purchase alcoholic beverages. The School of Law is an academic professional institution with a mission to educate and prepare students for the intellectually and morally demanding legal profession. Stress is a part of life, not only for the law student, but for the practitioner. Alcohol abuse poses a danger to students and professionals who grow to depend on alcohol to handle stress. The following alcohol policy is designed to aid responsible decisions regarding alcohol use.

Alcoholic beverages at functions held on campus or funded by the School of Law will be available only in limited circumstances, for events that have a purpose clearly related to the law school program. Alcohol may not be provided or consumed in the building during the academic year during regular daytime business hours (8:30 am - 5:00 pm). At other times, alcohol may be provided or consumed on school premises or using school funds only with permission; requests should be made to the Assistant Dean for Student Affairs. Requests should ordinarily be made at the beginning of the semester, but in any event at least two weeks before the affected event. If alcohol is to be made available, the following rules apply:

1. All events where alcohol is available should be processed through the regular event booking procedure.
2. Consumption of alcoholic beverages must be limited to persons of legal drinking age.
3. Alcoholic beverages may not be stored on campus. Exceptions may be made for events held on campus for storage of alcohol during the event by Aramark.
4. The department and/or sponsoring organization(s) shall act responsibly in determining the amount of alcohol to be provided.

5. The sponsoring department and/or organization(s) shall ensure non-alcoholic beverages and food are provided. Non-alcoholic beverages and food must remain in plain view, be easily accessible, and available in sufficient quantities. Alcoholic beverages can be served only as long as non-alcoholic beverages are available.

6. The sponsoring department and/or organization(s) shall take appropriate measures to monitor the consumption of alcohol and reduce the risk of inappropriate behavior including, but not limited to, harassment, threatening behavior, destruction of property, failure to comply with directions of university officials, possessing an open container outside of the event area, consuming a prohibited form of alcohol, drinking games, and underage consumption.

7. The sponsoring organization(s) will take appropriate measures to prevent the abuse of alcohol at the event.

8. The promotion of the event shall not be done in a manner that encourages excessive consumption of alcohol. Advertising should be limited to a single mention that alcohol is available, i.e., “keg provided” or “cash bar.”

9. If concerned for an intoxicated member or guest, the sponsoring department and/or organization is expected to seek assistance immediately.

10. If an event is hosted on a Sunday, alcohol may not be sold, served, or consumed before 10:00 am.

11. Student organizations whose events and/or member actions involving alcohol and/or other drugs result in behavior that creates a risk of danger to the health and safety of themselves or others are subject to relevant conduct policies.

# Smoke-Free Policy

For the purposes of this policy, smoking is defined as burning (or simulating the burning of) any type of tobacco, tobacco-derived, or vapor products including, but not limited to, traditional and electronic cigarettes, cigars, cigarillos, and pipes.

All Reynolda campus buildings are smoke-free. Smoking is prohibited within 50 feet of residence hall building doorways and entrances, and 25 feet from academic and administrative buildings.

A designated smoking area for the School of Law is located in the Courtyard.

University Smoke-Free Policy

# Campus Safety and Parking

The Wake Forest University Police Department (UPD) works to provide a safe environment on campus. The Department operates 24 hours a day, 365 days a year. Please visit the Wake Forest University Police Department website for safety information, crime reports, and other campus services.

Wake Forest University Police

**In Case of Emergency, Always Dial: 911**

**University Police Department:**

**(336)758-5911 (Emergency)**

**(336)758-5591 (Non-Emergency)**

**Worrell Security:**

**Officer John Long**

**(336) 816-0698**

Students are advised to store the UPD and Worrell Security phone numbers for ease of access in case of an emergency. In cases of emergency, if 911 dispatch is contacted first, the University Police Department should be contacted immediately after 911 dispatch. This will allow UPD Officers to meet and escort fire, ambulance, or other emergency personnel on campus as they arrive to avoid delays.




## Emergency Boxes

Emergency call boxes are located throughout campus, including locations lots and on trails. The call boxes are connected directly to the UPD.

