

LL.M. PROGRAMS (MASTER OF LAWS)

STUDENT HANDBOOK

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I. INTRODUCTION

This Student Handbook ("Handbook") is intended to help you navigate many of the applicable policies and procedures at the University of Houston Law Center ("UHLC") and, to perhaps a lesser extent, the University of Houston ("UH"). The Handbook intends to bring together rules, policies and procedures from various sources that are important to UHLC students. All students are responsible for full comprehension of its contents when relevant to a student's situation; therefore, students are strongly encouraged to review this Handbook carefully. In particular, the materials in Part II, approximately sixteen pages, are critical to have in mind.

Although every effort has been made to make this Handbook accurate, the information provided is subject to change or correction. This Handbook does not necessarily state every policy and procedure applicable to students, but it strives for coverage of the most important items arising from UHLC faculty action and administration action, American Bar Association (ABA) standards or requirements, and other major inputs to the program of legal education at UHLC.

Certain officials at UHLC may have the authority to provide exceptions to some items in this Handbook. Some of these officials are also the custodians of this Handbook. As such, it helps to identify these roles. First, there is a staff dean, a J.D. who is a UHLC employee, who leads the UHLC Office of Student Affairs ("OSA"). This role will be denoted by the acronym ADSA, for Assistant/Associate Dean of Student Affairs. Second, there is a full-time faculty member, typically a tenured full professor, who holds the role of Associate Dean for Academic Affairs, and that role is referred to by the acronym ADAA in this Handbook. Finally, there is a staff executive director, a J.D. who is a UHLC employee, who leads the Global and Graduate Programs, responsible for managing the LL.M. programs. This role will be denoted by the acronym EDGGP, for Executive Director of Global and Graduate Programs.

II. ACADEMIC MATTERS

A. *Conduct Requirements*

Law students are bound by the University of Houston (UH) Student Life policies found in the *University of Houston Student Handbook*. These policies address disruption of university operations, including classroom conduct and the use of university computers or networks. The sanctions can be severe – including suspension. Students are strongly encouraged to carefully review these policies. The University of Houston Student Handbook is available online at

https://uh.edu/dos/resources/student-handbook/

B. *Character and Fitness Issues*

All UHLC students are under a continued obligation to notify UHLC of any criminal or disciplinary matters that occur before and after admission, and during their enrollment. This includes any citations or charges other than Class C misdemeanor traffic violations.

C. *Academic Calendar*

There are two academic calendars that influence a semester at UHLC. The first is the UH academic calendar. Many UHLC operations use the dates and deadlines on the UH academic calendar. There are, however, additional or revised dates and deadlines that are important for UHLC students. As a result, UHLC publishes its own academic calendar, which can be found here:

https://www.law.uh.edu/calendar/academic-calendar.asp

Full familiarity with the entries in the UHLC academic calendar is important to take full meaning from this Handbook. The intent of the UHLC academic calendar is to eliminate, in most cases, the need for UHLC students to refer to the UH academic calendar.

D. *Attendance Requirements*

UHLC has a minimum 80% attendance policy for students. Any student who attends fewer than the minimum percentage of class sessions may be dropped automatically from the course or receive a failing grade. Instructors are free to impose stricter attendance standards. Instructors may consider those who come in late or leave early as absent or may decline to let a late student attend that day.

Instructors use different methods to account for attendance. These may include a "roll call" at the start of a class session, use of a seating chart, or requiring students to make an honor system certification at the end of the course or for each class session. Instructors should provide their attendance policy in writing at the beginning of the semester or in their syllabi. It is the student's obligation to ensure that they have been counted present.

Note: Falsifying class attendance is a violation of the Honor Code.
For the Full Honor Code, please this link:

https://www.law.uh.edu/student/HONOR-CODE-AND-PROCEDURES.pdf

E. *Semester Course Load Requirements*

Minimum Load: LL.M. students must be registered for a minimum of three credit hours each fall and

spring semester. Permission to register for an underload (less than three credit hours) requires the approval of the student's course advisor and submission of a general petition form to the LL.M. Admissions office.

A standard load for a full-time student during a regular (fall or spring) semester is 9 to 16 hours. Students have the option of attending during the summer and may take up to a maximum of 7 hours in a six-week session or 12 hours over the entire summer.

The standard load for a part-time student during a regular semester is 3-8 hours.

For financial aid loan deferment and continued eligibility, students must be enrolled in a minimum of six credit hours per semester. Students receiving financial aid should check with the Financial Aid Advisor to verify that the number of credit hours, especially an underload, does not alter their financial aid package.

Students on a visa are responsible for ensuring that the number of credit hours taken each semester is consistent with their visa restrictions or requirements. For additional information, refer to the International Student and Scholar Services Office (ISSSO) website at

https://uh.edu/oisss/

F. *Continuous Enrollment – Program Completion*

LL.M. students must maintain enrollment each fall and spring semester of at least 3 credit hours. There is no continuous enrollment requirement for the summer semester(s).

Students registering for less than 3 credit hours for the fall or spring semester OR requesting a leave of absence for the fall or spring semester must complete a general petition form. General petitions are available online at:

https://www.law.uh.edu/OSA/petition.pdf?

Petitions must be approved by both the EDGGP and the Director of LL.M. Admissions.

All course requirements must be fulfilled within a three-year period beginning from the student's initial matriculation. Any extension of this period must be approved in writing by the Director of LL.M. Admissions. Requests for extensions or waivers will only be granted after the showing of extenuating circumstances. Without a waiver, any student who exceeds the stated time is automatically withdrawn from the program and must reapply for admission if he or she wishes to be considered for a resumption of studies. Depending upon the circumstances, credit may be forfeited, or re-admission made impossible by University of Houston policies to which the UH Law Center must adhere.

G. *Degree Plan Requirements*

The University of Houston Law Center offers two (2) LL.M. degree programs: the LL.M. (which has five (5) concentrations), and the LL.M. in U.S. Law. Students are responsible for knowledge of current program and concentration requirements.

LL.M (for U.S. and foreign-trained lawyers)

Energy, Environment and Natural Resources

- Complete a minimum of 24 credit hours to include 15 credits of energy, environment, or natural resource courses.
- Maintain a 2.5 grade point average every semester.

- Students who earned their law degree outside of the United States are required to complete Introduction to American Law (5319) and Legal Writing (5338) their first semester. Fall admission only.
- Students have the option of writing a thesis.

Health Law

- Complete a minimum of 24 credits to include 18 credits of health law courses.
- Maintain a 2.5 grade point average every semester.
- Students who earned their law degree outside of the United States are required to complete Introduction to American Law (5319) and Legal Writing (5338) their first semester. Fall admission, only.
- Students have the option of writing a thesis.

Intellectual Property & Information Law

- Complete a minimum of 24 credit hours to include 15 credits of intellectual property or information law courses.
- Maintain a 2.5 grade point average every semester.
- Students who earned their law degree outside of the United States are required to complete Introduction to American Law (5319) and Legal Writing (5338) their first semester. Fall admission, only.
- Students have the option of writing a thesis.

