STUDENT HANDBOOK

July 2023

Drake University Law School

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1 ADMISSION

1.1 FIRST YEAR

1.1.1 UNDERGRADUATE REQUIREMENTS

1.1.1.1 UNDERGRADUATE DEGREE

Except as indicated in Rule 1.1.1.2, an applicant must have received an undergraduate degree from an accredited college or university before enrolling in the Drake University Law School. The Dean may grant an applicant's petition for an exception to this requirement only in circumstances that meet ABA Standards. Unless a student is granted such a Dean's waiver or is enrolled under Rule 1.1.1.2 or 1.1.1.3, every student enrolled at Drake Law must arrange for a transcript for their undergraduate degree to be sent directly from the degree granting institution one week prior to the withdrawal deadline for the student's first Fall Semester [or October 7, whichever comes first]. Failure to do so will result in immediate withdrawal of the student from all classes and a mark of "W" on the transcript.

1.1.1.2 3+3 OPTION

Under the 3+3 option, qualified Drake University students in the College of Business Administration and Public Administration and the School of Journalism and Mass Communication and other non-Drake universities with which the Law School has entered into 3+3 agreements may complete both the bachelor's and J.D. degree requirements by enrolling for three years each in the undergraduate program and the law program.

An applicant who has completed substantially all undergraduate work in one or more of Drake's undergraduate colleges may be admissible to the Law School after completion of at least three-fourths of the work necessary for the Drake undergraduate degree. The applicant must be able to obtain the undergraduate degree through use of credited work from the first year law school courses. If necessary to meet undergraduate degree requirements, the applicant may take both undergraduate and at least two law school courses (of at least 5 credit hours in total) during the first year in Law School. The quantitative requirements for admission to the Law School are established by the Admission Committee.

1.1.1.3 LAW-PHARMACY OPTION

Under the Law-Pharmacy option, qualified students in the Drake University College of Pharmacy and Health Sciences may complete both the pharmacy and the J.D. degree requirements in eight years. Students complete pharmacy courses and law courses through individually tailored programs supervised by the Joint Degree Advisor at the Law School.

(Updated 8/29/19)

1.1.2 TIME FOR BEGINNING AND COMPLETING LAW STUDIES

Students may begin their law studies in any semester when an incoming course of study begins, whether in Fall, Spring, or Summer. Pursuant to ABA Standard 311, entering students cannot complete coursework for a J.D. degree in fewer than 24 months, and must complete all coursework for a J.D. degree within 84 months of entry absent extraordinary circumstances.

(Updated 2/18/2021)

1.1.3 STANDARDS

Admission decisions are made by the Admission & Scholarship Committee, which consists of three faculty members and the Director of Admission. The Committee may, in any given year, establish presumptive admit or deny cutoffs for all applicants based on objective criteria (LSAT and undergraduate GPA). Even presumptive decisions, however, will be reviewed by the Committee and any Committee member may ask for full review of an applicant in those categories.

For those not in presumptive categories, admission decisions are based on full review of the applicant's file, including but not limited to an evaluation of undergraduate and other course work, the LSAT score, extracurricular activity, work history, academic and other recommendations, the applicant's personal statement, and the ability to succeed as a law student and lawyer. The achievement of a diverse student body is an important academic goal of admissions; therefore, the Committee will also consider favorably the applicant's potential to contribute to the diversity of viewpoints and experience in the student body.

(Updated 4/9/2020)

1.1.4 GUARANTEED ADMISSION PROGRAM

The Drake University Law School guarantees admission to Drake University graduates who earn at least a 3.3 cumulative GPA in courses taken at Drake leading to a Drake undergraduate degree and whose average LSAT score is 157 or above, provided that the applicant demonstrates good moral character consistent with regular law school admission standards.

1.1.5 ENGLISH LANGUAGE COMPETENCY

International candidates for the J.D. degree whose native language is not English must submit documentation of a valid TOEFL score. As a general rule, applicants must have a TOEFL score of 100 or above on the Internet-based test to be admitted. Test results are valid for two years only. The law school may request the applicant to participate in a telephone interview.

(Updated 11/08/18)

1.2 THE CLEO PROGRAM

The Law School actively participates in the Council on Legal Education Opportunity Program which provides educationally and economically disadvantaged students with less than traditional academic credentials an opportunity to demonstrate their capacity for law school study and to strengthen their preparation for law school at a six-week summer institute. CLEO performance is weighed in the admission evaluation of students who are not clearly admissible on the basis of traditional criteria.

1.3 TRANSFER STUDENTS

1.3.1 STANDARDS

A law student who wishes to transfer to Drake from another accredited law school, in addition to following procedure for new applicants, must provide transcripts showing grades of all law work attempted and a letter from the Dean of the last law school attended certifying that the student is in good academic standing and eligible to re-enroll.

As a general rule, a student who does not rank in the upper half of his or her class at the previous law school attended will not receive consideration for transfer to Drake Law School. Credit for courses in which a grade of C or better was earned will usually transfer to Drake; however, grades earned at the previous school will transfer as credit only and will not be calculated into the student's cumulative grade point average at Drake Law School.

1.3.2 RESIDENCE

To qualify for a Drake law degree, the student must complete at least 30 semester hours of work in residence at Drake. The faculty has the right to require the completion of more than 30 hours in appropriate cases. Only in exceptional circumstances may a student qualify for a degree with only two semesters in residence a Drake.

1.3.3 VISITING STUDENTS FROM OTHER LAW SCHOOLS

A student who is a degree candidate in good standing and eligible to re-enroll at a law school which is a member of the Association of American Law Schools, or which is approved by the American Bar Association, may with the permission of his/her present Dean, attend Drake Law School as a visiting student without becoming a degree candidate.

1.4 AUDITING COURSES

Anyone with a degree from an approved Law School wishing to take a course at Drake Law School may do so at the discretion of the Dean, provided he/she has not taken the course recently, and that space is available in the course. A Drake law student may audit any law course, provided he/she has the permission of the Associate Dean and the instructor of the course.

1.5 NON-DEGREE STUDENT ENROLLMENT

Students who have completed their junior year or graduate students in other colleges of Drake University, or in other colleges or universities may, with the consent of their college or university, the Law School Dean, and the law professor involved, take a maximum of seven credit hours of courses in the Law School without seeking admission as a degree candidate. Courses taken by such students cannot later be counted toward fulfillment of the requirements for a law degree.

1.6 PART-TIME STUDENTS

Except for students in the Career Opportunity Program, students enrolled in Drake Law School are expected to be full-time students and to carry a regular, full-time load. Exceptions may be made by the Dean or Associate Dean in extraordinary circumstances.

1.6.1 CAREER OPPORTUNITY PROGRAM

Drake University Law School recognizes that a number of people who have considered enrolling in law school have been unable immediately to commit themselves totally to the study of law because of employment, professional practice or family responsibilities. The Career Opportunity Program is designed to give these persons the opportunity to assess both their interest in law and their ability to handle the demands of law school by beginning the study of law while continuing their employment. Admission to the Career Opportunity

Program is at the discretion of the Admission & Scholarship Committee and is based on consideration of career and family commitments as well as on available space in the entering class.

Applicants admitted to the Program must meet the same admission standards as other regularly admitted students. Participants in the program are matriculated degree candidates.

1.6.1.1 COURSE OF STUDY

Participants in the Career Opportunity Program are regular degree candidates, and all courses taken apply toward the 90 hours required for a J.D. degree. During the first year, participants enroll in two of the first-year courses each semester, and may enroll in a third. Remaining first year courses are taken during the second year. If a required first-year course is offered in the summer, the student may complete that requirement in a summer session.

Students must complete the 90 hours required for graduation within 84 months of the date of enrollment in the program. Students may change to full-time status at any time. A COP student may not enroll in courses in the Summer Constitutional Law Institute unless the course is the student's first course in law school, except with permission of the Associate Dean.

1.6.1.2 GENERAL RULES

A participant in the Career Opportunity Program may begin law study either in a summer or a fall term. One who begins in the summer may take up to six credits.

Participants are required to attend the Introduction to Law and orientation session during the week before regular law school classes begin in August and additional orientation sessions throughout the academic school year. A student starting in the summer must attend both the June and August orientations.

1.6.1.3 ACADEMIC RANKING

COP students are ranked in accordance with Rule 5.6.5.

(Updated 7/21/14)

1.7 NONDISCRIMINATION POLICY

The principles of equal access and equal opportunity require that all interactions within the University be free from invidious discrimination. Drake University therefore prohibits discrimination based upon race, color, national origin, creed, religion, age, disability, sex, pregnancy, gender identity or expression, sexual orientation, genetic information, veteran status or any characteristic protected by law in its educational programs and activities, admissions, or employment.

(Updated 8/6/13)
(Updated 11/10/20)

2. CURRICULUM

2.1 NORMAL CURRICULUM

While an individual student's program may vary due to participation in the COP program or because of other circumstances permitted by faculty rules, most students will pursue the program of study which follows: (A student may graduate one semester early by completing at least 5 credit hours in each of two summer sessions.

Regular Schedule:

First Year-Fall Hours
Intro to Law – 0
Individual Study Groups (ISG) - 0
Legal Research I - 1
Legal Writing I - 2
Torts – 4
Criminal Law - 3
Contracts I - 2
Civil Procedure: Constitutional Framework - 3
Total Hours: 15

First Year-Spring
Trial Practicum – 0
Legal Research II - 1
Legal Writing II - 2
Civil Procedure: Process of Litigation - 3
Contracts II - 3
Property - 4
Con Law I - 3
Total Hours: 16

Second Year-Fall & Spring
Con Law II – 3 (Fall)
Ethics – 3 (Fall or Spring)*
Evidence - 4 (Fall or Spring)*
Required courses**
Electives
Total Hours: 14-16

Third Year-Fall & Spring
Electives
Total Hours: 14-16

*Full-time second year students must complete Evidence and Ethics by the end of the second year of law school. Part-time law students must meet these requirements by the completion of 60 credit hours. In order to be considered full-time, a student is expected to carry 14-16 credit hours.

**All students must satisfy an advanced writing requirement and skills requirement of at least six (6) credit hours prior to graduation. See Rules 2.2.2 and 2.2.8.

(Updated 7/21/14)

2.1.1 A.B.A. STANDARD 310 POLICY

The amount of work that reasonably approximates a "credit hour" at Drake University Law School constitutes one "hour" (defined as 50 minutes) of classroom instruction and two hours of expected out-of-class student work per week for fifteen weeks including exam time, or an equivalent amount of time in courses that do not require an exam but instead require more intensive out-of-class work such as seminars and skills courses. The Associate Dean shall review course syllabi to assure that each course fulfills the credit hour requirement. The following five descriptions of types of courses more fully set forth the amount of work contemplated. Note that there is no need for further description as to clinical and internship courses, all of which require the students to keep time records.

2.1.1.1 REGULAR CLASSROOM COURSE

Reading and studying at least the standard average of fifteen pages per 50 minutes of instruction; OR reading and studying less material because it is more difficult, is statute-intensive, or involves foundational concepts that must be studied at length. In addition, as applicable in a particular course, doing any of the following: completing written assignments or problems, contributing to an on-line forum, completing interactive tutorials or computer-assisted instruction, preparing for and taking quizzes, including mid-term exams, participating in study groups, and studying for the final exam.

2.1.1.2 SEMINAR COURSE

The same as for a Regular Classroom Course as applicable, and in addition, as applicable in a particular course: researching a paper or papers, writing drafts of a paper or papers, meeting with the professor for feedback on draft(s), revising draft(s), writing the final version(s), preparing for an in-class presentation, and making an in-class presentation.

2.1.1.3 NON-CLINICAL SKILLS COURSE

The same as for a Regular Classroom Course as applicable, and in addition, as applicable in a particular course: reading and studying assigned case files, reading and studying assigned material other than case files or problems, researching law applicable to assigned case files, writing documents related to assigned case files, revising documents related to assigned case files, holding practice sessions, consulting with other students, dealing with persons who are roleplaying clients, witnesses, etc., and consulting with the instructor.

2.1.1.4 MOCK TRIAL OR MOOT COURT COURSE

Reading and studying assigned case files, researching law applicable to assigned case files, writing documents related to assigned case files, revising written documents related to assigned case files, holding practice sessions, consulting with fellow team members, consulting with the team coach or advisor, and participating in competition(s).

2.1.1.5 LAW JOURNAL COURSE

Researching for the student's journal Note, writing the Note, meetings between editors and junior staff regarding notes, reviewing article submissions, editing/spading accepted submissions, and performing other editorial duties.

(Updated 1/26/17)

2.1.2 "WRITING ACROSS THE CURRICULUM"

In each upper-level course with an enrollment of 30 or fewer students, the instructor will include at least one short writing assignment with meaningful feedback. This rule does not apply to clinic, skills, internships, and Advanced Writing Requirement courses. These short writing assignments should be in the nature of documents a recent graduate would be expected to draft, such as a letter to a client, a memo to a partner, a motion, a contract clause, etc.

Rewrites will be required for all students whose work does not meet or exceed the writing outcome requirements for the "developing" level as defined in the official Law School rubric, or the equivalent level in any successor rubric.

The writing assignment will count toward a student's grade in the manner the instructor deems appropriate.

(Updated 4/20/17)

2.2 GRADUATION REQUIREMENTS

2.2.1 GENERAL

To be eligible to receive the J.D. degree from Drake Law School, a candidate must have completed 90 semester hours for law credit within eighty-four months of entering law school (including a minimum of 69 semester hours in regularly scheduled class sessions as defined in Rule 2.2.7), must have completed all required courses, must have achieved a cumulative grade point average of 2.25 on all law work attempted, and must have completed the advanced writing requirement. Credit for work done at another law school may be accepted toward satisfaction of these requirements subject to existing faculty regulations.