- Blue Light boxes are located throughout campus, including locatio lots and on trails.
- Blue Light boxes do not have keypads. Simply push the button onc with a dispatcher.
- Telephone boxes are located near some building entrances. Pick up receiver and dial 911 to reach a dispatcher.

When you reach 911, clearly state:

- Nature of the emergency.
- Whether the crime is in progress or is a past event.
- Number of injured people and describe injuries.
- Exact address or building, floor, and area or department.
- Descriptions of suspect(s) and last location.
- Your name and telephone number. Do not hang up. Dispatchers ma additional information. Designate someone to meet rescuers.

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## Security in the Worrell Professional Center

The Worrell Professional Center is the first building off of the University Parkway entrance, which increases the chance of non-Wake Forest community members making their way into the building. All members of the School of Law community are encouraged to think about safety, protecting your belongings, and the safety of others in the building.

- If you see suspicious activity, call Worrell Security or University Police at the numbers above.
- Keep your personal belongings secured when you are not close by.
- Do not leave your laptop computer or any other belongings of value unattended.
- Be careful leaving the building after dark. Avoid walking to your car alone. UPD will provide an escort to help you safely get to your car: University Police Escort (336)758-5591
- Never prop open a door when leaving the building.
- Side entrances to the building remain locked, and front doors, from the Courtyard, are open only during business hours. When the doors are locked, you will need to use your DeaconOne Card to enter a door with a card reader.
- Do not allow others to follow you into the building without presenting their badge to scan in.

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## Classroom Safety

Every classroom door is equipped with a manual lock located on the crash bar, on the side closest to the door hinge. Activating this lock during an emergency will automatically secure all other classroom doors and send an alert to University Police. Once engaged, doors cannot be opened from the outside except with a bypass key or a manual override by University Police.





In classrooms with a standard door handle (similar to those pictured below), turning the lock mechanism located above or near the handle will initiate the same emergency lockdown protocol.





## Panic Buttons

Each classroom is equipped with a panic button housed in a clear acrylic box near the front of the room. This feature is intended for emergencies that do not require a lockdown but do require immediate notification of University Police (e.g., a medical emergency).

*Important: The panic button does not replace dialing 911 in the event of an emergency. It is an additional tool for quickly alerting University Police.*

To activate, lift the acrylic cover and press the red button firmly. After the emergency has concluded, use the small plastic tool located inside the box to reset the panic button so it is ready for future use (see pictures below).







## Other Safety Resources

Wake Safe App

WakeReady Alerts

Active Shooter Training: Run. Hide. Fight Training and Shots Fired

## Campus Security Report (Clery Act)

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, better known as the Clery Act, requires institutions of higher learning to issue an annual report describing campus security procedures, facilities, policies, crime prevention programs, statistics, and other information. A copy of this annual report can be found on the UPD website or at the link below.

Clery Act Report

## Transportation & Parking Services

Transportation & Parking Services (TAPS) is responsible for the regulation of all parking at Wake Forest University. Any student who wishes to park a vehicle on a university parking lot any time of day or night—including after 4:00 pm weekdays, on weekends, during regular business hours of 8:00 am – 4:00 pm weekdays, and during breaks—must register that vehicle with Transportation & Parking Services.

Neither the School of Law nor the Student Bar Association can change parking regulations or assist in the disposition of parking tickets. All students should consider that locating parking and walking to the building may require some time and should plan accordingly.

More information about parking registration and regulations can be found on the Transportation & Parking Services website.

Transportation & Parking Services

# Communications Guidelines

Wake Forest University School of Law uses multiple communication channels to share information with students and to support communication among members of the Law School community. Each communication channel serves a different purpose and should be used in a manner that aligns with the mission of the School of Law.

Students are responsible for regularly monitoring official Law School communication channels throughout the academic year and for reviewing information distributed through them in a timely manner. Failure to review communications distributed through official Law School communication channels does not excuse a student from complying with applicable policies, procedures, deadlines, or other requirements.