International Law

- Complete a minimum of 24 credits to include 15 credits of international law courses.
- Maintain a 2.5 grade point average every semester.
- Students who earned their law degree outside of the United States are required to complete Introduction to American Law (5319) and Legal Writing (5338) their first semester. Fall admission, only.
- Students have the option of writing a thesis.

Tax Law

- Complete a minimum of 24 credits to include 18 credits of tax law courses.
- Maintain a 2.5 grade point average every semester.
- Federal Income Tax (5459) is a prerequisite and must be completed before enrollment in advanced courses. The course should be taken during the first semester as an LL.M. student, but the course cannot be credited toward the 24 credit hour degree requirement or the required 18 credits of tax-specific coursework. (Internationally educated students can take this course for both degree and specialty credit.)
- Students who earned their law degree outside of the United States are required to complete Introduction to American Law (5319) and Legal Writing (5338) their first semester. Fall admission, only.
- Tax law LL.M. students are required to take Tax Research (5151) and Tax Ethics (5288).
- Students have the option of writing a thesis.

LL.M. in U.S. Law (for foreign-trained lawyers only)

Complete a minimum of 24 credit hours including two required courses: Introduction to American Law (5319) and Legal Writing (5338). The two required courses must be taken during the student's first semester.

Maintain a 2.0 grade point average every semester.
Fall admission, only.

H. *Instructional Modalities*

The University of Houston Law Center delivers LL.M. instruction through approved instructional modalities.

- *On-Campus Instruction*

The on-campus modality is the standard mode of enrollment for the University of Houston Law Center LL.M. programs. Students enrolled in the on-campus modality are expected to attend classes in person unless a course is designated by the Law Center to be offered in an online format.

From time to time, individual courses may be delivered online or through other approved instructional methods. Enrollment in one or more online courses does not change a student's enrollment status to Synchronous Distance Education (SDE). Only students who are approved for the SDE modality through the admissions process are considered SDE students and are subject to the SDE participation requirements.

- *Synchronous Distance Education (SDE) Instruction*

The University of Houston Law Center offers select LL.M. degree programs and concentrations through Synchronous Distance Education (SDE), which enables approved students to participate remotely in live class sessions while completing the same curriculum and meeting the same academic standards, learning outcomes, and degree requirements as students attending classes on campus.

Eligibility to participate through the SDE modality is determined during the admissions process and is not available upon request after enrollment. Students admitted to an SDE program are expected to participate in all required synchronous class sessions and comply with all University of Houston, University of Houston Law Center, and LL.M. Program academic policies, procedures, and standards. The SDE modality may include the need to take some assessment, in particular summative assessment, in Houston in a face-to-face mode. In addition, SDE students must adhere to all SDE-specific requirements, expectations, technology standards, and participation guidelines communicated by the Law Center. Failure to comply with these requirements may affect a student's continued eligibility to participate through the SDE modality.

I. *Dual Degree*

LL.M. students who are concurrently admitted to two concentration programs are required to meet the specialty curricular requirements of each program, complete a total of 36 credit hours and maintain a 2.5 grade point average every semester. Students are entitled to a maximum of 6 hours of credit that will count toward each specialty. The course(s) must be recognized as a specialty course within both degree plans that the student has been admitted to and may be awarded retroactively. Dual degree candidates must fulfill the concentration credit hour requirement and writing requirement, if applicable, of each program to which they are admitted. Requirements must be met within four years of initial admission to the LL.M. program.

J. *Hours, GPA Requirements, Incompletes*

The grade point average for the degree will be calculated based on the first 24 credit hours (36 credit hours for students completing a dual degree). Additional hours will be counted only if earned during the semester in which the 24th (36th) credit hour is earned.

Students cannot continue to enroll in courses at the UHLC once LL.M. degree plan requirements have been met.

Students may take graduate courses toward the LL.M. degree in other departments (6 credit hour maximum). The courses must be approved prior to registration by the student's course advisor, the sponsoring instructor, and the Director of LL.M. Admissions. A grade of "C" or better is required to receive credit. The grades earned in these other graduate school courses will not be calculated into the student's Law Center grade point average.

All grades of "I" (Incomplete) must be completed no later than two weeks after the student's last final exam unless an extension has been approved by OSA. An incomplete that is not made up within one calendar year is automatically converted into an "F" grade.

K. *Curriculum*

1. Course Advisor

Upon enrolling in the LL.M. Program, each student is assigned a course advisor. *All courses must be approved by the student's course advisor prior to registration each semester.* For the first fall semester only, internationally educated students will be administratively registered/enrolled in the two required courses, Introduction to American Law and Legal Writing.

2. Coursework, Clinics, Internships & Externships

In most classes, LL.M. students will be in courses with J.D. students. In some advanced subjects, there may be a majority of LL.M. students, and in selected courses, LL.M. students may be given additional assignments commensurate with their advanced standing.

LL.M. students may not receive credit in the LL.M. program for coursework that is substantially the same as that taken in the student's J.D. program, or first law degree, or subsequent legal degree program. If there is doubt, the student should request written approval from their course advisor.

LL.M. students can earn an aggregate total of four (4) credits in Special Research and Writing (SRW) and a UHLC clinic. LL.M. students can only apply an aggregate total of four (4) credits towards their LL.M. degree program.

Curricular Practical Training (CPT), internship, and externship credit may not be used to satisfy the credit hour or degree requirements of the LL.M. program.

3. First Year Courses for Internationally Educated LL.M. students

Students who earned their law degree outside of the United States can register for Law Center courses designated as "first year." Certain first year courses designated as "FLLM Only" are specifically set aside for foreign lawyer enrollment. Any first-year courses that are not designated "FLLM Only" requires administrative approval that begins with the LL.M. Admissions Office. First year courses include but are not limited to Constitutional Law (5488), Contracts (5409), Civil Procedure (5406) Criminal Law (5303),

Property (5408), and Torts (5418). Courses taken, or credits earned as an LL.M. student cannot be transferred to the J.D. program at the UHLC.

L. *Types of Research and Writing Experiences / Optional*

1. Special Research and Writing Course

Students can gain valuable research and writing experience by writing an independent research paper under the direct supervision of a faculty member. These projects will be graded on the ordinary grading scale from A to F.

The first step to undertaking a Special Research and Writing (SRW) course is to identify a professor to serve as the project supervisor. Students should ask professors who teach subjects related to their area of interest. It is wise to have some ideas about possible paper topics before approaching a faculty member.

Note: Students must receive permission from the ADAA to have anyone other than these categories of full-time faculty supervise this course: tenured/tenure-track faculty; or promotion-eligible Non-Tenure-Track (PE/NTT) faculty as defined in the UHLC bylaws, which comprise the titles clinical professor, instructional professor, and research professor.