The Drake Law School is committed to the graduation of outstanding lawyers who will promote justice, serve as leaders in their communities and the legal profession, and respond to the call of public service. It is the policy of Drake Law School to promote public service not only through its academic programming (e.g., coursework, clinics, and internships) but also through volunteerism without compensation or the award of academic credit.

(Updated 7/3/12)
(Updated 4/5/18)

(Updated 5/9/19)

2.2.2 ADVANCED WRITING REQUIREMENT

All students must satisfy an advanced writing requirement of two (2) credit hours. The minimum standards under which coursework can qualify for these requirements are:

a. *The written project must be of professional quality. Indicia of professional quality include that the written project:*
    i. *state clearly a plausible thesis,*
    ii. *identify and thoroughly analyze arguments in support of the thesis;*
    iii. *identify and thoroughly analyze the most likely plausible arguments for and against the thesis;*
    iv. *communicate ideas and information accurately and precisely;*
    v. *identify relevant issues and show good judgment in the scope and depth of coverage given to issues of differing importance;*
    vi. *identify relevant research sources and utilize the data, insights, and information derived from those materials effectively in the writing, with appropriate attribution;*
    vii. *use legal authority appropriately;*
    viii. *distinguish between legal arguments and arguments or positions that are based on extralegal considerations;*
    ix. *organize to maximize the effectiveness of communication;*
    x. *follow the requirements of form, including spelling, grammar, and style, and other requirements as instructed.*
b. *The student work product must involve a written project(s) of 25 pages or more, including footnotes, when double spaced on 8 1/2" paper with standard margins and 12 point font in Times New Roman or 11 point font in Calibri or Arial. Two or more papers whose cumulative total is 25 pages or more with the proper formatting, at the discretion of the professor, may satisfy the 25-page minimum requirement. Alternatively, the paper may satisfy a word-count requirement of at least 6,250 words, excluding footnotes.*
c. *Two-thirds or more of the consideration for granting the credit hours must be based on the written project.*
d. *The project must involve submission of a draft to the professor followed by a meeting between the student and professor to discuss and critique the work product, with the requirement of a rewrite at the option of the professor.*
e. *The professor teaching the course or supervising the project must certify to the Dean or Associate Dean that the course qualifies for such advanced written treatment pursuant to the standards set out above.*

f. The Dean's office shall maintain a current list of classes which have been certified as qualifying for advanced writing credit. Designation of courses to this list can be reviewed by the faculty at the request of any faculty member or of the Curriculum Committee.

g. A minimum of 4 classes satisfying the requirement will be offered each semester and these classes will be so designated in the pre-registration materials.

h. The advanced Writing Requirement must be completed under the supervision of a full-time faculty member; however, when proposed by the Associate Dean and approved by the Curriculum committee, a course taught by a part-time faculty member can be designated as one in which the Advanced Writing Requirement can be satisfied.

i. A student may not count one course towards both the advanced writing requirement and the skills requirement. Rule 2.2.8.

(Updated 4/28/11)
(Updated 5/12/16)
(Updated 2/18/21)

2.2.3 LIMIT ON INTERNSHIPS AND CLINIC CREDITS

Students may not credit more than 15 hours of internships, 15 hours of clinic classes, or a combination of clinic and internship classes totaling more than 18 hours toward the 90 credits required for graduation.

(Updated 9/24/15)

2.2.4 PRESENCE AT GRADUATION CEREMONY

Presence at the graduation ceremony is the prerogative of the student.

2.2.5 WAIVER OF REQUIREMENTS

Petitions for waiver of course requirements will be referred to the Curriculum Committee which will make a recommendation on the petition and refer it to the Faculty as a whole.

2.2.6 RESIDENCE CREDIT

Effective February 22, 2018, due to changes in ABA rules, residency credits are no longer required.

(Updated 7/21/14)
(Updated 4/5/18)

2.2.7 MINIMUM 69 HOURS IN REGULARLY SCHEDULED CLASS SESSIONS

To ensure a quality educational experience for all graduates, Drake Law requires a minimum of 69 credit hours of the 90 credit hours needed for graduation be earned in “regularly scheduled class sessions” in qualifying courses. The faculty determination as to which courses qualify as “regularly scheduled class sessions” is set forth below.

2.2.7.1 REGULARLY SCHEDULED CLASS SESSIONS

All Drake Law School courses except those in the five categories identified below will count toward both the 69 credit-hour "regularly scheduled class sessions." Traditional class room and simulation courses, such as trial advocacy and negotiations, do count toward the 69-credit hour minimum. Clinical courses also count toward the 69 credit-hour minimum.

The following courses will not count toward the 69 credit-hour "regularly scheduled class session" minimum:

a. *Internships*
b. *Independent Study, Law 615*
c. *Iowa Supreme Court Scholar Research Opportunity, Law 201*
d. *Interdisciplinary and Joint Degree credit courses taken outside the Law School*
e. *Drake Law Review, Agricultural Law Journal, moot court, and mock trial competitions.*

(Updated 5/9/19)
(Updated 10/21/21)

Although excluded from the 69 credit-hour regularly scheduled class session count, the Law School will award credit for all Law School courses, including the above-listed courses, and count them toward the 90 credit hours necessary for graduation.

2.2.7.2 DRAKE CLINICAL COURSES

Drake Clinical Courses are required to comply with the requirements of ABA Standard 304.

2.2.7.3 LIMIT ON MOOT COURT

No more than six (6) hours of Moot Court activities may count toward the ninety (90) credits required for graduation.

(Updated 11/11/10)
(Updated 2/18/21)

2.2.7.4 GRADUATION CHECKLIST

Students will be provided a Checklist Form that will enable them to determine compliance with the 69 credit-hour rule. Students and their faculty advisors should regularly monitor the progress of their advisees toward the 69 credit-hour requirement. As part of the graduation audit, each student must submit his or her completed Checklist form demonstrating compliance to the Student Records Specialist.

2.2.8 PROFESSIONAL SKILLS COURSE REQUIREMENT

Students must satisfy a professional skills course requirement of six (6) credit hours.

Professional skills courses must be simulation courses, law clinics, or internships (as defined in ABA Standard 304, so long as the term "internship" in this Handbook shall be construed as identical to the term "field placement" in that Standard). The Associate Dean will post a list of qualifying courses to the website, and that list must be reviewed annually. Faculty members who desire to add courses to this list may do so by submitting a petition to the Curriculum Committee for its review and decision.

A student may not count one course towards both the skills requirement and the advanced writing requirement. Rule 2.2.2

(Updated 4/28/11)
(Updated 6/16/2015)
(Updated 10/04/18)

Faculty members who desire to add courses to this list may do so by submitting a petition to the Curriculum Committee for its review and decision. The Committee must ensure compliance with the requirements of ABA Standard 304 to approve the course. In order to comply with the requirements of ABA Standard 304, simulation courses must be primarily experiential in nature and must:

a. *integrate doctrine, theory, skills, and legal ethics, and engage students in performance of one or more of the professional skills such as knowledge of the law, legal analysis and reasoning, legal research, problem solving, written or oral communication, exercise of proper professional responsibilities, or other professional skills needed for competent and ethical participation as a member of the legal profession;*

b. *develop the concepts underlying the professional skills being taught;*

c. *provide multiple opportunities for performance;*

d. *provide opportunities for student performance, self-evaluation, and feedback from a faculty member, or, for a field placement, a site supervisor;*

e. *provide a classroom instructional component; and*

f. *provide direct supervision of the student's performance by the faculty member.*

Each instructor of a simulation course will ensure compliance with ABA Standard 304 each semester the course is scheduled.

(Updated 2/18/21)

2.2.9 OPTION TO CONTINUE BEYOND 90 CREDIT HOURS

Students who have 89 or fewer credits can continue to enroll full-time for one additional semester in order to fulfill the 90-credit graduation requirement. Their final GPA for purposes of class rank and Coif will be determined at the conclusion of the semester in which they have completed 90 hours.

Students who have completed 90 credit hours at the conclusion of the Fall Semester and who have at least the 2.25 GPA required for graduation will be allowed to enroll full-time in one additional semester and earn credits above 90. A student who elects this option will have his or her final class rank determined based on the cumulative GPA the student achieved at the conclusion of the semester in which the student first reaches 90 hours (typically the Fall Semester). With regard to the courses taken during this sixth semester, the grades earned will be factored into the student's final Drake Law School GPA (but, for purposes of class rank, Coif, and graduation honors, the student's GPA at the conclusion of the semester in which he or she earned the 90th credit hour will be used). Students who elect the sixth semester will receive 3L priority in course selection.

(Updated 5/9/19)

2.2.10 PUBLIC SERVICE

The Law School will recognize, with an appropriate certificate, any student who completes sixty (60) hours of public service during the student's law school career.

The following "public service," when performed without compensation or the award of academic credit, qualifies for recognition:

a. *Assisting in the provision of legal services to persons of limited means or to not-for-profit organizations, as approved by the Assistant or Associate Dean, and under the supervision of an attorney or Drake Law School profession, or;*

b. *Participating in activities for improving the law, the legal system, or the legal profession, or;*

c. *Providing non-legal services through charitable, religious, civic, community, governmental, and educational organization, as approved by the Assistant or Associate Dean.*

2.2.11 PORTFOLIO REQUIREMENT [Repealed 10/31/2016]

2.3 COURSES TAKEN OUTSIDE DRAKE LAW SCHOOL

2.3.1 VISITING AT ANOTHER LAW SCHOOL

2.3.1.1 RECEIVING CREDIT

Without prior approval of the faculty, or of the Dean under Rule 2.3.1.2, a student in the Drake Law School cannot count work done in another law school toward the graduation requirements at Drake. Students who receive such prior approval will receive ungraded credit for approved courses in which they receive grades of C or above at another school.

2.3.1.2 APPROVAL OF THE ASSOCIATE DEAN

With the approval of the Associate Dean, a student may obtain the following credit hours toward graduation at Drake, for work done at another law school after admission to Drake, in the following circumstances:

a. *Up to 30 hours of credit, in cases of extraordinary hardship (family health or spousal transfer); and*

b. *Up to 15 hours of credit, which shall not be in the student's last semester, for valid curricular reasons.*

(Updated 10/16/14)

2.3.2 INTERDISCIPLINARY OPTION

Drake Law School students may earn up to six semester hours toward the graduation requirements by taking, as electives, upper-division or graduate courses taught in other colleges or departments of Drake University or at a college with which Drake Law School has a joint degree program pursuant to Rule 2.6.4.3. This option provides an opportunity for interdisciplinary study of interest and value to the individual student. A student desiring to exercise this option must obtain the prior approval of his or her faculty advisor and the Associate Dean that the course is materially relevant to the student's educational program and goal. Students who receive such prior approval will receive ungraded credit for approved courses in which they receive grades of C+ or above.

(Updated 1/23/14)
(Updated 12/06/18)

2.4 STUDENT PRACTICE RULES

Students must comply with the current court rules for the state or federal court in which they expect to appear. Copies of all rules listed below are available from the Associate Dean, or can be found at the following locations (which will be updated annually):

a. *Iowa Court Rule 31.15: on the Iowa Legislature website, here: https://www.legis.iowa.gov/docs/publications/ICRC/31.pdf*

b. *U.S. District Courts for the Northern and Southern District of Iowa, Local Rule 83(h): on the District Court for the Southern District of Iowa website, here: https://www.iand.uscourts.gov/sites/iand/files/Local%20Rules%20-%20Final%20Website%20Version.pdf*

c. *U.S. Court of Appeals for the Eighth Circuit, Local Rule 46(a): on the Eighth Circuit website, here: http://media.ca8.uscourts.gov/newrules/coa/localrules.pdf*

2.4.1 ADDITIONAL RULES FOR DRAKE STUDENTS PRACTICING UNDER COURT RULES

Drake students must comply with the following in order to practice under the Iowa Supreme Court and the Federal Court Rules:

a. *The law school participation under Iowa Rule 31.15, Local Rule 83(h), and Eighth Circuit Rule 46B is solely for its educational value to the students who participate in it.*

b. *Students may practice under the Rules only under the supervision of a law professor or member of the practicing bar to whom the student is assigned. Such practice can be in courses for academic credit.*

c. *In no event will any student accept the responsibility of undertaking the representation of clients on his/her own; in no event will the student accept direct remuneration for the representation of clients.*

In the event of violation of any of these rules, the student's certification of eligibility will be withdrawn by the faculty.

(Updated 9/7/12)
(Updated 10/16/14)
(Updated 2/21/19)

2.5 INDIVIDUAL RESEARCH

Individual research projects shall require at least fifty hours of research, writing, conferences, and rewriting for each credit hour awarded. One hour of credit requires written work of at least fifteen pages, two hours of credit requires written work of at least twenty-five pages, and three hours of credit requires written work of at least thirty-five pages. A rewrite should generally be required but may be waived at the option of the

supervising professor. No student may take or receive more than three hours of credit for this course, and students may credit Law 615 only once toward the hours needed for graduation. It will be graded on a pass/fail basis.

2.6 JOINT DEGREE GUIDELINES

2.6.1 CREDIT FOR NON-LAW COURSES

Subject to limitations in Rule 2.6.4.3, credit toward the J.D. earned in approved non-law courses by a student in the joint degree program shall be counted as credit towards the J.D. in the event that such a student abandons his efforts to secure the joint degree and concentrates on the J.D.