Communications made through official Law School communication channels are considered an extension of the educational environment. Accordingly, all communications are subject to applicable University and School of Law policies, including the Student Honor Code and Student Code of Conduct.

## General Communication Expectations

All members of the Wake Forest Law community are expected to communicate in a professional, respectful, and inclusive manner that reflects the values of the School of Law and the legal profession.

When communicating through official Law School communication channels, community members are expected to:

- Treat others with dignity, courtesy, and respect.
- Contribute to an environment that is welcoming, inclusive, and supportive of all members of the community.
- Communicate thoughtfully, accurately, and professionally.

- Proofread communications for clarity and accuracy before sending.
- Respect the time and attention of others by avoiding unnecessary, repetitive, or excessive communications.
- Respect the privacy of others and refrain from sharing communications outside their intended audience without the permission of the original author(s), except when necessary to report potential policy violations or other safety concerns.
- Use communication channels only for purposes that are appropriate to that platform.

Communications that violate University or School of Law policy—including communications that are harassing, discriminatory, threatening, intimidating, or otherwise inconsistent with community standards—may result in removal of the communication, restriction of communication privileges, referral to the appropriate administrative office, and/or disciplinary action under applicable University or School of Law procedures.

Questions regarding official Law School communications or concerns regarding inappropriate communications should be directed to the office responsible for administering the applicable communication channel.

## Official Communication Channels

The School of Law maintains several communication channels to support different types of communication. Students should use each communication channel for its intended purpose.

### Email

Email is the School of Law's official method of communication with students. Official notices, policy updates, academic information, administrative correspondence, and other important communications will be sent to students' Wake Forest University email accounts. Students are responsible for regularly monitoring their University email and for responding to communications when appropriate.

## *The Brief* Newsletter

*The Brief* is the School of Law's primary community newsletter and serves as the central communication channel for routine announcements, reminders, news, and upcoming events. During the academic year, *The Brief* is distributed on weekdays to students, faculty, and staff using their Wake Forest University email accounts.

Individuals submitting content for publication are responsible for ensuring that submissions are accurate, appropriately proofread, and consistent with the General Communication Expectations outlined above. Submission deadlines, formatting requirements, and publication procedures are maintained by the Law Marketing & Communications Department and may be updated from time to time.

Publication in *The Brief* is subject to editorial review. Law Marketing & Communications reserves the right to edit submissions for clarity, formatting, length, and consistency, to decline submissions that do not comply with applicable communication standards or publication guidelines, or to determine that another communication channel would be more appropriate for the requested communication.

Detailed submission procedures and current publication guidelines are maintained by Law Marketing & Communications and can be found here.

## Google Chat

Google Chat provides a collaborative space for timely communication, questions, and discussion among members of the Wake Forest Law community. While participation in Google Chat Spaces is generally voluntary, students who choose to participate are expected to communicate professionally and in accordance with the General Communication Expectations outlined above.

Google Chat is intended to facilitate discussion, encourage collaboration, and strengthen community among students, faculty, and staff. Messages should be relevant to the purpose of the applicable Space and should contribute positively to the conversation. Community members are encouraged to use threads when appropriate, avoid excessive tagging or repetitive messaging, and recognize that other participants may not be able to respond immediately.

Google Chat is not continuously monitored by Law School personnel. Students should not use Google Chat to report emergencies, confidential matters, or issues requiring an immediate administrative response. Students should also refrain from contacting faculty through Google Chat unless a faculty member has expressly indicated that Google Chat is an acceptable method of communication.

Membership in Google Chat Spaces is voluntary. Students may leave a Space at any time. Choosing not to participate in Google Chat does not exempt students from responsibility for information distributed through official communication channels, including University email.

The School of Law reserves the right to moderate Google Chat Spaces, remove communications that violate applicable policies, restrict participation, or remove individuals from a Space when appropriate. Violations may also be referred for disciplinary review under applicable University or School of Law policies.

**Google Chat Spaces Etiquette:**

- Tagging People: Use @ to tag individuals or ask questions of a specific person.
- Direct Messaging: Use direct messages for 1:1 or small group conversations.
- Threads: Reply via threads to keep conversations organized.

