



# EMORY LAW STUDENT BULLETIN

## 2024-2025

**Emory University School of Law  
Bulletin  
2024-2025**

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# INTRODUCTION

The Emory University School of Law Bulletin is a reference guide for law students and the law school community regarding the academic and administrative policies, rules, and requirements of Emory University School of Law. These policies and procedures are intended to ensure student success and to help students achieve the high academic and professional standards expected of those entering the legal profession. Part of being an excellent lawyer involves understanding and abiding by relevant rules and procedures.

## Disclaimer

This bulletin is subject to amendment and change by the law school without prior notice. Any amendment that goes into effect during the 2024-2025 academic year will be posted on the Emory Law website in the [student bulletin section](#). It is the responsibility of each student enrolled in the law school to understand and comply with all regulations and policies within this bulletin, including any posted amendments and the Emory University School of Law Professional Conduct Code ([Part 5 of this document](#)).

The provisions of this bulletin do not constitute a contract, express or implied, between any applicant or student and Emory University School of Law or Emory University.

## Emory University

### Mission:

Emory University's mission is to create, preserve, teach, and apply knowledge in the service of humanity.

To fulfill this mission, the university supports teaching from the undergraduate to the advanced graduate and professional levels, and scholarship from basic research to its application in public service. As a comprehensive research university, Emory's academic programs span a great range from arts and sciences to business, law, theology, and the health professions. These different fields of study are knit together by robust interdisciplinary programs and a core devotion to liberal learning.

The Emory community is open to all who meet its high standards of academic excellence and integrity. The university welcomes a diversity of ethnic, cultural, socioeconomic, religious, national, and international backgrounds, believing that the intellectual and social energy that results from such diversity is critical to advancing knowledge.

Emory is committed to opening disciplinary boundaries and supporting interdisciplinary research and teaching from a global perspective. Along with this, Emory strives to create a community characterized by respectful and mutually supportive interaction among faculty, students, staff, and the wider world.

In keeping with the demand that teaching, learning, research, and service be measured by high standards of integrity and excellence, and believing that each person and every level of scholarly activity should be valued on its own merits, the university aims to imbue scholarship at Emory with a commitment to humane teaching and mentorship and a respectful interaction among faculty, students, and staff; open disciplinary boundaries that encourage integrative teaching, research, and scholarship; a commitment to use knowledge to improve human well-being; and a global perspective on the human condition.

### **Vision:**

At the heart of Emory's impact is a distinct purpose: to think beyond oneself. This purpose—this sense of responsibility—is present among students, faculty, staff, and alumni across generations. Whether you work here, teach here, learn or connect here, Emory is a community of impact where the greater good is balanced with individual interest.

## **Emory University School of Law**

### **Mission:**

Through scholarship, teaching, service, and immersion in the world and its communities, Emory Law's mission is to:

- Prepare students for a variety of careers and ever-changing legal, political, social, and market conditions by providing intellectually challenging and rewarding educational opportunities that integrate theory, doctrine, and experiential learning and that encourage the development of resilient, life-long learners.
- Develop future leaders who will serve the community through roles in law firms, the judiciary, government, legal education, corporations, public interest organizations, and pro bono work.
- Instill in students an appreciation of service so they incorporate public service, public interest, and pro bono work into their careers.
- Produce scholarship that impacts the development of academic disciplines, policy, and legal practice, and that addresses the role of law in meeting society's greatest challenges.
- Build and maintain a community based on integrity, mutual respect, and professionalism, and promote a culture of antiracism, diversity, equity, and inclusion for students, faculty, staff, and alumni.
- Collaborate with other disciplines within the university, alumni, the legal profession, the city of Atlanta, and the wider world to advance the rule of law and the resulting benefits of accountability, individual rights, social justice, thriving markets, economic development, and environmental resiliency.

**Vision:**

Emory Law will continue to be a national and global leader in legal education by welcoming and supporting a diverse law school community, by carrying out pathbreaking and influential scholarship, and by offering exceptional teaching and practical learning opportunities that enable our alumni to become respected professionals and leaders in a rapidly changing world. Together, our community will work to secure a more fair and just society by advancing the rule of law.

**A Brief History of Emory University School of Law**

Professor Herschel W. Arant and Bishop Warren A. Candler, the chancellor of Emory University, aspired to create a law school that would be in league with the law schools of nationally recognized universities, emphasize the "ethics and ideals of an ancient and honorable profession," and encourage the service of the law.

The original location (now Carlos Hall) was one of the original buildings on the Emory Quadrangle. The building, featuring a graceful central staircase and Georgia marble facade, was designed by the highly regarded Beaux-Arts architect Henry Hornbostel. Twenty-eight students enrolled in the fall of 1916.