2.6.2 GENERAL INFORMATION

The Drake University Law School maintains several programs leading to joint degrees. These guidelines and policies govern admission, operation and completion requirements for those programs. The joint degree programs subject to these guidelines and policies are the following:

a. *JD/MBA with the College of Business and Public Administration, Drake University;*
b. *JD/MPA with the College of Business and Public Administration, Drake University;*
c. *JD/MA in Political Science with the Department of Political Science, Iowa State University;*
d. *JD/MA in Agricultural Economics with the Department of Economics, Iowa State University;*
e. *JD/MHA in Health Administration with the College of Health Sciences, Des Moines University;*
f. *JD/MPA in Public Administration with the College of Health Sciences, Des Moines University;*
g. *JD/PharmD with the College of Pharmacy and Health Sciences at Drake University*

(Updated 5/3/16)
(Updated 2/22/18)

2.6.3 STATEMENT OF PURPOSES AND OBJECTIVES OF JOINT DEGREE PROGRAMS

The joint degree programs are based on the idea that there are synergistic educational effects from the studying, concurrently and in a disciplined manner, law and another field of academic inquiry. Therefore, the joint degree programs are designed to advance the intellectual, academic and professional relationships between law and other disciplines. These programs reflect an institutional belief that law and legal institutions greatly influence, and reciprocally, are greatly influenced by, other social, political and economic forces and institutions.

The joint degree programs also recognize that legal training is important to many occupational callings and professional aspirations, including, among others, business, government, economics and political science. Increasingly, our graduates are selecting careers in business, politics, and government and believe that the joint training and education in law and another area of study have materially advanced their career objectives. Further, a solid training in business, political science, public administration and other disciplines can make more competent and confident in the practice of law.

2.6.4 PROCEDURES

2.6.4.1 ADMISSION

a. *Each student must separately apply to the Drake University Law School and to the department or college from which another degree is sought. Each college or department shall establish and administer its own admission policies, student policies and procedures and curricular requirements, and each may require a separate admission fee and official transcript from the joint degree student.*

b. *It is contemplated that every joint degree student shall be admitted to both the Law School and the other discipline simultaneously; and that every joint degree student shall refrain, during his or her first year of law study, from taking any courses in another college or department. Following the completion of his or her first year of law study, joint degree students shall begin to concurrently work toward their law degree and other degree.*

c. *Students with advanced standing in another college or department shall be admitted to the joint degree program only under the following circumstances:*

Where such student has not completed more than one-half of the total coursework toward their graduate degree required by the other college or department; provided that a prospective law student who shall have completed more than one-half of the total coursework toward their graduate degree in another college or department may elect to take additional courses in the other program so that at least one-half of their cross-disciplinary work was performed during their law school studies; or

Where any student has been simultaneously admitted to both the Law School and another college or department, and such student has received a fellowship or assistantship from another college or department which requires that he or she study and teach full-time during the first year in another college or department; or

Where such student successfully petitions the Curriculum Committee of the Law School for permission to join the joint degree program notwithstanding the student's failure to satisfy the foregoing requirements.

2.6.4.2 CREDITS AND COURSE REQUIREMENTS IN THE LAW SCHOOL

a. *Each joint degree student may receive up to 9 hours of ungraded credit in the Law School for approved coursework in another college or department.*

b. *The coursework taken in another college or department for credit in the Law School shall be determined by the Joint Degree Advisor in the Law School, in cooperation with the student.*

c. *No student may receive credit in the Law School for any course taken in another department or college prior to his or her matriculation in law school, except where such student was admitted to the joint degree program with advanced standing pursuant to Rule 2.6.4.1(c) above.*

d. *Each joint degree student must meet every semester with the Joint Degree Advisor in the Law School, and shall meet regularly with his or her advisor in such other institution.*

2.6.4.3 COMPLETION OF JOINT DEGREE PROGRAM

a. *It is contemplated that students shall earn their joint degrees concurrently and that students shall be awarded their degrees at the same time. However, a student may complete his or her studies in another discipline during the summer following graduation from law school, where the student gives assurances to the Joint Degree Advisor in the Law School that such coursework will be completed during the summer session and where the student has six or less hours of coursework remaining in the other department or college.*

b. *At the completion of the joint degree studies, a student will earn two degrees; one from the Law School and another from a college or department participating in the joint degree program.*

c. *When a student fails to complete a joint degree program, he or she is eligible to apply up to six hours of coursework taken at another Drake college or department, or a college with which the Law School has a joint degree, pursuant to the Interdisciplinary Option available in the Law School. Otherwise, joint degree students may not enroll in and receive academic credit for coursework taken in another college or department pursuant to the Interdisciplinary Option.*

(Updated 1/23/14)

2.6.5 JOINT DEGREE ADVISOR

The Dean shall appoint a Joint Degree Advisor to supervise the Joint Degree programs. The advisor will represent the Law School in meetings about the joint degrees with persons from other departments and schools, counsel students in joint degree programs, and maintain continual evaluations of programs.

2.7 INTERNSHIP GUIDELINES

These guidelines govern internship programs at the Drake University Law School. The guidelines apply to internships with courts and other judicial offices, federal and state administrative agencies, and non-profit organizations.

Internships with law firms or for profit entities are not permitted except for LLM and MJ students and for international students with permission of the Associate Dean.

All internships must comply with the oversight requirements of ABA Standard 304 (d).

(Updated 01/15/15)
(Updated 01/25/18)
(Updated 10/04/18)

2.7.1 POLICY STATEMENT

An internship provides substantial lawyering experience that is reasonably similar to the experience of a lawyer advising or representing a client or engaging in other lawyering tasks in a setting outside a law clinic, under the supervision of a licensed attorney or an individual otherwise qualified to supervise. Internship programs serve important educational purposes for students and promote the school's professional skills curriculum. These programs advance the acquisition and development of important professional skills by students. They provide an important link between the law school and the practice of law by enabling "hands-on," experiential learning opportunities and appropriate mentoring relationships with attorneys and judges. Moreover, the programs may serve student interests in learning about career opportunities.

The Law School must closely and carefully monitor all internship programs. A poor internship experience can create inappropriate notions of lawyering roles and can affect students' perceptions about good lawyering skills and values. Moreover, the Law School and its faculty retain and exercise, in the context of internship programs, sole responsibility for the academic quality of all courses and academic programs. These rules are intended to reflect that responsibility and provide methods of accomplishing the educational purposes of internship opportunities.

(Updated 10/04/18)

2.7.2 RULES AND REGULATIONS

Except to the extent that specific program requirements vary these general rules and regulations, the following rules and regulations are applicable to all internship programs described below:

2.7.2.1 ENROLLMENT

a. *Students may not enroll in internship programs until they have completed 30 credit hours of coursework.*

b. *To be eligible to take an internship a student must have a cumulative grade point average of at least 2.25 both at the time the student preregisters for the internship and on the basis of the grades which have been submitted on Friday of the first week of the semester during which the internship is taken. Students who fail to achieve the required CGPA at both the required times will be dropped from the course. Students who have a CGPA only slightly above 2.25 are therefore discouraged from registering for an internship.*

(Updated 9/24/09)
(Updated 5/09/19)

c. *Students may not credit more than 15 hours of internships toward the 90 credits required for graduation.*

d. *Enrollment in any internship program may be limited by the faculty instructor.*

e. *Students may drop an internship only with permission of the faculty instructor during the first two weeks of semester classes. Thereafter, a student may withdraw from an internship program only for extraordinary reasons and with the express written permission of the faculty instructor, after consultation with the field supervisor.*

2.7.2.2 OVERSIGHT

In order to comply with the requirements of ABA Standard 304, oversight of an internship must include, but is not limited to, the following measures:

a. *direct supervision of the student's performance by a faculty member or site supervisor;*

b. *opportunities for performance, feedback from either a faculty member or a site supervisor, and self-evaluation;*

c. *a written understanding among the student, faculty member, and a person in authority at the internship that describes both (A) the substantial lawyering experience and opportunities for*

performance, feedback and self-evaluation; and (B) the respective roles of faculty and any site supervisor in supervising the student and in assuring the educational quality of the experience for the student, including a clearly articulated method of evaluating the student's academic performance;

d. *a method for selecting, training, evaluating and communicating with site supervisors, including regular contact between the faculty and site supervisors through in-person visits or other methods of communication that will assure the quality of the student educational experience;*

e. *a classroom instructional component, regularly scheduled tutorials, or other means of ongoing, contemporaneous, faculty-guided reflection; and*

f. *evaluation of each student's educational achievement by a faculty member.*

The law school will maintain records to ensure oversight of internships complies with these rules.

(Updated 10/04/18)

2.7.3 ONE-TIME INDEPENDENT INTERNSHIP

Students may enroll in an independent internship which must be approved by the Associate Dean. The student shall arrange for a member of the full-time faculty to serve as faculty instructor. The student has the responsibility of arranging the internship relationship, including the identification of a field supervisor, and shall make a case for the educational and skills training value of the internship. All requirements of these guidelines shall be applicable to the Independent Internship.

The internship shall qualify for 1-3 credit hours. A student may receive credit for the independent internship only once toward their JD studies and once toward an LLM degree. A student may not receive credit towards the LLM for an independent internship that is substantially the same as an internship for which he or she received credit towards the JD.

(Updated 8/19/10)

2.7.4 SPECIAL INTERNSHIP FOR MORE THAN THREE CREDIT HOURS

In exceptional circumstances, and with the advance approval of the Associate Dean and the Curriculum Committee, a student may arrange an internship which qualifies for four to six hours of academic credit. The Associate Dean and Curriculum Committee may permit a special internship only where the internship would meet the requirements of all internships in Rule 2.7.2. The number of credit hours which a student may earn in a special internship shall depend upon the number of hours working for the agency or organization, the responsibilities of the internship and the degree of supervision by the field supervisor.

Any special internship approved by the Curriculum Committee and Associate Dean for more than six (6) credit hours must be approved by the faculty.

(Updated 10/20/16)
(Updated 10/04/18)

2.7.5 HONORS JUDICIAL INTERNSHIP FOR SIX CREDIT HOURS

Highly qualified students may qualify for a special internship for six credit hours with a federal trial or appellate judge, or with a justice of the Iowa Supreme Court or a different state's highest state appellate court, or with the Iowa Court of Appeals. Such a placement requires the approval of the Judicial Internship Director and the Associate Dean.

Eligibility for enrollment in this program will be limited to those students who have completed half of the course of studies required for the J.D. degree.

To be eligible, a student must have a minimum 3.25 GPA, strong academic record, and a faculty recommendation.

A candidate must commit to working a minimum of 20 hours per week.

A student who has completed a one-semester Honors Judicial Internship can, with the approval of the Judicial Internship Director and the Associate Dean, enroll in an additional one-semester Honors Judicial Internship, typically with a different judge or court.

Rule 2.7.5 is not a substitution for the Special Internship set out in Rule 2.7.4. In contrast to the Rule 2.7.4 Special Internship, the Honors Judicial Internship does not require approval by the Curriculum Committee. There will continue to be worthy special internships with agencies and other institutions outside the judicial branch that merit approval under Rule 2.7.4. A student could conceivably do both internships (2.7.4 and 2.7.5) but it would be unlikely. Rule 2.2.3 imposes a 15-credit hour maximum for internships and Rule 2.2.7.1 prescribes that internships cannot count toward the requirement that 69 credit hours be earned in courses with regularly scheduled classroom sessions.

(Updated 10/24/13)
(Updated 05/09/19)
(Updated 10/21/21)

2.7.6 JUDICIAL INTERNSHIP

The basic Judicial Internship course is authorized for 3 credits. Students must have a minimum 2.5 GPA and must be approved by the Judicial Internship Director. Placements in this internship may be in either the State District or Federal Magistrate Courts or the State Court of Appeals. A candidate must have earned at least 30 credit hours towards a J.D. Degree from Drake Law School. Judicial Internships meet the requirements of all internships in Rule 2.7.2.

(Updated 10/04/18)
(Updated 05/09/19)

2.8 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, pursuant to ABA Definition 7 in the Book of Standards.

Credit for a distance education course will be awarded only if the academic content, the method of course delivery, and the method of evaluating student performance are approved as part of the regular curriculum approval process.

Credit for distance education may count toward the 69 credit hours of regularly scheduled classroom sessions or direct faculty instruction required by ABA Standard 311(b) if:

a. *there is opportunity for regular and substantive interaction between faculty member and student and among students;*

b. *there is regular monitoring of student effort by the faculty member and opportunity for communication about that effort; and*

c. *the learning outcomes for the course are consistent with Standard 302.*

Students may not receive credit for more than 15 credit hours toward the J.D. degree for courses qualifying as distance education. A student must have completed instruction equivalent to 31 credit hours toward the J.D. degree before enrolling in a distance education course. Students may receive credit for more than 15 credits of distance education courses or enroll in distance education courses before they have earned 31 credit hours towards their J.D. under extraordinary circumstances, as determined by the Associate Dean.

No more than 3 credits in distance education courses may be taken outside of Drake Law School. Courses taken outside the law school are defined as courses which have not received Drake Law faculty approval. Any such course taken outside Drake Law School shall be subject to both this rule and Rule 2.3.1.2. In granting approval for a non-Drake Law School distance education course, the Associate Dean shall determine whether the course meets the requirement of academic rigor and content. In addition, the Associate Dean shall consider whether the material to be covered in the course is substantially covered in a regularly scheduled course at Drake Law School.

A course offered through distance education shall not satisfy the writing requirement under Rule 2.2.2.

(Updated 10/16/14)
(Updated 12/9/21)

2.9 SCHOLARSHIP FOR DRAKE MJ OR CERTIFICATE HOURS

If a student earned at least six credits in law school courses towards an MJ, and the student is later accepted into the JD program, the law school will provide a one-time scholarship for the JD program for the amount the student paid for six law school MJ credits. This scholarship would be granted in addition to any other scholarship but the combined scholarships may not exceed the cost of tuition.