Once the student has identified the professor and secured their permission, the student should register for the Special Research and Writing course by submitting the signed Special Research and Writing Petition form (the SR&W Petition) to the Director of LL.M. Admissions.
This form is available online at:

https://www.law.uh.edu/llm/current/SRW.pdf?

Students may earn up to four credit hours of Special Research and Writing. The length/scope/scale of the paper or project for each quantity of credits, one credit to four credits. The supervising professor may establish more demanding standards.

Credit guidelines:

- To earn one hour of credit, the paper must be at least 5,000 words (typewritten, double-spaced, letter size paper), including footnotes.
- To earn two hours of credit, the paper must be at least 10,000 words (typewritten, double-spaced, letter size paper), including footnotes.
- To earn three hours of credit, the paper must be at least 15,000 words (typewritten, double-spaced, letter size paper), including footnotes.
- To earn four hours of credit, the paper must be at least 20,000 words (typewritten, double-spaced, letter size paper), including footnotes.

Two or more drafts of the paper must be completed. The paper must be of sufficient quality to receive a grade no lower than a C. The paper must be the student's original work and must demonstrate research, analytical, and writing skills. Finally, the paper may not previously have been submitted to any other instructor, for publication or in connection with any other course at the Law Center or elsewhere or have been done in whole or in substantial part in connection with a student's outside employment.

Approval is given with the understanding that the paper will be turned in to the supervising faculty member in time for the grade to be submitted with all other grades for that semester. Students whose grades are not submitted to that schedule may be administratively withdrawn from the course. They will not be given an "I" (incomplete) and allowed to have the grade changed later. To receive credit for the course, the student must re-enroll in Special Research and Writing and pay additional tuition for the new enrollment. Students will not be given tuition reimbursement for the course in which the "W" was received.

Credit for Special Research and Writing is not intended for open-ended projects: papers must be submitted by the end of the semester in which the SRW course is taken.

2. Masters' Thesis

There is no thesis requirement in the LL.M. program. However, students may choose to write a thesis. Students interested in writing the optional thesis must obtain the permission of their faculty advisor and adhere to the thesis guidelines and requirements outlined in this LL.M. Programs (Master of Laws) Handbook. When students elect to write a thesis, which is registered as a three-credit course when not done via a WRS seminar, the presumption is that the thesis must be at least 15,000 words (typewritten, double-spaced, letter size paper), including footnotes. When the thesis is implemented via a WRS seminar course, the requirements of that course's instructor apply.

a. Thesis Guidelines

Overall, the thesis should present a relatively original idea or ideas, should demonstrate mastery of research skills appropriate to the field, and should be analytical and/or critical, as opposed to merely descriptive. It is required to be of publishable quality as determined by vote of the student's thesis committee. Students are encouraged to publish their approved final thesis. The Graduate Studies Committee and/or the primary thesis advisor may be able to assist in identifying appropriate journals. The thesis can be written through the Masters' Thesis Course or a WRS seminar course (with the approval of the student's faculty advisor).

The Masters' Thesis course will be graded, and students must receive at least a "B" to receive credit. Registration for the course is only by submission of the "Thesis Course Petition" to the Director of LL.M. Admissions. The petition requires identification of the thesis topic, thesis advisor, and committee members. Ideally, the topic will be approved before the end of the prior semester to give the student adequate time to research and write the first draft. Students cannot register online for the Masters' Thesis course; registration will be made by the LL.M. Admissions office.

I. Topic Approval

You should start your topic approval by consulting your faculty advisor who can help you identify an appropriate thesis advisor. The thesis advisor, who serves as the chair of your thesis committee, will then help you identify the other members of your committee. In all cases, it is the student's responsibility to ask faculty members to serve as the principal advisor and/or committee member. The primary thesis advisor and at least one member of your committee must be regular, tenure track faculty members.

II. Thesis Calendar

The first draft of your thesis paper should be submitted to your primary thesis advisor no later than the sixth week of classes. The primary thesis advisor will set the actual deadlines for submission of subsequent drafts for each student. The student works directly under the supervision of the principal thesis advisor until

the final draft is ready for submission to the full committee.

The final draft of the thesis paper (the draft that has been reviewed by your primary thesis advisor and approved for submission to the committee) should be submitted not later than the last day of classes of the semester in which the thesis course is taken. Copies should be submitted directly to each member of the student's thesis committee, with a copy of the "Thesis Approval Form" attached to each copy. The form should be completed by the primary advisor/reader and returned to the Director of LL.M. Admissions.

III. Revisions

Students may receive further recommendations for revisions before the completed thesis is approved. If the thesis is not completed at the end of the semester, the student will receive an "I" (Incomplete) in the course.

IV. Thesis Technical Requirements

1. The thesis should be:
   - double spaced typewritten or computer-generated
   - 12-point font
   - one-inch margin
   - letter-size paper
   - in a protective cover
2. It should have a title page including: the title of the paper, student's name, date submitted (month and year), the type of degree sought (LL.M. and area), the name of the degree-granting institution (University of Houston Law Center), and the names of the three committee members (specifying the principal advisor).
3. Following the title page, there should be a one-page abstract (summary description) of the thesis.
4. There should be a table of contents on a separate page following the abstract.
5. The minimum length for the text of the thesis is 15,000 words, including footnotes.

These and any other Thesis requirements should be addressed with student's thesis advisor.

V. Duplicate Credit Prohibition

Students may not receive credit for one research and writing project by submitting it for credit more than once. This means that the same paper cannot be used for two seminars, for Special Research and Writing and a seminar, etc. In addition, any paper written for a course (except as noted under "Seminar Substitute") cannot be used to satisfy the Master's thesis. Moreover, any research that is done in whole or substantial part in connection with outside employment cannot be submitted for course credit.

M. Cross Enrollment: Non-Law Graduate Courses & Visiting Students

LL.M. students can take graduate courses in other UH departments. However, eligibility for financial aid may require enrollment as a full-time student at one institution, and non-law courses may not count towards the required course load. Students considering cross-enrollment should check with the OSA and the financial aid advisor about this.

1. Tuition charged will be the rate for non-law classes.
2. Courses must be graduate-level courses.
3. Approval must be obtained prior to enrollment using a LL.M. petition signed by the student's advisor and the Director of LL.M. Admissions. The petition must include the course number and course description.
4. Only 6 hours of non-law credit can be counted towards LL.M. degree requirements.
5. A grade of "B-" or better must be received to obtain law credit.
6. The grade will not be calculated into the Law Center grade point average.
7. Students who count non-law courses as part of their credit must petition for an overload if the total enrollment is greater than 16 hours.