**Best Practices:**

- Ask relevant questions publicly for the benefit of all.
- Break complex messages into separate, threaded conversations.
- Avoid repeated messages and excessive tagging.
- Respect requests not to direct message individuals.
- Refrain from discussing partisan issues unrelated to law school.
- Avoid self-promotions or solicitations unless expressly permitted.

These guidelines may change at any time. Updates will be communicated appropriately.

# Immunization Policy

Wake Forest University has adopted Immunization Requirements for students enrolled in residential programs. School of Law students in the Juris Doctor (JD), Master of Laws (LLM), and Doctor of Juridical Science (SJD) programs must meet the requirements as outlined, unless granted an exemption. Students are encouraged to view the Deacon Health New Students webpage for more information.

Students enrolled in the online Master of Legal Studies (MLS) program who will not attend any classes on campus are not required to comply with the above immunization policies.

Deacon Health: New Students

Wake Forest University Immunization Policy

## New Students and Health Information & Immunization Form Documentation

All new School of Law students in the JD, LLM, and SJD programs are required to be up-to-date with required vaccines. Students are required to complete the Health Information & Immunization Forms available in the Student Health Portal with their physician.

Student Health Portal

# Information Technology

## Help Desk

Location: Law Library, 2nd Floor

Hours: Monday - Friday, 8:30 am - 5:00 pm

## Support Portal

Submit a support request, check on the status of an existing request, or find answers to common issues on the Help Desk Support Portal.

IT Help Desk Support Portal

## Contact Information

Email: lawhelp@wfu.edu

Phone: (336) 758-4300

## Account Information

Students are issued an account that provides access to the Wake Forest University domain and a variety of Wake Forest University resources.

**Username Format: [first 4 characters of last name] + [first initial] + [middle initial] + [year of enrollment]**

Note: Due to possible duplications, some accounts may vary from the standard username format.

This information is specific to you and your account at Wake Forest. Your password should NOT be shared with anyone. Your user name will remain the same throughout your tenure at Wake Forest.

By using your username and password, you agree to the terms and conditions in the Policy on Responsible and Ethical Use of Computing Resources. Read the full policy below.

Responsible and Ethical Use of Computing Resources Policy

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## Password Expiration & Lockouts

Your campus computing password expires every 12 months. You will receive an email notification when it is time to change your campus computing password. The messages are sent from the IT Help Desk (help@wfu.edu) with "Your Wake Forest Account Password" in the subject line. Messages will be sent 9, 6, and 3 days prior to your password expiring.

Note: Once your password is expired, you will lose access to important computing resources.

The Wake Forest University network is configured with a security feature that locks a user account if three (3) failed login attempts occur within a specified amount of time. Users cannot log on with a locked account until unlocked by an administrator or until a 15-minute lockout period has expired.

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## Changing Your Password

1. Navigate to https://account.wfu.edu/.
2. Select "Sign In to Change Password."
3. Log in with your Wake Forest Law username and password.

4. Select “Change Password”.
5. Enter your CURRENT password where indicated.
6. Enter a NEW password where indicated.
    - Note: Password requirements will be presented on this screen.
7. Select “Change Password” and wait for the process to complete.

Allow 60 minutes for your passwords to synchronize across all Wake Forest University systems.

### Password Change Checklist

To avoid password synchronization issues, please update your password on all your devices. Failure to update your passwords on all devices may result in account lockouts or loss of access. Synchronization issues on one device may cause problems with other devices.

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## Wake Forest School of Law Google Apps (Email, Calendar, Drive, & More)

### Email (Gmail)

Wake Forest provides email service to all students, faculty, and staff. Your Wake Forest Law email account is powered by Google (Gmail). To access your School of Law Gmail account, visit:

http://mail.google.com/

Note: Type in your full email address (including@wfu.edu) when prompted.

### Calendar (Google Calendar)

Google Calendar provides calendaring and time-management tools. In Google Calendar, you can manage your personal calendar as well as create invitations when meeting colleagues.