An MJ program student who takes and earns at least a B in a law school course that is required for the JD degree will not be required to retake that course. Although credit towards the JD degree will not be given for the course taken before matriculation in the JD program, the MJ course may count towards requirements of law school certificate programs.

(Updated 9/21/2017)
(Updated 9/13/2018)

3. SCHEDULING AND REGISTRATION

3.1 CLASS SCHEDULING

The Curriculum Committee will maintain a continuous long range study of course offerings and will be prepared at any point to furnish a tentative list of course offerings for the next two academic years. A tentative schedule prepared in the Dean's office shall be submitted to the Faculty. Following this review, the schedule will then be circulated among the faculty and be placed on the agenda at the next succeeding faculty meeting for appropriate action. In the case of summer schedules, it is recommended that the Dean meet with the Curriculum Committee at an appropriate date, not later than 15 December, so that all factors bearing on summer scheduling can be considered in making curriculum recommendations.

3.2 CLASS SIZE

3.2.1 MINIMUM NUMBER OF STUDENTS

No course will be taught in which fewer than ten students have enrolled, except with faculty approval. This will not apply to Legal Clinic courses, internships, Moot Court, Legislation or to Individual Study and Research courses. Seminar enrollment will be limited to 20 students, unless otherwise specified by the faculty.

3.2.2 MAXIMUM NUMBER OF STUDENTS

Enrollment maximums for non-seminar courses will be determined by the Dean's office in conjunction with appropriate faculty members before preregistration.

3.2.3 ENROLLMENTS IN CLINIC COURSES

The Clinic Director in consultation with the Associate Dean should set a maximum number of students who will be allowed to enroll in the Clinic courses. The maximums should be set a sufficient time prior to registration so that students will be informed of the maximum number of students allowed in each Clinic course.

To be accepted into a Clinic, a student must have a cumulative grade point average of at least 2.25 at the time of registration and be eligible for a student practice license.

(Updated 12/9/21)

3.3 REGISTRATION PRIORITIES

A system based on credits earned is used to assign registration priority dates as follows:

In the fall (registering for spring semester classes) students who have 55 or more earned credit hours will register on day one. Students with fewer than 55 earned hours register on day two.

In the spring (registering for fall and summer semester classes) students who have 40 or more earned credit hours will register on day one. Students with less than 40 earned hours register on day two.

In applying all registration priority rules, J.D. students will always receive priority enrollment in any classes in which students in the M.J. and LL.M. degree programs are also allowed to enroll.

Registrations are accepted on a first-come, first-served basis, using the above priorities. Students may periodically check for openings in closed courses by using the Self-Service system.

Application and registration priorities and procedures for clinical programs are set by the Clinic Director and posted on the Legal Clinic website.

(Updated 7/21/14)
(Updated 7/5/17)
(Updated 2/18/21)
(Updated 3/23/23)

3.4 REGISTRATION FOR CLASSES

Registration dates are posted in advance of each term. Registration is done online and instructions and materials are available on the Law School website. Students may not enroll in a regularly scheduled class that overlaps with another class. However, if a one-week class offered in the fall or spring overlaps with a semester-long course, a student may enroll as long as the student will be in compliance with attendance policies of the semester-long class, and the professor of the semester-long class grants permission.

(Updated 7/21/14)

3.5 DROP POLICY

Non-clinical, Non-skills Courses: During the first eight weeks of the fall and spring semester, for courses that last the whole semester, students may drop elective courses freely. For all other courses of a length more than one week, the drop period shall be before the class session that constitutes the first session of the second half of the course. For courses of one week, the drop period is any time before the final exam.

Non-clinical skills courses: During the first week of classes, non-clinical skills courses such as Interviewing and Counseling, Pretrial Advocacy, Trial Advocacy, Will Drafting and Negotiation may only be dropped with permission of the faculty member teaching the course. Thereafter, a student may withdraw only for extraordinary reasons and with the express written permission of the faculty instructor or Associate Dean.

Clinical courses: Clinical courses may not be dropped after registration.

“W” recorded on student transcript – University policy provides: In courses offered in a full semester format during spring or fall, a student may drop a course with no mark of “W” recorded during the first two weeks of the semester. Thereafter, a mark of “W” will be placed on the student’s transcript.

Students are not required to obtain faculty signatures on drop forms. Following the end of the drop period, students will not be allowed to drop courses except in hardship cases. “Hardship” is defined as serious personal illness or accident or death of a member of the student's immediate family. These hardship decisions will be made by the Associate Dean.

(Updated 10/20/16)

3.5.1 SUMMER TUITION AND FEE CHARGES

There will be no reduction in tuition and fee charges for any summer course unless the course is dropped prior to 4:30 p.m. of the first working day following the first class day of the course. For example, if the first day of the course is Monday, May 15th and the course is not dropped by 4:30 p. m. on Tuesday, May 16th, there will be a charge of 100% of the tuition and fees for the course.

3.6 ADD POLICY

For a course that lasts more than seven weeks, a student may not add the course after the first week of class. For a course that lasts seven weeks or less, but more than two weeks, a student may not add the course after the first week of class. For a course that lasts two weeks or less, a student may not add the course after the second class period has begun. After the first day of the term, non-clinical skills courses may only be added with the permission of the faculty member teaching the course. The Associate Dean may permit adds after the periods specified above, but only for good cause.

(Updated 9/21/17)
(Updated 2/22/18)

3.7 SUMMER IN FRANCE GRADE POINT REQUIREMENT

To be accepted into the Summer in France program, a student must have a cumulative grade point average of at least 2.25 at the time of registration. Any student who is accepted but is academically dismissed once grades have been reported for the Spring Semester will be withdrawn from the program, even if the program has already started. Tuition money will be refunded, but the school will not be responsible for any other costs that might be incurred.

(Updated 11/19/09)
(Updated 05/09/19)

4. EXAMINATIONS

The Law School schedules all 1L Exams with a set date and time. All upper level exams, including required courses, are presumptively Flexible Exams, subject to the professor's decision in each course to elect to have his/her examination excluded from those offered as a Flexible Exam (opt out) and scheduled. Students enrolled in a course in which a Flexible Examination is offered may elect to take the examination on any date and time during the Final Exam Period (typically two weeks) which has been designated as a Flexible Exam time. Students should refer to the exam portion of the website for procedures, rules and software information. A mandatory exam information session is held during the 1L's first semester to review all exam procedures.

4.1 STUDY DAY

Classes will be cancelled on the Friday of the last week of classes and that day will be a study day where no regular classes will be held (review sessions are permitted).

4.2 SCHEDULE

The exam schedule is posted on the website and available before the end of the add/drop period. Those students who have a conflict with the exam schedule need to contact the Assistant Dean for Student Services as soon as possible to schedule an appropriate time to take the exam.

4.3 ENGLISH AS A SECOND LANGUAGE

Non-J.D. students whose native language is not English may be allowed additional exam time. The additional time allotted will be determined on an individual basis by the Assistant Dean for Student Services based on a valid TOEFL score and the recommendation of other qualified University personnel. Test results are valid for two years only.

(Updated 4/14/11)
(Updated 11/08/18)

4.4 DISABILITIES

The Law School follows University guidelines regarding disabilities. Accommodations are determined on an individual basis following certification of the disability by the Drake University Disability Services Coordinator in consultation with the Assistant Dean for Student Services. These policies require that requests be presented in a timely manner with appropriate documentation. Failure to comply with these policies may result in denial of the request for accommodation.

A student who has been placed on academic probation will be strongly encouraged to be immediately tested for a learning disability.

(Updated 10/16/14)

4.5 ASSIGNING NUMBERS

At the beginning of each semester, each student will be assigned a final examination number to be used on all final examinations, papers, and projects during that term.

4.6 LIBRARY EXAM FILES [Rule deleted 11/5/20]

4.7 CLASS ATTENDANCE AND PODCASTING

4.7.1 DEFAULT ATTENDANCE POLICY [Eliminated 5/9/2023]

4.7.2 PODCASTING POLICY

The decision to make podcasts available is solely within the discretion of the professor unless it involves an ADA accommodation.

(Updated 7/21/14)

4.7.3 CONDITIONS FOR GRANTING PODCAST REQUESTS

4.7.3.1 ADA

Podcasts will be available to ADA students as an approved accommodation using the same process as all other ADA accommodations. ADA podcasts will be available to ADA students only unless the professor agrees to make them available to all students enrolled in the class.

4.7.3.2 OTHER

Professors may make a podcast of any class for any reason. Each professor may set his or her own criteria for granting podcast requests. Professors must make podcasts available to all students under uniform criteria to avoid any appearance of discrimination or favoritism. Once made, the podcast will be available to all students enrolled in that class, unless it is an ADA accommodation.

(Updated 1/14/16)

4.7.4 AVAILABILITY

All podcasts will be removed from the server each semester when the last exam, including make-ups, for that class has been administered.

(Updated 1/14/2016)

4.7.5 USE AND DISSEMINATION OF PODCASTS

All podcasts are the property of Drake Law School and the professor, and may not be redistributed in any form to any person.

(Updated 1/14/2016)

4.7.6 LIABILITY

Podcasts are not an entitlement. The law school is not liable for failure to record or post a podcast to the website.

(Updated 1/14/16)

5. GRADING

5.1 SYSTEM

The grading system is as follows:

A+ = 4.0	B+ =3.3	C+ = 2.3	D+ = 1.3	F = 0.0
A = 4.0	B = 3.0	C = 2.0	D = 1.0	
A- = 3.7	B- = 2.7	C- = 1.7	D- = 0.7	

(Updated 9/26/13)

5.1.1 MINIMUM GPA FOR GRADUATES

Graduation requires a 2.25 cumulative average on the above scale. While credit for courses taken outside the Law School can be applied against the graduation requirement under various programs, no grades will be transferred to a Law School transcript for any course not listed in the Law School catalog.

(Updated 05/09/19)

5.1.2 INCOMPLETE/IN PROGRESS

The mark "I" (Incomplete) indicates a student has not submitted all evidence required for a final grade. The student must make satisfactory arrangements with the instructor to complete the work by the end of the next

semester of enrollment (excluding enrollment in summer terms). If the student does not complete the work and the grade is not changed by the date set by the instructor, the grade for the course will automatically be changed to an F.

Marks of incomplete are changed to a final grade either by the instructor (upon completion of the work) or by the Office of Student Records (if the work is not completed after one semester has passed). Marks of incomplete are not computed in the grade point average.

The mark of "IP" (In Progress) may be given in certain courses where special conditions make the grade of Incomplete unrepresentative of the status of the students at the close of the semester. The grade of "IP" is appropriate only when the coursework could not be finished during the semester for the entire class (e.g., internships, practicums, or courses that do not fit the standard academic calendar; fieldwork or research presentations that may take place after a semester has ended; theses or dissertations; or other special situations where coursework extends beyond one semester). A grade of "IP" must be changed to a final grade by the instructor by the end of the next semester. The instructor must indicate to the appropriate dean's office in what courses students will be assigned an "IP."

A student may not graduate/earn a degree from Drake University with an "I" (Incomplete) or an "IP" (In Progress) notation on his/her transcript.

(Updated 7/21/14)

5.1.3 GRADES OF CR, NC, F, I

In selected courses, evaluation of a student's performance is not possible by assigning qualitative grades. Grades of CR (credit), NC (no credit), F, and I are used.

A grade of NC does not affect a student's grade point average. A grade of F is counted as 0 in the GPA.

The grade of "I" indicates a student has not submitted all materials for a final grade. If the student does not complete the course within the time period set by the professor at the time the grade of "I" is assigned, the grade will become an F.

(Updated 2/22/16)
(Updated 2/22/18)

5.2 EXPLANATION OF GRADES

5.2.1 SPECIAL GRADING CONSIDERATIONS

5.2.1.1 MASTER OF JURISPRUDENCE IN COMPLIANCE AND RISK MANAGEMENT GRADING MODIFICATION

The Masters of Jurisprudence ("MJ") degree is not granted for the purpose of practicing law. Consequently, candidates for that degree will be evaluated based on their performance in the context of preparation for work in other disciplines. MJ candidates should be graded based on a level of competency appropriate for the study of law as a graduate discipline, not for their ability to pass a bar exam or practice law.

MJ candidates will be graded anonymously whenever possible. However, when there is only one MJ candidate in a class, anonymous grading will not be possible.

(Updated 5/9/17)
(Updated 9/13/18)

5.2.1.2 GRADING STANDARDS FOR LLM STUDENTS

LLM candidates will be graded in the same manner and for the same competency as JD candidates.

(Updated 4/17/15)

5.2.2 MANDATORY GRADE DISTRIBUTION

First-year courses, including Summer Institute courses, must have a mean grade between 2.90 and 3.10, with a median grade of B. Legal research is exempt from this grading curve.

Professors may vary from the above grade distribution, with approval of the associate dean, by showing raw point distribution or other evidence that demonstrates that a different distribution is more appropriate.

(Updated 11/2011)
(Updated 4/11/19)
(Updated 10/21/21)

5.3 GRADE POINT AVERAGES

The grade point average is computed by multiplying the grade by the credit hours, and dividing that total by the number of hours attempted, excluding the number of courses in which the grade of CR, I, or IP has been reported. Grades in courses not listed in the Law School Catalog are not used in computing GPA.

5.4 VARIATIONS

5.4.1 CREDIT/NO CREDIT GRADES

Courses may be offered on a credit/no credit basis with faculty approval. Normally, the credit/no credit grading option will be limited to skill-developing courses. Unless otherwise designated, Legal Clinic courses are offered on a credit/fail basis.