N. Other Law School Credit

A student may request permission to take up to six semester hours of credit at another approved (ABA-accredited) law school. Required courses must be completed at the Law Center. Rules regarding transfer of credit from other law schools (including summer abroad programs) are as follows:

- The student must be in good standing.
- Credit will not be given for internships, clinics, or independent study at another law school.
- Only courses in which a "B-" or better is received will be credited towards hours earned. Only graded courses may be taken; no pass/fail.
- The grade received at another institution is **not** calculated into the Law Center grade point average.
- **Approval must be obtained prior** to enrollment using an LL.M. petition signed by the student's advisor and the Director of LL.M. Admissions. The petition should list the specific course(s) and course number(s) for which credit is sought and have a course description attached.
- It is the student's obligation to inquire as to whether coursework at another institution unduly overlaps with coursework taken or to be taken at the UHLC. The approval of a general petition asking for approval of coursework at another law school does <u>not</u> indicate that this overlap has been reviewed.
- Permission will not be granted in most situations for a student to receive credit for courses completed at another law school in Houston except for courses not offered at the UHLC.

Note: A minimum of 18 credit hours toward the LL.M. degree and all concentration- required credits must be completed at the Law Center.

O. Good Standing and Academic Suspension

- Students admitted to the Energy, Environment and Natural Resources, Health Law, Intellectual Property & Information Law, International Law or Tax Law LL.M. programs must maintain a 2.5 grade point average every semester.
- Students admitted to the LL.M. in U.S. Law program must maintain a 2.0 grade point average every semester.

A student MUST immediately contact the LL.M. Admissions Office when they become aware that their grade point average has fallen below the requisite standards.

The following policy was adopted in February 2006.

1. At the end of the semester in which an LL.M. student completes 9 or more hours of coursework, and for all semesters thereafter, the student must have a cumulative grade point average of 2.50 for concentration students and 2.00 for LL.M. in U.S. Law students. Students who fail to meet this requirement will be administratively withdrawn from the program, with the opportunity to petition for readmission. This requirement is based on hours attempted rather than hours passed.

2. LL.M. students are expected to meet or exceed the 2.50/2.00 grade point average every semester (depending on degree plan). If a student fails to meet this expectation in any given semester but has a *cumulative* grade point average set forth in paragraph 1, the student will (1) receive a warning letter, and (2) be required to meet with the EDGGP to discuss the student's progress in the program.

3. On petition for readmission under paragraph 1, or after meeting with the student under paragraph 2, the EDGGP has the option of recommending to the Executive Committee that the student be allowed to continue with the program *or* that the student should be withdrawn from the program.

4. Students who fail to meet the required grade point average under either paragraph 1 or paragraph 2 for a second semester will be administratively withdrawn from the program, subject to petition for readmission.

5. Readmission

All suspended students have the right to apply for readmission to the UHLC. Such petitions will be acted upon by the Graduate Legal Studies Committee. Suspended students may be readmitted only upon showing substantial likelihood of satisfactory completion of the curriculum. The following are examples of bases for readmission which may be favorably considered:

a) resolution of a family crisis
b) resolution of a financial crisis
c) completion of course(s) that might assist academic performance in law school.
d) overcoming a serious illness

The Graduate Legal Studies Committee has the discretion to readmit a student on stated conditions, including the condition that the student begins over again. The previous grades are changed to a Withdrawal ("W"), but the fact of previous enrollment will remain on the student's previous permanent record.

A readmitted student whose grades subsequently fall below the required GPA will be dismissed from the UHLC with no opportunity for readmission.

P. Assessments: Mid-Terms and Final Examinations

The broad term "assessment" is used to indicate the various ways in which a student earns a grade in a course or receives feedback about performance in a course. This follows the nomenclature given in ABA standards; there are two types of assessment discussed in the standards: formative assessment and summative assessment. A typical example of a formative assessment is a mid-term examination because the assessment happens while the knowledge is forming, during the semester. The most typical example

of a summative assessment is a final examination.

While there is an operational preference for anonymous assessments of both types, students should not expect that all UHLC course assessments will be anonymous. Many types of courses are inherently non-anonymous in assessment, such as writing or experimental courses of various types. There may be situations where other factors, such as perhaps the technology platforms used in learning, may limit the process by which assessment is anonymous. Students should not except that all doctrinal courses, particularly in the upper level, are always operated with fully anonymous assessment/grading.

1. Provision of Student "Exam Numbers" by OSA for Assessments

OSA provides the service of issuing exam identifier(s) to students each semester. These are the identifier students should use for all exams and assessments during that semester where the instructor for the course has determined that some or all of the grading will be anonymous. There may be a different identifier issues for formative assessment versus summative assessment. For anonymous summative assessments, instructors submit grade information with identifiers to OSA for processing. Student identifiers change from semester to semester, so they should not be reused beyond the particular semester for which they were issued.

1.a. *Course with only Anonymous Assessments (but including class participation if specified for a course)*

When assessment in a course is fully anonymous, OSA correlates exam identifiers to student names, and then transfers the course grade information to the University systems that receive grades. In this process when instructors identify class participation or other factors as grade information tied to a student name in a non-anonymous fashion, OSA works with the instructor to receive the anonymous information and apply the non-anonymous information, such as class participation, to adjust the grade, preserving anonymity as much as reasonably possible.

2.b. *Courses with some Non-Anonymous Assessments*

There are courses that involve a mix of non-anonymous formative assessments that are given throughout the semester and an anonymous summative assessment given at the end of the semester. Under these circumstances, the instructor will provide OSA with grade information that includes the exam identifiers and the raw student scores on the anonymous summative assessment. OSA will then correlate exam identifiers to student names and provide the instructor with updated information that includes the student names and raw student scores on the anonymous summative assessment. Then, the instructor will calculate the overall student scores based on student names and submit final grade information to OSA.

2. Final Examination Schedule

Students are required to take their final exams (summative assessments) on the scheduled dates. Instructors may not grant exceptions to students. Unless designated as a "take home" exam, all examinations must be taken in assigned examination rooms in accordance with the instruction mode for the course.

Q. Academic Modifications for Students with Disabilities

Students with disabilities needing modification to existing academic requirements should contact the Justin Dart, Jr. Student Accessibility Center (DART). Modifications that do not fundamentally alter the nature of

the program and are not unduly burdensome will be considered. For information, please visit: https://uh.edu/accessinility/

UHLC is committed to ensuring that all students with disabilities are reasonably accommodated and are able to compete on a level playing field with all other law students. Accordingly, UHLC works closely with DART to implement accommodations on law school exams, as deemed appropriate and necessary by DART. UHLC recommends contacting DART to begin the accommodation process at least one month prior to the start of the semester to ensure that needs are timely accommodated.

The following take-home policy has been approved by DART:

1. *UHLC Take-Home Exam Policy in Relation to Accommodations*

The structure of take-home exams provides more flexibility to students. Students have more control over the timing and setting, which reduces the need to utilize the same accommodations that are offered for a typical in-class law school exam. Take-home exams allow students to create their own distraction-reduced environments, take breaks as needed, talk aloud, or employ any other necessary test-taking strategies, without taking significant time away from working on the exam. Additionally, the amount of time allotted for a take-home exam allows students- including those with disability accommodations – to have ample time to read and digest the material, organize their thoughts, and prepare a clear concise response.