### File Storage (Google Drive)

Google Drive provides unlimited online file storage. Your files in Google Drive can be reached from any computer, smartphone, or tablet. You can also invite others to view, download, and collaborate on all the files you want–no email attachment needed.

### Distribution Lists (Google Groups)

The law school has a variety of discussion and distribution lists to allow for people to share information. These lists are powered by Google Groups.

Second and third year students who would like to view a list of Groups managed by the law school IT department, and a description of their membership, can visit: https://secure.law.wfu.edu/emaillists/.

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## Google Account Security

For enhanced security for your Wake Forest Law Google account, you are required to enable Google 2-Step Verification. See the Google support article below for more information.

How to Enable 2-Factor Authentication

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## Computer Information

School of Law students are required to have a laptop computer that meets certain minimum requirements. To view current computer requirements, please visit the link below.

Current Computer Requirements

## Law IT Computer Support for Students

Wake Forest Law operates under a Bring Your Own Device (BYOD) model for students. Students are required to provide their own macOS or Windows laptop that meets the Law School's minimum system requirements.

The Law IT team offers general technical support for student computers running supported versions of macOS or Windows. Our team provides assistance with:

- All law school-provided software, including Examplify (exam software)
- University-provided software relevant to law school coursework
- WiFi access for both laptops and mobile devices
- PaperCut, the student printing platform

While the Law IT team does not perform hardware repairs, we are available to help diagnose potential hardware issues. For service or repair, the University IT department is an authorized service provider for Apple, Lenovo, and Microsoft.

If you are unsure whether your device meets the system requirements or need help with any supported services, please contact the Law IT Help Desk.

## Wireless Network

Wake Forest University is equipped with a campus-wide wireless network. The wireless network requires users to authenticate using their Wake Forest username and password. More information about the network is available at the link below.

Wireless Network Information

## Multi-function Devices (Print/Copy/Scan)

There are multi-function copiers available to law students for scanning, printing, and copying. For locations and instructions on using these devices, visit the link below.

Printing and Copying Information

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## Classroom Technology & Video Recording

### Recording Technology

All lecture-style classrooms have classroom recording hardware installed. Generally, the recording platform captures video from a single forward-facing camera in the rear of the room, a wireless microphone (worn by the speaker), and a screen capture of the content on the classroom computer. In some classrooms, ceiling microphones capture the audio recording. Recordings are typically available 60 minutes after the completion of the recorded class or event.

***Expectation of Privacy:*** ***Students should not have an expectation of privacy in classrooms, courtrooms, the auditorium, or any other public space at Wake Forest University School of Law. All classrooms, courtrooms, the auditorium, and other public spaces at the School of Law may be video recorded at any time when classes or events are or may have been scheduled to occur. Accordingly, private conversations may be inadvertently recorded (and accessed) pursuant to this Policy, even when such conversations occur in an empty classroom or space.***

### Summary of Class Recording Policy

All regularly scheduled in-person classes—excluding clinical courses—are recorded by default. Make-up classes, review sessions, and clinical courses are recorded only at the request of the instructor.

Access to class recordings is determined by the individual instructor. While many faculty members choose to make recordings automatically available, others may limit access at their discretion. Recordings are accessible only to students enrolled in the specific course section and are retained for 180 days.

Students may not request that a class be recorded; only instructors may initiate a recording request.

Please note that, despite best efforts, scheduled recordings may occasionally fail due to human error or technical issues such as hardware malfunctions. Students are expected to attend class and should not rely on recordings as a substitute for attendance.

### Audio / Visual Requests

It is important to request A/V support for presentations, guest speakers, or special events as early as possible. When scheduling the event, please determine if you will need any A/V support or special equipment. We require a two-week minimum notice for AV event support.

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## Checkout Equipment

### Equipment Available for Checkout

The Law School IT Help Desk has the following equipment available for checkout. Students can check out this equipment by visiting the Law IT Help Desk (Law Library, 2nd Floor).

Note: All checkout equipment is available on a first-come, first-served basis.