5.4.2 JOINT DEGREE PROGRAM

Grades earned in other colleges of Drake University or other Universities by students who are joint degree students (e.g., J.D./M.B.A., J.D./M.A.) shall not be accepted for addition to the candidate's permanent record and transcript of the Drake University Law School. In these cases, only the credit will be accepted.

5.5 GRADING PROCEDURES

5.5.1 REPORTING EXAM GRADES

When professors have completed the grading process, they will record the exam grades on a form provided by the Student Services Office and submit that form to the Student Records Specialist in the Assistant Deans' Office.

Adjustments to anonymous grades for class participation or projects that are non-anonymously assigned may only be made if students are notified within the first two weeks of class of the potential for these adjustments. In that case, a list of names should be submitted with exam grades indicating any changes which should be made in the examination grades and stating the reason for such changes. This information concerning individual students will be made available to them upon request.

(Updated 7/21/14)

5.5.2 CHANGING FINAL GRADES

No change will be made in a student's grade on any midterm or final exam or in a student's grade in a course after the grade is turned in except in the case of error or in accordance with Rule 5.5.6 (grade appeal procedure). In the event that a faculty member or administrator seeks to change a grade due to error, a short memorandum must be submitted to the Curriculum Committee for approval or disapproval. The Curriculum Committee will presumptively consider a request for a change of grade insufficient and unacceptable where it is based on class participation.

(Updated 3/24/16)
(Updated 3/23/23)

5.5.2.1 DEFINITION OF ERROR

As used in this rule, the term "error" means an inadvertent mistake of an administrative, clerical, or procedural nature, such as the mathematical miscalculation of a point total, or the incorrect transcription of a grade. No grade change shall be based on substantive reconsideration or reassessment of the quality of a student's work, nor shall any grade change be based on an error on the student's part.

(Updated 4/18/13)

5.5.3 DUE IN DEAN'S OFFICE

Fall semester 1L grades are due three weeks from the date of the last final. All other grades are due one week prior to the first day of the following semester.

(Updated 1/24/13)
(Updated 3/10/22)

5.5.4 RELEASING GRADES

Grades will only be released by the Dean's office, or pursuant to instructions from the Dean's Office.

5.5.5 POSTING GRADES

Grades may not be posted by name or number. The names of students on the Dean's List may be posted.

5.5.6 GRADING MISCONDUCT CLAIM AND APPEAL FORMAL PROCEDURE

A faculty member's assigned grade shall not be disturbed except when a student has proven that grading misconduct has occurred in accordance with the standards and procedure described herein. The student bears

the burden of proof for showing grading misconduct, and the Associate Dean and/or Ad Hoc Committee may not substitute their own judgment for the good faith professional judgment of the faculty member.

5.5.6.1 DEFINITION

For purposes of this section, the term "grading misconduct" means:

a. *Intentionally violating anonymous grading in a course for which grading is anonymous; or*

b. *Assigning a grade to a particular student on an improper basis other than the student's performance in the course, including but not limited to assigning a grade to a particular student on the basis of intentional race, gender, or other discrimination.*

5.5.6.2 SUBMISSION OF CLAIM OF GRADING MISCONDUCT TO FACULTY MEMBER AND ASSOCIATE DEAN

If a student believes that a faculty member has engaged in grading misconduct, the student must submit a written claim, whether by paper or email, to both the faculty member and the Associate Dean of the Law School that states with specificity the misconduct claimed. Such a claim of grading misconduct must be provided within 7 business days of the date that the student learns of or acquires a reason to believe that grading misconduct has occurred.

5.5.6.3 MEETING WITH ASSOCIATE DEAN

The Associate Dean will schedule an initial meeting with the student to discuss the claim within 10 business days of submission of the claim, or as soon as reasonably possible under the circumstances. If the student fails to state a claim that would be sufficient to establish grading misconduct, the Associate Dean shall dismiss the claim at this point, notify the student and faculty member, and the grade shall not be subject to further law school review.

5.5.6.4 OPPORTUNITY FOR FACULTY MEMBER TO RESPOND TO THE CLAIM

The faculty member shall have an opportunity to respond to the claim. The faculty member may respond in writing to be provided to the Associate Dean and/or in a meeting with the Associate Dean (and, if the Associate Dean deems appropriate, also with the student). The faculty member may respond before a formal grade appeal is filed and/or after any grade appeal is filed.

5.5.6.5 FORMAL GRADE APPEAL

If the student has satisfied the claim requirements above, and the matter is not dismissed under 5.5.6.3 or otherwise resolved through the process provided for above, the student may file a formal appeal of the grade with the Associate Dean. The appeal shall be filed within 14 business days of the student's meeting with the Associate Dean The formal grade appeal shall be in writing, shall state with specificity the alleged grading misconduct, and shall provide any supporting evidence. The student shall provide a copy of the written appeal to the Associate Dean and to the faculty member.

5.5.6.6 DETERMINATION OF PROBABLE CAUSE

Within 20 business days of the filing of the appeal, the Associate Dean shall make a determination of whether the student has demonstrated that probable cause to believe that grading misconduct has occurred. In the event of a determination by the Associate Dean that there exists no probable cause to believe that grading

misconduct has occurred, the grade shall not be subject to further law school review. If the Associate Dean determines that such probable exists, the Associate Dean shall refer the appeal to an ad hoc committee designated by the Associate Dean. The ad hoc committee shall consist of any three tenured faculty members who are not the subject of the appeal.

5.5.6.7 REVIEW BY THE AD HOC COMMITTEE

The ad hoc committee shall make a determination of whether, in the committee's view, grading misconduct has occurred and report its findings and recommendations in writing to the Dean, with copies to the student and faculty member, within three weeks of the ad hoc committee's appointment. The committee shall set the procedures, consistent with this section, for the review, and inform the student and faculty member of these procedures. The faculty member shall have a right to submit a written or oral statement and the right to be present when the student presents evidence in support of the student's appeal. The burden of proof shall be on the student to establish by clear and convincing evidence that the alleged grading misconduct in fact occurred. No discovery of information or records is permitted, nor can any person be compelled to participate in a hearing.

5.5.6.8 ACTION BY THE DEAN

Within a reasonable time following submission to the Dean of the ad hoc committee's report, the Dean shall sustain or deny the appeal. In the event of a determination by the Dean that grading misconduct has not occurred, the grade shall not be subject to further law school review. If the Dean sustains the student's appeal, the student shall receive credit only for the class, and the grade resulting from the misconduct shall be deleted from the student's permanent record. A letter from the Dean explaining that the grade was found to have resulted from grading misconduct shall be placed in the student's permanent file and shall be accessible to potential employers. A copy of the Dean's letter of explanation shall be provided to the student and to the faculty member. A record of findings of grading misconduct shall be preserved by the Dean's Office.

(Updated 5/9/19)

5.6 CLASS RANKS

5.6.1 CALCULATION OF RANKS

Ranks are determined using cumulative GPA's calculated to three decimal places and rounded to two decimal points.

Ranks are computed solely for JD candidates and only for the Fall and Spring semesters. Ranks will be computed as soon as possible after grades are received and will not be recomputed for make-up grades. If there is a grade change after ranks are calculated that changes a student's rank, the official rank for other students will not be changed, but the student who received a grade change will receive a letter with a corrected rank using the corrected grade.

(Updated 4/17/14)

5.6.2 CLASS DESIGNATION FOR CLASS RANKS

5.6.2.1 FALL RANKS

Class status for Fall Ranks is determined as follows:

a. *1Ls are any students who have completed 0-38 credit hours.*

b. *2Ls have completed between 39 - 73 credit hours*

    i. *Exception - students who have 73 credit hours and are registered for 17 credits for spring will be ranked with 3Ls*

c. *3Ls have completed 74 or more credit hours except for those noted in 5.6.2.1(b)(i) and will have 90 credits at the end of the spring semester*

5.6.2.2 SPRING RANKS

Class status for Spring Ranks is determined as follows:

a. *1Ls are any students who have completed 0-38 credit hours.*

b. *2Ls have completed 39 hours or more and will not graduate in May or the summer immediately following the spring term for which they are being ranked.*

c. *3Ls have completed 90 credit hours or more*

    i. *December graduates from the preceding year will be included in Spring Ranks.*

    ii. *Joint degree students who have not completed their non-law joint degree, in lieu of their 9 joint degree credits, may count 6 interdisciplinary credits towards their status for ranking purposes. If a joint degree student is enrolled to complete his or her non-law degree during the summer following completion of 81 law credits, the student will be ranked with May graduates in the year in which the student completes the 81 law credits.*

    iii. *Students who are registered to complete their degree in the summer are ranked with May graduates of the same year in the same manner as COP students under Rule 1.6.1.3. Students with incompletes are classified for ranks based on the number of credits they have actually completed. However, for rankings in the Spring Semester, if the incomplete is completed prior to the start of the Fall Semester, the course will be treated as completed in the previous Spring Semester.*

(Updated 10/16/14)

5.6.3 PART-TIME STUDENTS

In any semester in which a student is enrolled for less than 10 credits the student will be ranked in the same manner as COP students under Rule 1.6.1.3. All students will be ranked at graduation regardless of full or part-time status.

(Updated 10/16/14)

5.6.4 FREQUENCY AND CORRECTING OF RANK CALCULATIONS

Ranks are computed only for the Fall and Spring semesters. Ranks will be computed as soon as possible after grades are received and will not be recomputed for incomplete and in-progress, or other grade changes. If there is a grade change after ranks are calculated that changes a student's rank, the official rank for other students will not be changed, but the student who received grade change will receive a letter with a corrected rank using the corrected grade upon request.

(Updated 3/13/14)

5.6.5 COP RANKS

Career Opportunity students will not receive an official rank until graduation. COP students will be informed of their comparative ranks (where each would be ranked were he or she a full-time student), and may represent to prospective employers where they would be ranked if they were full-time students. If a student initially admitted as a COP student converts to full-time status (10 or more hours per semester) the student will be ranked as a full-time student.

COP students who remain part-time throughout their law studies are still eligible for inclusion in The Order of the Coif. Part-time students will be included in the designation of the top 10% at the time of graduation.

(Updated 4/10/11)

5.7 HONORS

5.7.1 GRADUATION WITH HONORS

The law degree may be conferred "with Honors" upon a student whose final cumulative grade point average is 3.25-3.49, "with High Honors" upon a student whose final cumulative grade point average is 3.5 or above but is not within the top 10 of their graduating class, or "with Highest Honors" upon a student who graduates in the top 10 of their graduating class. A degree may be conferred with honors upon a student only if that student's final cumulative grade point average places him or her in the top 40% of his or her class.

(Updated 5/9/19)
(Updated 4/18/22 by email)

5.7.2 DEAN'S LIST

Each semester a Dean's list is announced of those students who are taking at least nine graded credit hours and who attain a semester grade point average of at least 3.25.

5.7.2.1 EXCEPTION FOR STUDENTS ENROLLED IN THE HONORS JUDICIAL INTERNSHIP

An exception will be made to the nine graded-credit requirement for students participating in the Honors Judicial Internship.

(Updated 2/26/15)
(Updated 5/9/19)
(Updated 12/10/19)

5.7.3 ROUNDING

For purposes of academic suspension, Dean's list, honors, and class ranks, cumulative GPA will be determined by rounding from 3 decimal places to 2 decimal places.

(Updated 4/14/11)

6. ACADEMIC REGULATIONS

6.1 STANDARDS

6.1.1 SATISFACTORY PROGRESS; ACADEMIC PROBATION

To be in good academic standing, law students are required to have a 2.25 cumulative grade point average (CGPA) at the completion of:

a. two resident semesters or 32 credit hours (whichever is less);

b. four resident semesters or 60 credit hours(whichever is less);

c. six resident semesters or 90 credit hours (whichever is less); and

d. at graduation.

(Updated 7/21/14)
(Updated 5/9/19)

6.1.1.1 ACADEMIC DISMISSAL

Students who fail to meet the minimum CGPA's listed below at the following intervals will be academically dismissed:

a. At the completion of one resident semester or 15 credit hours (whichever is less), a student must have a CGPA of 1.9 or above;

b. At the completion of two resident semesters or 32 credit hours (whichever is less), a student must have a CGPA of 2.1 or above;

c. At the completion of three resident semesters or 45 credit hours (whichever is less), a student must have a CGPA of 2.25 or above;

d. At the completion of four resident semesters or 60 credit hours (whichever is less), a student must have a CGPA of 2.25 or above;

e. At the completion of six resident semesters or 90 credit hours (whichever is less), a student must have a CGPA of 2.25 or above; and

f. at graduation, a student must have a CGPA of 2.25 or above.

Students on probation at the end of the fall semester will not be permitted to enroll in courses that begin in May. Students who begin a semester before the previous semester CPGA is calculated will be withdrawn from courses if their CGPA renders them ineligible to continue.

(Updated 9/24/15)
(Updated 5/9/19)

6.1.1.2 ACADEMIC PROBATION

At the conclusion of any semester, a student whose cumulative grade point average (CGPA) is below 2.25 will be placed on academic probation. Students on probation at the end of the fall semester will not be permitted to enroll in courses that begin in May. The Associate Dean or Assistant Dean for Academic Services will be the advisor for probationary students and must approve their schedules. Students on probation will be required to carry a full course load, as defined in Rule 6.2.1. Students on probation will also be required to participate in Integrated Study Group (ISG) and Principles of Legal Analysis (PLA) during their second semester, unless attendance is waived by the Associate Dean or Assistant Dean for Academic Services.