2. *Long-Duration Take-Home Exams: More than 24 hours*

Accordingly, absent extenuation circumstances, UHLC only offers accommodations for take-home exams that are less than 24 hours. Absent extenuating circumstances, students are not offered accommodations for take-home exams that students have 24 hours or more to complete.

The basic rules and procedures for take-home exams that are 24 hours or more (i.e. students do not receive accommodations) are listed below to help guide and answer any questions you may have:

i. Be sure that you are adequately prepared for the exam beforehand, as not additional time will be given for the take-home exam.

ii. You may schedule your exam to begin at a time that is convenient for you, within the time parameters allotted for the take-home exam.

iii. It is up to you to pace yourself and use the time allotted for the exam appropriately, such as for meals, extended breaks, snacks, etc.

iv. Feedback from instructors indicate that they do not intend for students to spend the entire time allotted for the take-home exam, without eating, sleeping or taking breaks.

v. Students who strategically plan their time can pace themselves to allow for a more thoughtful, polished response, which is what many instructors expect for take-home exams that students have 24 hours or more to complete.

UHLC's primary goal is to offer all students the tools necessary to succeed. Accordingly, the accommodations process is in place to ensure that all students receiving disability accommodations are placed on a reasonably leveled playing field with other students. UHLC cannot offer accommodations that provide students with an unfair advantage.

R. Academic Modifications for Foreign Educated Students

1. Time Allowance

Foreign LL.M. students (students who earned their 1st law degree outside of the United States) are allowed an additional 1/3 of the time allotted for a timed exam proctored by the Law Center. The additional time allotment is not applicable to 5197-U.S. Legal Skills, the two required courses (5319-Intro to American Law & 5338-Legal Writing) and any FLLM-Only designated courses.

The Law Center does not distinguish between foreign students whose first language is English and students for whom English is a second language: they ALL receive the extra time.

2. Dictionary Allowance

Foreign LL.M. students can bring a bilingual dictionary into the examination room. They MAY NOT bring a law dictionary into the exam room.

S. Extenuating Circumstances Involving Examinations

1. Exam Conflicts

An exam conflict is defined as two exams scheduled on the same calendar day. Other situations, including multiple exams on consecutive days, **do not** qualify as exam conflicts and will not be considered for rescheduling. For example, if on a particular Tuesday a student has an exam scheduled for the morning and another one for the afternoon, that is an exam conflict. However, this is not a conflict: an exam scheduled for a Tuesday evening and an exam scheduled for the immediately following Wednesday in the morning,

OSA will identify students with same-day exam conflicts once the final exam schedule has been released. OSA will contact students with identified conflicts and provide a revised exam schedule.

Students are expected to remain available for the entire final exam period, including the University-designated makeup day(s), to allow for any unforeseen rescheduling due to circumstances beyond the control of the school or student. (e.g., inclement weather or other disruptions.)

2. *Exams Impacted by Illness or Emergency*

For "illness or emergency" cases, students must contact OSA prior to the scheduled exam. OSA will verify the legitimacy of such claim and set the date for makeup exams for the student.

A student that becomes ill before an exam should immediately contact OSA. Students should not start an exam if they are feeling ill.

Requests for exceptions should be submitted to OSA prior to the exam date.

i. All examinations should be taken on the date scheduled. Exceptions for alternate dates will be made only for illness or emergency or a conflict with another exam.

ii. Students will be expected to contact OSA prior to the exam time and provide reasonable

documentation (which may include a physician's verification) for exam rescheduling requests that are based on emergency or illness.

3. *Students with Other Compelling Circumstances*

Students with compelling circumstances such as a death in the family a serious personal crisis, etc., should contact OSA prior to the scheduled exam. If the situation merits, alternative exam arrangements will be made. Airline reservations do not justify a compelling circumstance inasmuch as the students have notice of exam timesearly in the semester. Employment requirements are not a justification for alternative exam dates, except in extremely unusual situations. Participation in extracurricular activities is not considered a compelling circumstance.

4. *Computer Exam Policy*

Absent approval from the ADAA, UHLC instructors may not prohibit or deter students from drafting and presenting answers to exams on a computer equipped with UHLC approved security software. Instructors may permit students to draft answers to exams on a computer not equipped with security software provided that the instructor reasonably believes that such procedure would not materially advantage students based on factors other than understanding of the course material.

T. Grades

Except for the 5197-U.S. Legal Skills course, LL.M. students cannot take courses as Pass/Fail or Satisfactory/Unsatisfactory. LL.M. students are graded on the same scale as J.D. students, but their grades are not included in the curve when computing the J.D. average for the class. Thus, LL.M. students do not necessarily get "higher" grades – nor do their grades, whether higher or lower, affect the J.D. average. In other words, a "B" paper should be a "B" whether it is written by a J.D. student or by an LL.M. student. The LL.M. student's "B," however, is not used in calculating the class average for purposes of the mandatory mean.

1. Grading System

Letter grades will be given to students in all courses and seminars unless specified in this handbook. The letter grades and their numerical equivalents on a four- point grading scale are as follows:

A = 4.00	B- = 2.67	D+ = 1.33
A- = 3.67	C+ = 2.33	D = 1.00
B+ = 3.33	C = 2.00	D- = 0.67
B = 3.00	C- = 1.67	F = -0-

2. Conditional and Temporary Grade for Extenuating Circumstances

In extremely compelling cases when a student for non-academic reasons beyond their control is unable to fulfill the requirements of their courses, a temporary and conditional grade of I (incomplete) can be assigned pursuant to the Grading Policies set forth in the Graduate and Professional Studies Catalog
http://publications.uh.edu/content.php?catoid=45&naviod=16190

This policy is limited in its application to UHLC students via the following variations:

a) The decision to assign a student a grade of I is a joint decision between the instructor and

OSA, and such a decision can be made at any point during the semester regardless of the student's progress in the course;

b) Students do not have the ability to request that a course grade be retroactively changed to a grade of I; and

c) The amount of time a student is given to fulfill their course requirements after receiving a grade of I is determined on a case-by-case basis jointly by OSA and the instructor but will (i) not exceed 6 months and (ii) be established with a deadline at the earliest feasible date.

U. Grade Change Policy

After an instructor has submitted a grade to OSA, the instructor may change the grade only if it was incorrect due to an arithmetical, administrative, or other mechanical error. If an instructor discovers an arithmetical, administrative, or mechanical error in reviewing one student's exam and discovers that the same error was also made in grading exams of other students, the instructor must change the grades of all students affected by the error. A grade may not be changed as a result of a substantive reevaluation of a student's work or otherwise, except by vote of the faculty upon the instructor's request.

A student requesting a grade change from the instructor must request it as soon as possible, but no later than 90 days after grades are posted on the University system. All grade changes should be made by the instructor within 30 days of the request.