- Laptops (Windows & Mac)
- Power Adapters
- Conference Cameras
- Headphones
- CD/DVD Players

## Equipment Return Policy

All checkout equipment has a 2-day return policy. At the time of checkout, you will be informed of the expected return date for the items being checked out.

## Lost, Damaged, or Stolen Equipment

Individuals who borrow equipment are responsible for it during the loan period, and all borrowed equipment must be returned at the agreed-upon time and in the same condition (i.e., good working order). The Law School Help Desk must be informed of any equipment malfunctions as soon as they occur. The Help Desk reserves the right to charge an individual for lost, stolen, or broken equipment.

# Pet Policy

For the safety and comfort of all who use the facility, only service animals as defined are allowed in the Worrell Professional Center.

As defined by federal law, a service animal is “any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.” In addition, North Carolina law requires that a dog being trained to perform as a service animal has the same rights as a fully-trained dog when accompanied by a trainer and identified as such. For purposes of this guidance, service dogs and service dogs in training are referred to collectively as “service dogs.” It is important to note that puppies who are learning basic obedience and socialization skills to prepare for further training are not considered service dogs in training.

For more information: Service Animals Guidelines

# Relationships Between Law Faculty & Law Students

No law faculty member may enter into a consensual romantic or sexual relationship with a student of the Wake Forest School of Law. Accommodations for pre-existing consensual romantic or sexual relationships (that is, a relationship formed before the law faculty member joined the School of Law and/or before the student matriculated into the School of Law) between a law faculty member and a School of Law student may be permissible and will be considered on a case-by-case basis. In such circumstances, the following disclosure process must be followed.

Any pre-existing consensual romantic or sexual relationship between a law faculty member and a School of Law student must be disclosed by the law faculty member through submission of a Workplace Relationship Disclosure Form to Human Resources. The disclosure must occur within 30 days of the start of the law faculty employment with the School of Law or within 30 days of the student's matriculation. A Human Resources Partner or the Conflict of Interest Office will consult with the law school and Human Resources senior leadership to determine if any conflict exists, and if so, the appropriate action for minimizing or removing the conflict of interest risk.

Workplace Relationship Disclosure Form

Law students who believe that they have been negatively impacted by a consensual romantic or sexual relationship as described in this policy should contact one of the following:

Human Resources
(336) 758-4700
AskHR@wfu.edu

Audit & Compliance Services
(336) 716-5128
compliance@wfu.edu

Compliance Hotline
(887) 880-7888

Title IX Coordinator
titleixcoordinator@wfu.edu

Title IX Liaison (School of Law)
Branden M. Nicholson
nicholsb@wfu.edu

No retaliation may be directed toward a School of Law student who reports a good-faith concern about a School of Law relationship, as provided in the University's Whistleblower Non-Retaliation Policy.

Students who believe they have been sexually harassed by any employee of Wake Forest University, including School of Law faculty members, should consult the University's Title IX & Non-Title IX Sexual Misconduct Policy & Grievance Process for review of the University's definition of sexual harassment (which includes sexual harassment, sexual intimidation, stalking or cyberstalking, dating violence, and domestic violence), and how the University protects its students from sexual harassment by all employees of Wake Forest University, including School of Law faculty members. That policy also sets forth procedures for filing a complaint with the University, both by individuals who believe that they have been sexually harassed and by individuals who become aware of or witness such harassment.

See Also: Wake Forest University Consensual Relationship Policy

# Title IX & Non-Title IX Sexual Misconduct Policy & Grievance Procedures

## Title IX and Sexual Misconduct

The Title IX Office, which is a part of the Office of Institutional Equity (OIE), is responsible for oversight and coordination of the University's Title IX compliance efforts, including:

- ensuring prompt, equitable, and impartial Title IX process for all students, faculty, and staff
- handling investigations of sex discrimination and sexual misconduct reports
- coordinating effective responses to reports of sex discrimination and sexual misconduct
- facilitating the implementation of interim measures and other accommodations
- identifying and addressing patterns of complaints involving possible sex discrimination and sexual misconduct
- coordinating assessment of campus climate around issues of sex discrimination and sexual misconduct
- coordinating the informal resolution process
- overseeing the formal resolution, grievance process (e.g., student conduct hearings)
- collaborating with other university offices to offer awareness campaigns and prevention programs

The School of Law collaborates with the Title IX Office to ensure that our community remains safe for all members. All School of Law community members are held to the Wake Forest University

Title IX & Non-Title IX Sexual Misconduct Policy & Grievance Procedures, which can be found linked below.