(Updated 1/15/13)
(Updated 5/9/19)
(Updated 11/5/20)
(Updated 4/20/23)

6.1.1.3 SPECIAL ACADEMIC STATUS

A student whose CGPA is 2.25 to 2.5 must have their schedules approved by the Associate Dean or Assistant Dean for Academic Services and must attend PLA and ISG in the spring semester of the 1L year. These students will be considered "in good standing" and no notation of special status will be made on their transcript.

(Updated 1/15/15)
(Updated 8/24/17)
(Updated 1/25/18)
(Updated 5/9/19)
(Updated 1/23/20)
(Updated 4/20/23)

6.1.1.4 LEGAL WRITING II

Students who are required to take Principles of Legal Analysis must enroll in Legal Writing II in the next summer or spring semester in which that course is offered. In compelling circumstances, the Associate Dean may allow a student to take the course in a later term.

(Updated 2/23/17)

6.1.2 PETITIONS FOR READMISSION; EFFECT OF UNKNOWN ILLNESS, LEGALLY RECOGNIZED DISABILITY, AND PERSONAL DISASTER

A student who has been dismissed for academic reasons may petition the faculty for readmission, although readmission is a discretionary choice of the law school and will be granted only in exceptional cases upon a vote of two-thirds of the faculty present on a written ballot Decisions of the faculty on petitions for readmission are final and are not appealable.

6.1.2.1 TIMING

A student may petition the faculty for readmission no earlier than halfway through the next Fall or Spring Semester after dismissal. When a petition to readmit is granted, the student is eligible to register and enroll in classes for the next Fall or Spring Semester.

6.1.2.2 DOCUMENTATION

The faculty will not consider petitions asserting financial difficulties as a basis for failing to achieve the requisite academic performance.

A petition for readmission must contain a complete statement of facts and circumstances supporting the request. The petitioner must establish the following by clear and convincing evidence:

a. *That at the time of final examinations or at the time graded coursework or quizzes accounting for at least one-third of the final grade was submitted and for which a below passing grade was received, petitioner had an illness which was unknown to the petitioner; or*

   That at the time of final examinations or at the time graded coursework or quizzes accounting for at least one-third of the final grade was submitted and for which a below passing grade was received, petitioner had a physical or mental impairment that qualified as a disability under Section 504 of the Rehabilitation Act of; or

   That at the time of final examinations, petitioner experienced a personal disaster that was not caused by nor could it have been prevented in any way by the petitioner;

b. *That the illness, disability, or personal disaster is likely to have had a substantial adverse impact on the student's academic performance; and*

c. *That there is a substantial likelihood that petitioner's academic performance will improve or has improved sufficiently to meet the Law School's academic standards now that petitioner is in treatment, or, in the case of a disability, now that the disability has been reasonably accommodated, or, in the case of a personal disaster, now that the disaster has been resolved.*

A student who has been placed on academic probation will be strongly encouraged to be immediately tested for a learning disability.

When a petitioner, while still eligible to continue his or her law studies, has been identified as having a learning disability, and, with accommodation, has improved his or her academic performance that semester to a level that met the Law School's academic retention standards, the faculty will take petitioner's improved academic performance into account when it determines factors above. In some instances, such as when a student has begun a new medication regimen, the Law School may recommend postponement of final exams or withdrawal from the semester's courses as an accommodation. If the student declines the proposed accommodation and elects to take final exams as scheduled, the Law School will make all the recommended examination accommodations available, such as extended time; however, except in rare and compelling circumstances, a student who makes this election and earns grades that semester below the academic retention standards is foreclosed from petitioning for readmission.

Petitions must strictly comply with the above criteria. In making its judgment, the faculty will consider the petitioner's entire law school file and academic record at the Law School. In those instances in which the

faculty decides to readmit a student, the faculty may exercise equitable discretion and impose individualized conditions of readmission, including requirements that modify or are in addition to or different from the generally prescribed academic standards. Decisions on petitions for readmission are final and are not appealable. Any readmitted student who fails to comply with the Law School's Academic Regulations or the conditions of readmission imposed by the faculty, within the time frame(s) specified by the faculty, shall be dismissed and shall not be eligible to file any reinstatement petition.

(Updated 10/16/14)
(Updated 11/08/18)
(Updated 2/21/19)

6.1.3 RETAKING COURSES

Students who receive a "C-" or below in a required course must retake the course and receive a grade higher than a "C-" in order to graduate. Students retaking a required course may only retake the course one time. When a student is required to retake a course under this rule, the student must enroll in the course in the next spring or fall semester in which that course is offered. In compelling circumstances, the Associate Dean may allow a student to retake the course in a later semester. This rule does not prevent a student from retaking the required course if it is offered in the summer. In addition, ordinarily, a student will be required to retake the course with a different professor from the one with whom the student took the original class, unless the Assistant or Associate Dean decides otherwise. The grade received in the initial taking of the class, as well as the grade earned in retaking the class, will be calculated into the student's grade point average.

(Updated 9/15/14)
(Updated 10/20/16)
(Updated 4/20/2017)
(Updated 5/9/19)

6.1.4 BAR PREP REQUIREMENT

Students with a cumulative grade point average of 2.75 or lower at the end of the spring semester of their first year or after 31 credits, AND any third-year student with a cumulative grade point average of 2.5 or lower upon entering their last semester of law school will be required to take the Bar Prep course. Students required to take Bar Prep must pass that course in order to graduate.

(Updated 1/23/14)
(Updated 12/06/18)
(Updated 2/21/19)
(Updated 5/9/19)

6.2 COURSE LOAD

6.2.1 REGULAR COURSE LOAD

Regular full-time students may take not less than 14 hours except for extraordinary circumstances, upon approval of the Associate or Assistant Dean, or in their final two semesters of studies. Students who need 26 or fewer hours to graduate in their final two semesters may take less than 14 credits. Students who seek approval to take fewer than 14 credits should consult with financial aid about tuition implications.

(Updated 09/24/09)
(Updated 10/21/21)

6.2.2 SUMMER COURSE LOAD

During the regular summer session, students may take no more than seven credits. During the summer interim session, students may take only one course at a time, except that a student taking the July bar exam is limited to five credits in all sessions that summer. Students will not be permitted to take more than 12 total credits for all sessions.

(Updated 09/03/14)
(Updated 02/21/19)
(Updated 9/26/19)

6.2.3 JANUARY TERM COURSE LOAD

During the January term session, students may take no more than one credit.

(Updated 12/9/21)

6.2.4 DEAN'S APPROVAL

The Associate Dean and Assistant Dean are given the discretion to approve a student program of less than 14 hours, and of more than 16 hours but not more than 18 hours, or a course load in excess of the maximum for summer, interim or January term sessions.

(Updated 10/16/14)
(Updated 12/9/21)

6.3 SEQUENCE OF REQUIRED COURSES

Students must take required courses in sequence (as defined by Rule 2.1) except in hardship cases. Hardship is defined as serious personal illness or accident or the serious illness, accident, or death of a member of the student's immediate family.

6.4 SEMINARS

6.4.1 GENERAL

A seminar must be a course with limited enrollment which elaborates on some area covered generally by a basic course or which is interdisciplinary in nature. Papers involving substantial individual research will be required. A seminar must not be taught as a survey course.

6.4.2 LIMIT ON NUMBER OF SEMINARS

The faculty has limited the number of seminars in which a student may enroll.

a. *No student will be permitted to enroll in a seminar course until completion of 32 semester credit hours of law study.*

b. *A student who has a cumulative GPA of under 2.25 is not eligible to take any seminar.*

c. *A student who has a cumulative GPA of 2.25-2.75 at the beginning of any semester (or summer session) will be permitted to enroll in only 1 seminar course per semester.*

d. *A student who has completed 45 credit hours and has a cumulative GPA of 2.75 or higher will be permitted to enroll in more than one seminar course pursuant to his or her advisor's approval.*

Business Planning and Estate Planning are not considered seminars for purposes of this rule.

(Updated 5/9/19)

6.5 DISMISSAL OF CLASSES

6.5.1 INDIVIDUAL FACULTY MEMBERS

Faculty will be required to schedule make-up classes or reasonable equivalent educational opportunity for any cancelled class times. Kristi Longtin will monitor podcasts and alert Associate Dean of empty podcasts. Faculty will be contacted when a class is cancelled, to find out the plan for makeup.

(Updated 10/04/18)
(Updated 1/24/19)

6.5.2 ENTIRE FACULTY

It is the prerogative of the Drake Law faculty to determine whether classes should be dismissed for programs outside the Law School, and dismissal should be approved only on the basis of the utility of the program in relation to the educational program of the Law School.

The Iowa State Bar Association Tax School has been approved as such a program for third-year students only.

6.6 WITHDRAWAL AND LEAVE OF ABSENCE

a. *If a student withdraws completely from classes or completely ceases attending classes for more than three consecutive weeks without obtaining permission from the Associate Dean or the Assistant Dean for Student Services, his or her scholarship is forfeited, except with permission of the Associate Dean after consultation with the Director of Admission. Such a student may apply for a new scholarship at any time the student resumes his or her studies.*

b. *If a student withdraws or completely ceases attending classes for than three consecutive weeks without having obtained permission from the Associate Dean or the Assistant Dean for Student Services, he or she must apply for readmission to return, unless the student has been granted a leave of absence by the Associate Dean.*

c. *The Associate Dean will record the terms of all leaves of absence in the student's file and provide a copy to the student.*

(Updated 2/24/11)
(Updated 5/3/18)

6.7 STUDENT GRIEVANCES

6.7.1 GRADING MISCONDUCT

A claim of grading misconduct should be filed in accordance with Rule 5.5.6 of this Handbook.

6.7.2 NON-COMPLIANCE WITH AMERICAN BAR ASSOCIATION STANDARDS FOR ACCREDITATION OF LAW SCHOOLS

A claim of non-compliance by Drake Law School with the American Bar Association Standards for Approval of Law Schools should be filed using the Student Accreditation Standard Complaint Procedure. If the non-compliance claim is also the subject of a complaint under another more specific Law School or University complaint procedure, the Dean may stay consideration under the accreditation standard complaint procedure pending resolution of the matter under the other specific procedure.

The Student Accreditation Complaint Procedure begins with a complaint made to the Dean of the Law School, as follows:

6.7.2.1 SUBMISSION TO DEAN

a. *must be made in writing to the Dean of the Law School.*
b. *must include the name and contact information of the complainant and identify the complainant as a student of the law school*
c. *must specify by number the accreditation standard(s) it is alleged the law school is not in compliance with*
d. *must specify with particularity the facts relied upon to support the allegation.*

6.7.2.2 ACTION UPON COMPLAINT

Upon receiving a Student Accreditation Standard Complaint, the dean shall have 30 calendar days in which to respond to the complainant in writing. Such response may be:

a. *notice to the complainant that investigation of the allegations of the complaint is currently being handled under another Law School or University procedure, and that investigation/consideration of this non-compliance complaint is stayed pending resolution under the other procedure;*
b. *notice to the complainant that an investigation of the allegations of the complaint has been initiated, together with a date by which it is expected a final substantive response will be made;*
c. *a preliminary substantive response to the allegations of the complaint, together with a date by which it is expected a final substantive response will be made; or*
d. *a final substantive response to the allegations of the complaint.*

6.7.2.3 APPEAL

Upon receiving a final substantive response to a Student Accreditation Standard Complaint, the complainant may appeal the matter to the provost of the University.

a. *Such appeal must be taken within 14 calendar days of the dean's final substantive response.*

b. *Such appeal must be in writing, must include the name and contact information of the complainant, must identify by number the accreditation standard or standards as to which it is alleged the Law School is not in compliance, must specify with particularity both the facts relied upon to support the allegation and the ways in which the final substantive response of the dean is in error.*

c. *A copy of the appeal shall be given to the dean at the same time it is given the provost.*

d. *The provost shall have 30 calendar days in which to make a substantive response to the complainant, copies of which shall be supplied the complainant and the dean, at which point the process shall be complete.*

6.7.2.4 RECORDS RETENTION

All records relating to a complaint received under the Student Accreditation Standard Complaint Procedure must be retained for no fewer than ten years, or until the next ABA Site Visit, whichever is later.

(Updated 2/18/21)

6.7.3 STUDENT MISCONDUCT UNDER THE LAW SCHOOL CODE OF STUDENT CONDUCT

A claim that a student has engaged in misconduct in violation of the Drake Law School Code of Student Conduct should be made to the Dean or Associate Dean of the Law School, and may be made either orally or in writing. The procedure for management of a Code of Conduct complaint can be found in the Drake Law School Code of Student Conduct.

6.7.4 AMERICANS WITH DISABILITIES ACT

Complaints alleging violation of the Americans with Disabilities Act (ADA) should be filed under the Drake University Reasonable Accommodation for Qualified Students with Disabilities Policy.

6.7.5 SEXUAL OR INTERPERSONAL MISCONDUCT

Complaints alleging sexual or interpersonal misconduct may be made under the Law School Code of Student Conduct (student misconduct), the Drake University Code of Student Conduct (student misconduct), the Drake University Sexual Harassment Policy (student, employee or third-party misconduct), or the University Title IX Coordinator. The procedures used for the complaint will then be guided by the language of the appropriate Code.

6.7.6 DISCRIMINATION

Complaints alleging discrimination based on race, color, national origin, creed, religion, age, disability, sex, pregnancy, gender identity or expression, sexual orientation, genetic information, veteran status, or any characteristic protected by law may be made under the University Code of Student Conduct, the Law School Code of Student Conduct and/or the Drake University Discriminatory Harassment (Non-Sex-Based) Policy. The procedures used for the complaint will then be guided by the language of the appropriate Code.