V. Grade Appeal Process

Students should meet with the professor to review the exam as soon as possible, but no later than 90 days after the grades are published on the University system. Per UHLC's grade change policy, the instructor may change the grade only if it was incorrect due to an arithmetical, administrative, or other mechanical error. Therefore, the purpose of the review with the instructor is not to reevaluate, but rather to check for administrative errors and to assist the student in understanding the grading process. It is helpful for the instructor to show the student a model or sample answer and explain to the student how the students' answer was scored.

If, after meeting with the professor, the student wishes to appeal a grade, the appeal should be made in writing to the ADSA. A copy of the appeal will be forwarded to the instructor. The instructor must provide a response to such petition within a reasonable period of time (typically not to exceed 10 business days). A written response will be provided to the student and instructor as soon as possible, typically not later than 10 working days following receipt of instructor's response. If, after receiving the written response, the student wishes further appeal, such appeal should be made to the Vice Provost/Dean of the Graduate School.

Note: See Grievance Policy for Graduate, Professional, and Post-Baccalaureate Students of the Graduate and Professional Studies Catalog.

https://www.uh.edu/UHgradCatalogLink/

W. Obtaining a Transcript

1. Grade Report:

Students can check their grades through PeopleSoft at the end of each semester. If a hard copy is needed,

the student can print the grade screen.

2. Transcripts:

The Office of the University Registrar is responsible for the issuance of official University transcripts. Official University of Houston transcripts may be ordered online, in person or by mail. More information may be found at:

https://uh.edu/about/offices/enrollment-services/registrar/transcripts/

Unofficial transcripts may be obtained through the MYUH Student Center.

X. Graduation

There are five steps in the graduation cycle. **First** is the graduation "check" process which is performed by the Director of LL.M. Admissions via your LL.M. degree plan audit. To track your graduation standing please refer to your LL.M. degree plan audit conducted each semester by the LL.M. Admissions Office.

The second step is the application process. Every UHLC student must file a graduation application online through PeopleSoft by the deadline. The approximate deadlines are in February for May graduation; in June for August graduation; and in September for December graduation. The actual deadlines are published in *The Daily LEX* each semester and the UHLC Academic Calendar online. Any student who files an application to graduate and is disapproved must file a new application for the next graduation period.

The third step is the commencement ceremony held in May of each year. Graduation candidates for May and August, and graduates from the previous December, are eligible to participate. This is a ceremonial event only. Diplomas are mailed after final grades are posted in PeopleSoft, and the student has been approved by the designated graduation analyst for UHLC.

The fourth step involves the approval/disapproval process. Once an applicant's grades for the last semester have been received, the records are reviewed to ensure that the applicant has met all graduation requirements. If so, the applicable documentation is approved and returned to the UH graduation office. Several weeks later, the diploma is mailed to the graduate. Candidates planning to relocate shortly after the end of their last semester should update the diploma mailing address in PeopleSoft to ensure their diploma is mailed to the correct location.

The last step is that all UH and UHLC student financial accounts must be settled in full before graduation will be allowed.

Y. Leaves of Absence/Withdrawal

Students must file a petition with the LL.M. Admissions office to request a leave of absence or to withdraw from the LL.M. Program. Failure to do this could prejudice the student's chances of being readmitted at some later date. Students who do not receive administrative approval to withdraw have no automatic right to continue in the LL.M. Program. Students who have medical reasons or other personal situations may be asked to provide documentation.

Students who seek to withdraw or drop courses for medical reasons after the normal deadlines should submit documentation as requested on the general petition available in the OSA office and online. Students are responsible for checking the UH refund policies. Refunds are not available past the stated deadlines even where there are compelling reasons to permit the drop/withdrawal.

Students who are not registered for courses or are on an approved leave of absence will not have access to their UH email account.

III. JOINT JD/LL.M. DEGREE

1. Application and Admission

A UHLC J.D. student can apply to the Joint Degree program after all grades are reported for the 1L year through the fall semester of the 3L year. Part-time students may apply to the program after receiving all grades for their summer 1L courses.

Students visiting UHLC can apply and be admitted to an LL.M. specialty program. Application can be made prior to or during the visit to UHLC. A visiting student must finish at least one semester of the 3L year at UHLC and complete a minimum of 12 credits. Upon graduation from the visiting student's home school, the visiting student must complete 15 LL.M. credits at UHLC before the end of the third regular UHLC semester, not including summers.

Joint Degree applications are processed by the Graduate Legal Studies (GLS) Committee according to its normal admissions process for the LL.M. degree.

2. Coursework

The Joint JD/LLM degree requires completion of 105 credits. Within the 105 credits, students must complete the required number of specialty-specific credits required by the LL.M. program to which the student is admitted:

- Energy, Environment and Natural Resources: 15 credits of EENR coursework
- Health Law: 18 credits of health law coursework
- Intellectual Property & Information Law: 15 credits of IPIL coursework
- International Law: 15 credits of INTL law coursework
- Tax: 18 credits of tax coursework to include Tax Ethics (5288) and Tax Research (5151) plus completion of Federal Income Tax (5459). Federal Income Tax is not included in the 18-credit requirement.

Credits for specialty coursework taken before admission to the Joint Degree program are counted toward degree completion.

3. Grading

A Joint Degree student is treated as a J.D. student, for purposes of the grade curve, through the semester in which 90 credits are completed, even when LL.M. courses are taken that semester. In any given semester a student is either completely a J.D. student and included in the J.D curve for all courses, or completely an LL.M. student and not included in the J.D. curve.

LL.M. students are required to maintain a minimum 2.50 grade point average. Only specialty concentration courses are used to calculate the LL.M. grade point average, regardless of whether a course is taken under the J.D. curve or with the LL.M. status and not included in the J.D. curve.

4. Class Standing and Honors Designation

Class standing and honors designation are against whatever class with whom a Joint Degree student graduates. The J.D. class standing is calculated on all credits graded on the J.D. curve.

5. Joint Degree Withdrawal

Students who complete 90 credits under the JD curve can leave the Joint Degree program with the permission of the ADSA. The student will graduate as a regular J.D. student, provided that all of the generally applicable requirements for J.D. graduation are met.

Students who have matriculated to the LL.M. program, 90+ credits, can leave the Joint Degree program with the permission of the EDGGP.

Specialty credits earned as an LL.M. student (not in the J.D. curve) will carry-over if, later, the Joint Degree student wishes to complete the LL.M. degree. The Joint Degree student can obtain the LL.M. degree by taking the minimum number of specialty credits (including any carry-over) and has up to three non-summer semesters after exiting the Joint Degree program.