Title IX & Non-Title IX Sexual Misconduct Policy & Grievance Process

Members of the School of Law community who have experienced sex discrimination, sexual harassment, sexual assault, dating/domestic violence, or stalking have control over whether, when and how they may report a matter to the University. If you would like to speak with someone trained to help persons who have experienced sexual misconduct and/or would like assistance in identifying your options, please contact:

Safe Office (24/7) | 336.758.5285

University Counseling Center | 336.758.5273

Office of the Chaplain | 336.758.5210

Conversations with the Safe Office, University Counseling Center, and the Office of the Chaplain are confidential. Information shared with those professionals will not be shared with the Title IX Office unless and until you are ready.

Title IX Reporting Information

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## Contact Information and Support

Below are links to the websites of relevant support offices at Wake Forest University. The School of Law has a designated Title IX Office Liaison who may also serve as a resource. The Title IX Office Liaison is not a confidential resource and is a designated mandatory reporter.

Title IX Office Liaison (School of Law)
Branden M. Nicholson

Assistant Dean for Student Affairs
Worrell Professional Center, Suite 2325
(336) 758-2630
nicholsb@wfu.edu

Title IX Office

SAFE Office

University Counseling Center

Office of the Chaplin

# Weapons Policy

## Weapons on Campus

# Appendix

## Application Requirements

In order for an application to be considered complete at Wake Forest Law, the following materials are required for each of the Juris Doctor (JD), Master of Laws (LLM), Doctor of Juridical Science (SJD), and Master of Legal Studies (MLS) programs. More detailed information for each of these requirements can be found on the respective program pages linked below.

### Juris Doctor (JD)

- Completed Application
- LSAT or GRE Score
- Official Transcripts
- Proof of English Proficiency or Waiver
- Personal Statement
- Resume
- Imagining Your Future Statement
- One Letter of Recommendation
- Any Necessary Addenda

### Master of Laws (LLM)

- Completed Application
- Official Transcripts
- Proof of English Proficiency or Waiver
- Personal Statement

- Resume
- Two Letters of Recommendation

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### Doctor of Juridical Science (SJD)

- Completed Application
- Official Transcripts
- Proof of English Proficiency or Waiver
- Personal Statement
- Resume
- Two Letters of Recommendation
- Writing Sample
- Dissertation Proposal

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### Master of Legal Studies (MLS)

- Completed Application
- Official Transcripts
- Proof of English Proficiency or Waiver
- Personal Statement
- Resume
- Two Letters of Recommendation

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## Matriculating Student Official Transcript Policy

The Law School requires all matriculating students to submit final, official transcripts from all previously attended post-secondary institutions in a timely manner. For students matriculating into an academic program during the fall semester, transcripts must be received by October 15. For

students matriculating in other terms (i.e., spring or summer), transcripts must be received within four weeks after classes begin.

For students matriculating into the Juris Doctor (JD) program, final transcripts must be submitted to the Law School Admissions Council (LSAC). Students matriculating into the Master of Laws (LLM), or Doctor of Juridical Science (SJD) programs must submit all relevant final transcripts to the Office of Admissions & Financial Aid. Students matriculating into the Master of Legal Studies (MLS) must submit transcripts to the office of the Assistant Dean for Online Programs.

Students who fail to submit their final, official transcripts by the relevant deadline will be allowed to continue enrollment through the first term but will receive an admissions hold by the Registrar's Office, which will prevent registration for future terms. Any resulting registration hold will be removed only after the Law School has received all relevant transcripts.