6.7.7 COMPLAINTS NOT COVERED BY THE ABOVE-LISTED POLICIES

Any grievance not covered by another Law School or University procedure shall be made to the Associate Dean, or to the Dean if the grievance pertains to the Associate Dean, or to the Provost if the grievance pertains to the Dean. The Law School will then follow a procedure that parallels Rule 5.5.6 to the extent advisable given the subject matter of the grievance.

(Updated 11/16/17)
(Updated 10/15/20)

7. MISCONDUCT

7.1 STUDENT MISCONDUCT

Ordinarily, allegations of misconduct on the part of a student will be handled by the faculty member concerned or in accordance with provisions of the Law School Code of Student Conduct. A charge of criminal misconduct is governed by the Law School Code of Student Conduct.

7.2 MISCONDUCT IN ADMISSION PROCESS

Any allegation of misconduct in the admission process, discovered after a student has been admitted and begins attending classes, may be handled as the faculty shall determine.

7.3 SPECIAL PROCEDURES FOR CHARGED CRIMINAL MISCONDUCT

When a student is charged with criminal misconduct, as defined in Section B(18) of the Code of Student Conduct, the following special procedures shall be followed. Section E(3) and (4) of this Code will also apply unless this section provides otherwise.

7.3.1 NOTICE OF CHARGE OF CRIMINAL MISCONDUCT

If criminal charges are filed in any state, federal or foreign court against a student for criminal misconduct as defined above, such charges must be reported to the Associate Dean immediately or as soon as possible after the student's enrollment occurs. Failure to comply with this reporting provision constitutes misconduct under the Code.

7.3.2 SUSPENSION OF STUDENT CHARGED WITH CRIMINAL MISCONDUCT

a. *If a currently enrolled student is so charged, the student shall be suspended from the Law School, unless for good cause shown, pending resolution of the criminal charge in court. In any event, suspension shall occur upon conviction. Suspension shall commence at the end of the semester during which the student is charged or convicted, although the Dean may require that the suspension take place immediately if it is the student's last semester in Law School or for other extraordinary circumstances.*

b. *The student may request a hearing on the suspension within 15 days of notification of suspension or intent to suspend. Such hearing shall be held before a faculty hearing panel of three faculty members, whose decision on suspension shall be final.*

7.3.3 DETERMINATION OF COMPLAINTS OF CRIMINAL MISCONDUCT, WHEN CHARGED AND WHEN UNCHARGED IN CRIMINAL COURT

a. *If a student is convicted in court of such criminal charges (including a plea of guilty or no contest), such conviction shall constitute irrefutable evidence of such misconduct. If the student applies for re-admittance to the Law School following such a conviction, the application shall be reviewed by the Admission Committee. The Admission Committee may grant re-admittance, deny re-admittance, or grant re-admittance subject to conditions or with imposition of other sanctions. Other than by the ordinary process for faculty review of Admission Committee decisions, the determination of the Admission Committee shall be final. The student shall have no right of appeal from the Admission Committee decision.*

b. *If the criminal misconduct charge is resolved other than by conviction, the student may apply to the Admission Committee for readmission or to continue in school if the student has not been suspended under Rule 7.3.2. The Admission Committee may grant the application or may refer the matter to a faculty hearing panel of five faculty members to determine by clear and convincing evidence whether the student engaged in criminal misconduct or any other misconduct under the Code of Student Conduct. In addition to witnesses, if available in person or by affidavit, the faculty hearing panel may rely upon the transcript of the court proceedings, when available. The faculty hearing panel shall not be bound by the evidentiary rulings of the criminal court and may, as it determines to be fair and appropriate, consider evidence that was not admitted at the trial. The faculty hearing panel may grant re-admittance, deny re-admittance, or grant re-admittance subject to conditions or with imposition of other sanctions. The faculty hearing panel's decision shall be final unless the student appeals to the faculty in writing within 30 days of the date of the hearing panel's decision. In the event of a timely appeal, the faculty will take action on the matter based upon the record before the faculty hearing panel.*

c. *Uncharged criminal misconduct shall be handled by the procedures set out in the Code of Student Conduct.*

7.4 STUDENT/FACULTY RELATIONSHIPS

A full-time faculty member shall not engage in a romantic or sexual relationship with a student unless the student is the spouse of the faculty member or the romantic or sexual relationship predates the student's enrollment in the Law School. Even in these provisionally exempt relationships, and in all of a faculty member's social relationships with students, the faculty member should strictly scrutinize his or her conduct for any conflicts of interest to determine if any harm may result to the student, the Law School, the law school community or the University. Adjunct faculty, instructors, internship supervisors, moot court coaches and advisors, and other similarly situated persons affiliated with the Law School are also subject to this rule, but only while in a supervisory position over that student.

8. ADMINISTRATIVE RULES

8.1 OPEN MEETINGS

Consistent with the mission of the University to be the venue for discussions of public policy and a range of other matters, events held by student organizations in any of the three-building complex that is the Law School are presumptively open to the student body and faculty unless the event is clearly designated as an organization's members only meeting. Law school student organizations do have a right to limit meetings to

their membership, but the organization must in each instance make clear its intention that it is conducting a meeting open only to its membership. It should be a rare occasion when the organization's intention to hold a closed meeting cannot be conveyed in written form in advance of the meeting and also posted on the door to the meeting room.

8.2 EFFECTIVE DATE FOR CHANGES TO FACULTY AND STUDENT HANDBOOKS

Absent express language to the contrary, all changes to the Faculty/Student Handbooks will become effective on the first July 1 after the change is adopted.

(Updated 2/21/19)

9. MASTER OF LAWS (LL.M./M.J.)

9.1 MASTER OF LAWS (LL.M./M.J.) IN INDIVIDUALIZED LEGAL STUDIES (ILS)

A candidate for an LL.M./M.J. degree, whether in Individualized Legal Studies or Compliance and Risk Management, must submit an application explaining their qualifications for admission. Applications for all LL.M./M.J. candidates will be reviewed by an LL.M./M.J. Admissions Committee, comprised of the Assistant Dean of Admissions, the Associate Dean, and the Program Director for the specific LL.M./M.J. program in question. All admission decisions will be based on full review of the applicant's file, and are subject to faculty review and appeal.

(Updated 10/04/18)
(Updated 2/27/20)

9.1.1 ACADEMIC REQUIREMENTS

9.1.1.1 CREDIT HOURS

A candidate for the LL.M./M.J. degree in Individualized Legal Studies (ILS) must successfully complete 24 semester hours of law credit drawn from the regular Drake Law School curriculum.

a. JD and MJ Credits

A student who begins study in the Drake J.D. program, but does not complete the J.D. degree requirements, may apply for admission into an M.J. program. Students who are admitted to an M.J. program may request to have credits earned from J.D. courses applied towards the M.J. degree. The Associate Dean has discretion to determine which J.D. courses may count towards the M.J. degree. Grades from all Drake J.D. courses applied towards the M.J. degree will be included in computation of the M.J. cumulative GPA.

(Updated 3/24/2016)

A student academically dismissed from the Drake Law School J.D. program who wishes to enroll in the M.J. program must submit an M.J. application for admission to be evaluated by the Admissions Committee. The applicant must demonstrate that the reason(s) for the prior dismissal will not adversely affect his or her ability to successfully complete the M.J. program. The applicant must submit a written explanation providing support for that claim. In the event an applicant is admitted to the M.J. program, the Associate Dean will determine which credits earned in the J.D. program (in courses where a C or better was earned) may apply towards the

M.J. degree. No credit may be given towards the M.J. degree for any J.D. program course credit that is more than seven (7) years old.

(Updated 8/24/16)

9.1.1.2 GRADING CONSIDERATIONS

See Rules 5.2.1.1 and 5.2.1.2 for information regarding grading standards for M.J. and LL.M students.

(Updated 4/17/15)

9.1.1.3 CONCENTRATION OR MAJOR

A candidate who wishes to do so may pursue a concentration, or major, within the LL.M./M.J. program by devoting 12 of these 24 credits to one of the areas of study set forth below. The Associate Dean will provide a list of qualifying courses for each concentration which will be reviewed annually and posted to the website.

a. Specialized Study (12 credits)

A student may design his or her own concentration by devoting 12 of these 24 credits to a specialized area of study of the student's choice, with the approval of the Program Director. Each student can choose his or her own individual specialization as an alternative to the prescribed concentrations listed below.

b. Business Law (12 credits)

c. Criminal Law (12 credits)

d. International Law and Global Citizenship (12 credits)

e. Sustainable Development (12 credits)

9.1.1.4 PREVIOUSLY COMPLETED COURSEWORK

No candidate with a J.D. from an ABA-approved law school will be given credit toward an LL.M./M.J. degree for repeating work or a course already completed by the candidate toward fulfillment of the candidate's J.D.

9.1.1.5 RELATED COURSEWORK

Subject to approval by the Program Director, students may elect to take no more than 6 new semester hours of related coursework outside the LL.M./M.J. curriculum, including related upper level or graduate coursework at other academic units at Drake University.

(Updated 9/24/15)

9.1.2 WRITTEN PROJECT REQUIREMENT

9.1.2.1 PROJECT LENGTH REQUIREMENT

Subject to waiver by the Program Director, a candidate for the LL.M./M.J. in Individualized Legal Studies shall write a paper of two to four (2-4) credit hours under the supervision of a full-time member of the Drake law faculty. With the permission of the supervising professor, the LL.M./M.J. written project requirement can be

satisfied by a paper or written project completed for any course within the LL.M./M.J. curriculum. The minimum standards for the paper are as follows:

a. *The paper must be a written project of sufficient quality and suitably documented for a project of its type to be deemed of professional quality by the supervising professor.*
b. *The project must be at least 35 pages long, double-spaced on 8 ½" x 11" paper, including any footnotes.*
c. *The project must involve submission of a draft to the supervising professor, with the requirement of a rewrite at the option of that professor.*

9.1.2.2 LL.M. THESIS

The subject of the research, the nature and quantity of the work required and the number of credits awarded are determined by the supervising professor and is not intended as a substitute for offered courses. Students may be required to present the thesis as determined by the LL.M./M.J. Program Director. (4 credits = 60 pages and 200 hours; 5 credits = 70 pages and 250 hours; 6 credits = 80 pages and 300 hours)

9.1.3 EXPERIENTIAL TRAINING REQUIREMENT

9.1.3.1 CLINIC OR INTERNSHIP REQUIREMENTS

Subject to waiver by the Program Director, a candidate for the LL.M./M.J. degree is required to satisfy an experiential training requirement by participating in one of the law school's clinics or internship programs.

9.1.3.2 CREDIT VS. COMPENSATION

The internship experiences which may qualify for the Experiential Training Requirement are sometimes done for academic credit and sometimes done for compensation. Accreditation rules do not permit a candidate to earn academic credit for work for which the candidate is compensated (i.e., paid internships). However, with the Program Director's approval, a candidate can satisfy the experiential training requirement in a paid internship; however, the internship will not count toward the required 24 semester hours of Individualized Legal Studies course work.

9.1.4 ADDITIONAL REQUIREMENTS FOR LL.M. CANDIDATES FROM NON-COMMON LAW JURISDICTIONS AND ALL M.J. CANDIDATES

Unless the Program Director grants a waiver, LL.M. candidates who do not have a basic or an advanced law degree in a common law jurisdiction and all M.J. candidates must complete:

a. *Foundations of Law and*
b. *Legal Writing and/or Legal Research.*

(Updated 5/11/11)
(Updated 11/16/17)

9.1.5 GPA REQUIREMENTS

9.1.5.1 NATIVE ENGLISH SPEAKERS

To be in good academic standing, and therefore eligible to continue law studies, candidates for the LL.M./M.J. degree are required to have at least a 2.5 cumulative grade point average (CGPA) at the completion of each semester of classes.

9.1.5.2 NON-NATIVE ENGLISH SPEAKERS

The minimum CGPA for students who are not natives of the United States and whose education was not in primarily English-speaking schools will be a 2.0. All other LL.M. students are required to have a minimum GPA of 2.5. (Approved to apply retroactively to the beginning of the LL.M. Program.)

(Updated 9/27/12)

9.1.6 MINIMUM SEMESTER HOURS

At least 12 semester hours must be earned in regularly scheduled class sessions at Drake Law School (i.e., excluding internship, clinic, independent research, and courses taken at another institution).

9.1.7 TIMELINE TO COMPLETE DEGREE

Subject to waiver by the Associate Dean for Academic Affairs, full-time students must complete the requirements for the LL.M./M.J. degree within two academic years and part-time students must complete the requirements within 84 months of entering law school.

9.1.8 ADMISSION REQUIREMENTS

a. *Applicants for the LL.M. must hold a J.D. from an ABA accredited school, an LL.B., or an equivalent degree from a foreign law school.*

b. *Applicants for the M.J. must hold a bachelor's degree or an equivalent degree from a foreign school.*

c. *The LL.M./M.J. program is open both to domestic and foreign students. Participants may enroll on either a full-time or part-time basis.*

d. *Unless approved by the Program Director, LL.M./M.J. candidates who do not have a basic or advanced law degree in a common law jurisdiction will not be able to begin their studies in the spring semester.*

9.1.9 ENGLISH LANGUAGE COMPETENCY

International candidates for an LL.M. or M.J. degree whose native language is not English must submit documentation of a valid TOEFL score. As a general rule, applicants must have a TOEFL score of 80 or above on the Internet-based test or an IELTS score of 6.5 or above to be admitted. Test results are valid for two years only. The law school may request the applicant to participate in a telephone interview.