IV. STUDENT INFORMATION AND SERVICES

A. Financial Aid

Information regarding scholarships and financial aid can be found on the UHLC's financial aid webpage at:

https://law.uh.edu/financialaid/homepage.asp

B. Emergency Loans

UHLC has a small emergency loans program (maximum amount available is $300). These loans are designed for students who have truly short-term needs, e.g., their student loan check has been delayed, a check from parents has been delayed, etc. Students who have chronic financial problems or bigger needs should explore other options. These loans are at no interest and are to be repaid in 30 days. Please allow 3-5 days for processing the paperwork once a request has been submitted. All paperwork is available from the OSA.

The following guidelines apply to the emergency loans:

i. Students may receive only one emergency loan each semester.

ii. Students with a poor record with the university accounting office are ineligible.

iii. Students who are 30 days from degree completion are ineligible.

iv. Students with poor academic standing are ineligible.

v. Students who have been delinquent in repaying previous emergency loans are ineligible.

C. Scholarships & Awards

Law students who received a Dean Merit Scholarships must remain eligible by achieving the GPA stated

in their initial award letter. Dean Merit Scholarships are generally divided into two semesters, posted to the student's financial account and the student is required to remain in good standing. Questions about scholarships should be directed to the Director of LL.M. Admissions.

Any information regarding additional scholarship opportunities are posted within *The* Daily *Lex* and on the UHLC Financial Aid web pages.

D. Personal Problems

UHLC genuinely desires to make reasonable accommodations for problems that affect the student's academic performance, as well as to provide a resource or referral to help assist in resolving some of these problems. If you experience problems that may benefit from an accommodation, please contact the EDGGP and/or the Global and Graduate Programs office.

E. UHLC Current Student Grievances and Complaints

1. *Complaints involving Instructors or Other Students*

Complaints involving instructors, other students and student organizations should ideally be discussed initially with ADSA. An attempt will be made to resolve the complaint informally, but if that is unsuccessful, the student will be advised as to the next appropriate step. Complaints about the ADSA or the ADAA should be directed to the Dean.

2. *General Grievances Concerning Academic or Instructional Matters*

UHLC can take advantage of UH's university-wide policy and procedure relating to grievances concerning academic and instructional matters and other general grievances. Students are encouraged to initially attempt to amicably address their concerns with the parties involved with some informal involvement from the ADSA, if necessary. For issues that are not resolved, the student is required to submit a formal written complaint to the ADSA within 10 days after a decision is mutually made amongst the involved parties that the matter cannot be settled informally. The ASDA will provide a written response within 10 business days. If after receiving the ADSA's response the student wishes to appeal, the student must submit a written appeal to the Graduate and Professional Studies Grievance Committee within 30 calendar days of receiving the ADSA's final disposition. The full policy may be found at:

https://www.law.uh.edu/UHgradCatalogLink/

3. *Complaints about Violations of Building Use Policy*

These should be addressed to LawBuildingHelp@Central.UH.Edu, with a copy of the complaint or notification to OSA.

F. General Grievances and Complaints

Every effort shall be made to resolve differences amicably and informally to redress a grievance. If appropriate or necessary, the ADSA shall participate in this informal effort to resolve the grievance. In the event that an informal resolution is not possible, a prospective, current, or former UHLC student may petition the ADSA by filing a formal written complaint within 10 working days after the decision is mutually made that the grievance cannot be settled informally. The letter should provide details regarding the complaint and redress sought. After receipt of the letter, the ADSA or alternative will respond in writing within 10 business days. If after receiving the ADSA's response the individual wishes to appeal, the student

must submit a written appeal to the Dean within 30 calendar days of receiving the ADSA's final disposition.

G. Complaints that implicate the ABA Standards

UHLC is subject to the ABA standards for Approval of Law Schools. The ABA Standards may be found at: http://www.americanbar.org/groups/legal_education/resources/standards.html

Any prospective, current, or former UHLC student who wishes to bring a written complaint to the administration of UHLC of a significant problem that directly implicates the school's program of legal education and its compliance with the ABA Standards should do the following;

i. Submit the complaint in writing to the ADSA within OSA for purposes of delivery. The writing may be delivered in any manner, including, email or some form or physical delivery. All complaints shall be retained for at least ten years or until the next review of accreditation of UHLC by the ABA.

ii. If the complaint identifies the person complaining, the ADSA will acknowledge the complaint within five business days of receipt of the written complaint.

iii. Within three weeks, UHLC's ADAA, or that administrator's designee, shall address the complaint, and when the student is identified offer to meet with the complaining student. If there is a meeting, the student will either receive a substantive response to the complaint, or information about what steps are being taken by UHLC to address the complaint or further investigate the complaint. If further investigation is needed, when the investigation is complete, the student shall be provided a response to the complaint explaining what steps are being taken by UHLC to address the complaint within three weeks after completion of the investigation. If the complaint is anonymous or the student chooses not to meet, the complaint should be addressed within similar time periods. A writing describing the resolution of the complaint shall be retained with all complaints.

iv. Appeals regarding decisions on complaints may be taken to the Dean of UHLC.

V. UHLC POLICIES

A. Student Records and Confidentiality

1. *Providing Outsiders with Student Schedules and Directory Information*

Frequently, relatives, employers, etc., will ask to know where they can find a specific student. OSA determines whether the inquiry allows the provision of any information as guided by UH policy. UHLC will not provide course schedules to anyone. If an emergency justifies notifying a student, an OSA staff member will go to the class session to make the notification.

2. *Releasing Eligibility Information to Student Organizations*

When possible, the list of students eligible for a student organization is released to the faculty advisor for that organization. When that is not feasible, one or two representatives of the organization are given the list of eligible individuals. Students to whom this information is released are advised that the information is confidential, and the student is not to release the names to anyone else without approval of the administration. Once invitations have been accepted, those who have become members may have their names published.

B. Nondiscrimination Policy and Protected Classes

UHLC is committed to ensuring the equality of opportunity in legal education for all persons, including applicants for admission, enrolled students, and graduates, without discrimination or segregation on the ground of race, color, sex (including pregnancy), genetic information, religion, age, national origin, disability, veteran status, or any other legally protected status; and for this policy UH includes in the term "protected class" sexual orientation, gender identity and gender expression. The facilities and/or services of UHLC may be denied to all individuals whose behavior contravenes UH and UHLC policy in this area.

C. UHLC Building Policy

The facilities included within this policy are the John M. O'Quinn Law Building, the Law Library within that building, and the grounds and parking lots surrounding the building (collectively "UHLC Building" or "Building").

More information regarding the facilities is available at this link:
https://www.law.uh.edu/Facilities/

1. Use of the Building

The Law Center reserves the right to ask students or visitors to vacate the Building, its classrooms, and all other spaces for safety, cleaning, or other purposes. Building use and access parameters are expressed here:
https://www.law.uh.edu/facilities/UHLawCenterUseAndSafetyNotice.pdf

If there are problems with Cougar Card access, contact OSA. For damaged or lost cards, contact the UH Cougar Card office.

Food and drinks are allowed in reservable rooms as indicated in the room reservation system rules. Use of alcohol is prohibited unless permission is granted in advance from the ADAA's office.

2. Animals in the UHLC Building

The presence of animals at UH may pose a safety concern, which places UH at risk of a potential liability. Therefore, as a general rule, animals are not allowed on campus. The exceptions to this policy are:

i. Service animals, under this policy:
https://uhsystem.edu/compliance-ethics/_docs/sam/01/1c12.pdf

ii. Research animals authorized by UH policy.

3. Security

In case of emergency, you should call the Campus Police at 713-743-3333. Non-emergency security problems should be reported to OSA.

4. {reserved}

D. Logo and Brand Content Policy

Student organizations may use the names "University of Houston" or "University of Houston Law Center"

or “Houston Law” on tee shirts, mugs, etc. Use of the logo or other brand content of either UH or UHLC requires permission. If you have any questions about this policy, please contact OSA. The links below are also applicable:

https://www.uh.edu/marcom/guidelines-policies/
https://uh.edu/marcom/resources/uh-brand-student-organizations/

E. UHLC Communications Policy

The Daily Lex is the UHLC “paper of record.” Everyone in the UHLC community will receive The Daily Lex via their UH assigned e-mail account. All official communications will be posted in The Daily Lex. Students will be held responsible for all information that is posted in The Daily Lex.

The Daily Lex will not carry commercial announcements.

F. Policy Regarding Computer Use During Class

While computing enhances legal education, improper use of computers during class can be a problem. Sometimes they are used in ways likely to distract others. Sometimes, even though they do not distract others, their use proves a distraction for the students using them. How to balance the utility of computers with their potential for self-distraction is a complex issue of classroom control that should generally be addressed by the instructor for a course. Accordingly, UHLC issues the following policy regarding classroom computer use. This policy is subject to revision without prior notice.

During class, students may not use computers in a way likely to distract other students from appropriate classroom activities. Playing games or watching movies are examples of computer use that is distracting. An instructor may not waive this policy any more than the instructor can waive other policies designed to prevent classroom disruption. Each instructor teaching a class has the option of further limiting use of computers during class hours or during selected class hours to prevent self-distraction.

These limits may include (without limitation) forbidding use of computers altogether, forbidding certain uses of computers such as Internet surfing, chat rooms, e-mail, or other uses often not generally related to legal education. Provided the instructor has notified the class in advance of the computer use policy, preferably in writing, the instructor may treat violations of their rules as either a lack of preparation, a constructive lack of attendance, or, in appropriate circumstances, as a disruption of the class. Instructors may enforce their computer use restrictions by all reasonable means, including requiring students to disable (or, where feasible, remove) network access cards and prohibiting computers on desks.

This computer use policy is subject to the Americans with Disabilities Act, which may require accommodations for students who require use of electronic devices.

VI. CODE OF PROFESSIONALISM

As aspiring legal professionals, students of UHLC are expected to uphold the highest standards of professionalism, integrity and ethical behavior. This Code of Professionalism serves as a guide to foster a respectful and conducive learning environment within our academic community.

a. Professionalism in Interactions

1. Respectful Conduct

Treat all individuals, including staff members, faculty, peers, and guests, with utmost respect and

professionalism at all times.

2. *Interactions with Faculty and Staff Members*

Whenever engaging with faculty and staff members, whether in person or remotely, student must conduct themselves as they would in the presence of a judge. This includes maintaining a respectful demeanor, using appropriate language, and adhering to professional standards of communication. In situations where the status of an individual is uncertain, students must default to treating them with the same level of respect and professionalism as they would when appearing before a judge.

3. *Professional Behavior in Remote Participation*

There will be many instances during and after law school where participation occurs remotely, such as through internet video conferencing (Zoom, Teams, etc.) or other digital platforms. Students are expected to adhere to the same standards of professionalism and decorum as they would in face-to-face interactions. This includes utilizing respectful and professional language during remote interactions and avoiding any behavior or language that may be deemed as perceived as offensive, disrespectful or unprofessional.

By adhering to the principles outlined in this Code of Professionalism, students of UHLC demonstrate their commitment to professionalism, integrity, and ethical conduct, both within the academic setting and in their future careers as legal professionals.

VII. UH POLICIES

Students are also governed by some UH policies issued for graduate students, although in many areas local UHLC policy supersedes. There are also generally applicable UH student policies, such as in the area of sexual harassment or misconduct.

The UH Student Handbook and other General Academic Regulations and Requirements can be found here:

https://publications.uh.edu/content.php?catoid=22&navoid=6361

For example, the generally applicable UH student code of conduct is here:

https://www.uh.edu/dos/behavior-conduct/student-code-of-conduct/

Many of the UH policies are available in its MAAP system of policy documents:

https://uh.edu/policies/mapps/

For example, the Freedom of Expression Policy for students under the MAPPs is available here:

https://uh.edu/freedomofexpression/

VIII. ADMINISTRATION

The current UHLC administration is listed here:

https://www.law.uh.edu/about/administration

For most student matters related to academic operations, staff in OSA, and the ADSA, who is the staff leader for OSA, are your first response. Like most law schools, the official hierarchy of UHLC begins with the Dean, and after that operational authority rests with the ADAA. However, most matters for your time at UHLC, beyond the instructors for your courses, will be serviced by OSA and other service functions with the school, such as the Career Development Office (CDO) or the LawIT department.

IX. ALBERTUS MAGNUS

"Albertus Magnus" or Albert the Great is the name of the imposing bronze statue on UHLC's grounds. Everyone has seen him, but how many know anything about him?

Albert the Great was a medieval theologian and "Man of Universal Knowledge." Born in Lauingen, Bavaria sometime between 1193 and 1206, he was a bishop, doctor (Doctor Un
iversalis) and saint of the Roman Catholic Church, having as one of his students Saint Thomas Aquinas. Albert's lifetime (d. 1280) neatly coincided with the thirteenth century's "Golden Age of Scholasticism," and his literary production covered at least forty years. A dominant figure, he was an influential teacher, an experienced traveler, a keen observer of life and nature, and the one learned persons of the "Golden Age" to be called "the Great." Albert was cited by name even before his death, a rare occurrence in medieval authorship.

The UH bronze statue was purchased in 1970 through the efforts of the UH Art Acquisition Committee. It is one of the major art works acquired by UH since September 1966, when the Board of Regents' Building Committee unanimously approved a motion to set aside a small percentage of all construction cost for future buildings projects to acquire art.

"Albertus Magnus" is the best known work of German sculptor Gerhard Marcks, and is considered his finest by many scholars and artists. The UH acquisition was made from a special cast by Dusseldorf by permission of Marcks and his family.

With his open law book and profound expression, Big Al (as he is informally called) is the bigger-than-life symbol of the legal profession for UH students and faculty. He is also considered a good luck symbol, as evidenced by a golden toe protruding from an open sandal; the well-rubbed bronze rabbit's foot of students on their way to exams.