(Updated 11/08/18)

9.1.10 TRANSFER OF FOREIGN LAW GRADUATES FROM THE LL.M./M.J. PROGRAM TO THE J.D. PROGRAM

LL.M./M.J. candidates with a foreign law degree who subsequently matriculate into the J.D. program may apply credits earned as an LL.M./M.J. student toward the J.D. degree with the written consent of the Associate Dean for Academic Affairs. If the student subsequently re-enters the LL.M./M.J. program after being awarded the J.D., credits earned in the J.D. program above the minimum required for award of the J.D. degree may be applied toward the LL.M./M.J. degree.

9.1.11 TRANSFER OF STUDENTS FROM OTHER GRADUATE LAW PROGRAMS

Candidates wishing to transfer from a graduate law program from another accredited law school should follow the procedure listed for new applicants. Subject to approval by the Program Director, up to nine (9) semester hours of courses in which the student earned a grade of 2.5 (on a 4.0 scale) or above usually can be transferred to Drake University Law School. Grades from transferred courses, however, will not be calculated into the student's cumulative grade point average at the Law School. Coursework may only be credited toward a Drake University Law School degree when that coursework occurred in a program of study that has not yet resulted in graduation.

(Updated 2/18/21)

9.1.12 JOINT J.D./LL.M. PROGRAM

With the approval of the Program Director, candidates who have taken relevant courses at Drake Law School as part of their J.D. program (including students earning a J.D. from another ABA-accredited law school who visited Drake Law School for two semesters or participated in the summer programs sponsored by Drake Law School) may be permitted to apply up to 9 J.D. credits toward the 24 required LL.M. degree credits. GPA calculations for LLM should not include grades for the 9 J.D. credits used towards 24 credit LLM requirement. Students using 9 credits of J.D. study must select which courses are to be applied to the J.D. and LL.M. when enrolling. Credits earned more than 7 years prior to enrollment in the LL.M. program may not be credited towards the LL.M.

(Updated 9/24/2015)

J.D. coursework can be used to satisfy the basic, LL.M. paper, and experiential training requirements. Students who have claimed 9 credits toward the LL.M. degree under the J.D./LL.M. option and need to complete the experiential training requirement will be able to count their internship or clinic participation toward the 12 required in-house credits of regularly scheduled class sessions.

(Updated 2/27/20 – Deletion of LLM/MJ in IP)

9.2 MASTER OF LAWS (LL.M./M.J.) IN COMPLIANCE AND RISK MANAGEMENT

9.2.1 ACADEMIC REQUIREMENTS

9.2.1.1 CREDIT HOURS

A candidate for the LL.M./M.J. degree in Compliance and Risk Management must successfully complete 24 semester hours of credit drawn from the Drake Law School and/or Drake College of Business and Public Administration (hereinafter "CBPA") curriculum. Of the 24 semester hours of credit, no more than 50% may be drawn from the CBPA.

(Updated 9/26/19)

a. *JD AND MJ CREDITS – (changing from JD to MJ)*

A student who begins study in the Drake J.D. program, but does not complete the J.D. degree requirements, may apply for admission into the Compliance and Risk Management M.J. program. Students who are admitted to the Compliance and Risk Management M.J. program may request to have credits earned from J.D. courses applied towards the M.J. degree. The Associate Dean will determine which J.D. courses may count towards the M.J. degree. Grades from all Drake J.D. courses applied towards the M.J. will be included in computation of the M.J. cumulative GPA.

A student academically dismissed from the Drake Law School J.D. program who wishes to enroll in the M.J. program must submit an M.J. application for admission to be evaluated by the Admissions Committee. The applicant must demonstrate that the reason(s) for the prior dismissal will not adversely affect his or her ability to successfully complete the M.J. program. The applicant must submit a written explanation providing support for that claim. In the event an applicant is admitted to the M.J. program, the Associate Dean will determine which credits earned in the J.D. program (in courses where a C or better was earned) may apply towards the M.J. degree. No credit may be given towards the M.J. degree for any J.D. program course credit that is more than seven (7) years old.

b. *JD AND MJ CREDITS – (changing from MJ to JD, completing both degrees)*

A student who begins as an MJ student, and then becomes a JD student, can apply up to 9 credit hours - earned as a JD student towards the MJ degree requirement. The Associate Dean will determine whether a student can apply JD credits to an MJ degree, and which credits will be so applied is at the discretion of the Associate Dean. Any JD credits applied to a student's MJ degree shall be applied as graded credits.

(Updated 5/4/18)

9.2.1.2 GRADING CONSIDERATIONS

See Rules 5.2.1.1 and 5.2.1.2 for information regarding grading standards for M.J. and LL.M students.

9.2.1.3 REQUIREMENTS

A candidate for the M.J. degree in Compliance and Risk Management must satisfy the following requirements:

a. *Intro to Law (0 credits)**
b. *Operational Risk Management (CBPA course, 3 credits)*
c. *The Law of Compliance and Risk Management (3 credits)*
d. *Negotiation and Conflict Resolution (CBPA course, 3 credits)*
e. *The Regulatory Process (3 credits)**
f. *The Law of Business Organizations (CBPA Course BLAW 250)(3 credits) or Business Associations (Law School course)(4 credits)*
g. *Foundations of Law (3 credits)**

h. *Sufficient additional elective credits to total 24.*

The program director may individualize the above-asterisked requirements for each student based on the following factors:

a. *whether the student is enrolled in or has completed orientation to law school; and*

b. *whether the law student is enrolled in or has completed the first-year curriculum; and*

c. *the grades achieved in those classes, subject to the requirements of Student Handbook Rule 9.2.1.4.*

(Updated 11/21/19)

A candidate for the LL.M. degree in Compliance and Risk Management must satisfy the following requirements:

a. *Operational Risk Management (CBPA course, 3 credits)*

b. *The Law of Compliance and Risk Management (3 credits)*

c. *Negotiation and Conflict Resolution (CBPA course, 3 credits)*

d. *Administrative Law or The Regulatory Process (3 credits)**

e. *The Law of Business Organizations (CBPA Course BLAW 250)(3 credits) or Business Associations (Law School course)(4 credits)**

f. *Foundations of Law (3 credits)**

g. *Sufficient additional elective credits to total 24.*

The program director may individualize the above asterisked requirements for each student based on the following factors:

a. *whether the student's law degree is from a domestic, foreign, common law, or civil law jurisdiction,*

b. *the classes the student completed in his or her previous law school studies and*

c. *the grades achieved in those classes, subject to the requirements of Student Handbook Rule 9.2.1.4.*

9.2.1.4 PREVIOUSLY AND CONCURRENTLY COMPLETED COURSEWORK

a. *PERFORMED AT DRAKE*

No candidate with a J.D. from an ABA-approved law school will be given credit toward an LL.M./M.J. degree for repeating work or a course already completed by the candidate toward fulfillment of the candidate's J.D. except as described in this section.

If a student is concurrently enrolled in the Compliance and Risk Management M.J. or LL.M program, and another Drake program (not including the MBA, MPA or JD program) the three required CBPA Compliance courses (Operational Risk Management, Negotiation and Conflict Resolution, and The Law of Business Organizations (BLAW 250) will be credited towards the student's Compliance degree even if the student is also given credit for the course towards the student's other degree, so long as the student receives a grade of C- or higher in the course.

If a student is concurrently enrolled in the MBA or MPA program at Drake University, the three required CBPA Compliance courses (Operational Risk Management, Negotiation and Conflict Resolution, and The Law of Business Organizations (BLAW 250) and the elective Corporate Governance and Ethics (MBA 240) will be credited towards the student's Compliance degree even if the student is also given credit for the course towards the student's other degree, so long as the student receives a grade of B- or higher in the course.

Any student who is not concurrently enrolled in the Compliance and Risk management M.J. or LL.M program, and another Drake program (such as MBA, MPA) must take the full number of credits required for their Compliance degree in order to be awarded their Compliance degree. If a student has already taken a course required by the student's Compliance degree program, and the student received a grade of C- or higher, the student will not be permitted to re-take the course as part of the Compliance M.J. or LL.M program. Rather, the student must take elective credits to reach the required credit total. (For example, if a student took Operational Risk Management as part of an MBA program, received a C- or higher, and later applied to and was accepted into the Compliance M.J. Program, the student would be required to take 3 credits of electives in lieu of Operational Risk Management.) If a student has already taken a course required by the student's Compliance degree program, such as Administrative Law or Operational Risk Management, and the student received a grade of D+ or below, the student will be required to re-take the course as part of the Compliance M.J. or LL.M program.

(Updated 2/27/20)
(Updated 9/23/21)
(Updated 2/16/23)

b. PERFORMED IN A GRADUATE PROGRAM OTHER THAN AT DRAKE

Graduate course credit hours may be considered for transfer provided they are: (1) earned within four years of applying for the Drake Compliance and Risk Management MJ Program, (2) of at least a "B-" grade, (3) approved by the Program Director of Compliance and Risk Management, and (4) directly related to the MJ program. A maximum of 9 semester hours of graduate course credits from an AACSB-accredited graduate business school or ABA accredited law school will be allowed.

9.2.1.5 RELATED COURSEWORK

Subject to approval by the Program Director, students may elect to take no more than 6 new semester hours of related coursework outside the LL.M./M.J. curriculum, including related upper level or graduate coursework at other academic units at Drake University.

(Updated 9/26/17)
(Updated 10/19/17)
(Updated 12/14/17)
(Updated 9/13/18)
(Updated 5/9/19)

9.2.2 NON-DEGREE STUDENT ENROLLMENT

Non-degree seeking students who are interested in completing up to 6 credits may do so after providing the required informational materials and with the approval of the Program Director. Students interested in completing up to 6 credits must complete an informational form so they may be enrolled in the course. Courses taken by non-degree seeking students will be graded and reflected on official transcripts. Students who complete 6 credits and wish to complete the remainder of the degree program must complete all application materials and be admitted into the program before they may enroll in additional courses.

(Updated 2/16/23)

9.2.3 GPA REQUIREMENTS

9.2.3.1 NATIVE ENGLISH SPEAKERS

To be in good academic standing, and therefore eligible to continue law studies, candidates for the LL.M./M.J. degree are required to have at least a 2.5 cumulative grade point average (CGPA) at the completion of their first six credits completed and each semester following. If at the end of their first six credits or any semester thereafter, a student's CGPA falls below 2.5, they will have six credits to return their CGPA to above a 2.5 to remain eligible to continue with their studies.

(Updated 11/21/19)

9.2.3.2 NON-NATIVE ENGLISH SPEAKERS

The minimum CGPA for students who are not natives of the United States and whose education was not in primarily English-speaking schools will be a 2.0. All other LL.M students are required to have a minimum GPA of 2.5.

9.2.4 RETAKING COURSES

Students who receive a D+ or below in a required course must retake the course and receive a C- or above in order to graduate. If a student does not receive a C- or above in the course retake, they will be academically dismissed. Students retaking a required course may only retake the course one time. When a student is required to retake a course under this rule, the student must enroll in the course in the next spring or fall semester in which that course is offered. Students may retake two separate courses. If a student receives a D+ or below in a third course, they will be academically dismissed from the program. The grade received in the initial taking of the class, as well as the grade earned in retaking the class, will be calculated into the student's grade point average.

Students whose GPA falls below a 2.5 for native English speakers or 2.0 for non-native English speakers will be put on academic probation. Students must bring their GPA back above a 2.5 for native English speakers or 2.0 for non-native English speakers after completing six additional credits to be removed from academic probation. Students who do not bring their GPA back above a 2.5 for native English speakers or 2.0 for non-native English speaker after completing six additional credits will be academically dismissed.

Students who receive a D+ or below in a required course must retake the course and will be put on academic probation. Upon retaking the course, if the student receives a C- or above, they will be removed from academic probation so long as their GPA is above a 2.5 for native English speakers or 2.0 for non-native English speakers. If a student retakes a course and receives a C- or above and has a GPA below a 2.5 for native English

speakers or 2.0 for non-native English speakers, that student will be on academic probation according the above paragraph, in which they will have six additional credits to raise their GPA above a 2.5 for native English speakers or 2.0 for non-native English speakers.

(Updated 2/16/23)

9.2.5 TIMELINE TO COMPLETE DEGREE

Subject to waiver by the Associate Dean for Academic Affairs, full-time students must complete the requirements for the LL.M./M.J. degree within two academic years and part-time students must complete the requirements within 84 months of starting their program.

(Updated 9/13/18)

9.2.6 ADMISSION REQUIREMENTS

a. *Applicants for the LL.M. must hold a J.D. from an ABA accredited school, an LL.B., or an equivalent degree from a foreign law school.*

b. *Applicants for the M.J. must hold a bachelor's degree or an equivalent degree from a foreign school.*

c. *The LL.M./M.J. programs are open both to domestic and foreign students. Participants may enroll on either a full-time or part-time basis.*

9.2.7 ENGLISH LANGUAGE COMPETENCY

International candidates for an LL.M. or M.J. degree whose native language is not English must submit documentation of a valid TOEFL score. As a general rule, applicants must have a TOEFL score of 80 or above on the Internet-based test or an IELTS score of 6.5 or above to be admitted. Test results are valid for two years only. The law school may request the applicant to participate in a telephone interview.

(Updated 9/13/18)
(Updated 5/9/19)

9.2.8 TRANSFER OF FOREIGN LAW GRADUATES FROM THE LL.M./M.J. PROGRAM TO THE J.D. PROGRAM

LL.M./M.J. candidates with a foreign law degree who subsequently matriculate into the J.D. program may apply credits earned as an LL.M./M.J. student toward the J.D. degree with the written consent of the Associate Dean for Academic Affairs. If the student subsequently re-enters the LL.M./M.J. program after being awarded the J.D., credits earned in the J.D. program above the minimum required for award of the J.D. degree may be applied toward the LL.M./M.J. degree.

9.2.9 [Deleted 2/18/21]