Under the leadership of Samuel C. Williams, the first dean, the law school was the first in Georgia to be granted membership in the Association of American Law Schools. The American Bar Association classified Emory as a "Class A" school in 1923. The only other schools in the Southeast to be honored with this designation were the University of Virginia and Washington and Lee University.

E. Smythe Gambrell, a graduate of Harvard Law School, joined the adjunct faculty in 1924. He served on the faculty until the eve of World War II and later provided the gift that enabled the construction of the present-day law school building—Gambrell Hall, named in memory of his parents.

Today, Emory University School of Law combines a practical and disciplined view toward the study of law. Our graduates are prepared to make an immediate impact after graduation.

**Deans of Emory Law School, 1916 – Present**

1916 – 1919 .....	William D. Thomson
1919 – 1924.....	Samuel Cole Williams
1924 – 1925.....	Paul Bryan
1925 – 1948 .....	Charles Joseph Hilkey
1948 – 1949 .....	William D. Thomson
1949 – 1950 .....	Maurice S. Culp

1950 – 1960 .....	William H. Hepburn
1961 – 1973 .....	Ben F. Johnson Jr.
1973 – 1979 .....	Lyman Ray Patterson
1979 – 1980 .....	Harold Marquis
1980 – 1985 .....	Thomas D. Morgan
1985 – 1989 .....	David G. Epstein
1989 – 2001 .....	Howard O. "Woody" Hunter
2001 – 2002 .....	Peter Hay
2002 – 2005 .....	Thomas C. Arthur
2005 – 2006 .....	Frank Alexander
2006 – 2012 .....	David F. Partlett
2012 – 2017 .....	Robert A. Schapiro
2017 – 2017 .....	Judson Graves
2017 – 2019 .....	James B. Hughes Jr.
2019 – 2024 .....	Mary Anne Bobinski
2024 – Present .....	Richard D. Freer

## Senior Administration

**Richard D. Freer, JD**

Dean and Charles Howard Candler Professor of Law

**Joanna M. Shepherd, PhD**

Vice Dean and Thomas Simmons Professor of Law

**John Acevedo, JD**

Associate Dean of Students and Academic Programs; Visiting Associate Professor of Practice; Faculty Director, LLM/MCL Programs

**Ifeoma Ajunwa, JD, PhD**

Associate Dean for Projects and Partnerships and Asa Griggs Candler Professor of Law

**Katie Cox, MM**

Senior Director of Registration

**Mark Engsborg, JD, PhD, MA, MSLIS**

Director of Library Services and Professor of Practice

**A. Kenyatta Greer, MA**

Senior Director of Communication and Director of Inclusion and Community

**Erin Herting, MBA**

Associate Dean and Chief Business Officer

**Matthew Lawrence, JD**

Associate Dean of Faculty and Associate Professor of Law

**Natasha Patel, JD, MA**

Assistant Dean for Career Development

**Marshall Sampson, JD**

Division Director of Human Resources

Brian Shupe

Associate Dean for Advancement and Alumni Relations

Chau Stores, PhD

Senior Director for Decision Support and Data Management

## **Administrative Departments**

### **JD Admission**

Gambrell Hall, Suite G114, Contact: (404) 727-2195; [jdadmission@emory.edu](mailto:jdadmission@emory.edu)

### **JM/MLS, LLM, MCL, and SJD Admission**

Gambrell Hall, Suite G114, Contact: (404) 727-2191

### **Center for Career Strategy and Professional Development**

Gambrell Hall, Suite G150, Contact: (404) 721-9388; [lawcs@emory.edu](mailto:lawcs@emory.edu)

### **Center for Public Service**

Gambrell Hall, Suite G101

### **Advancement and Alumni Engagement**

Gambrell Hall, Suite G114, Contact: (404) 727-4773; [law.alumni@emory.edu](mailto:law.alumni@emory.edu)

### **Finance and Administration**

Gambrell Hall, Suite G565, Contact: (404) 727-6793

### **Human Resources**

Gambrell Hall, Suite G521, Contact: (404) 712-2363

### **Information Technology**

MacMillan Law Library, Suite M518, Contact: (404) 727-7777

### **Hugh F. MacMillan Law Library**

Contact: 404.727.6826; [lawcirch@libcat1.cc.emory.edu](mailto:lawcirch@libcat1.cc.emory.edu)

### **Marketing and Communication (“MARCOM”)**

Gambrell Hall, Suite G115, Contact: (404) 727-4938; [lawcommunications@emory.edu](mailto:lawcommunications@emory.edu)

### **Operations**

Gambrell Hall, Suite G104, Contact: (404) 727-6816; [lawoperations@emory.edu](mailto:lawoperations@emory.edu)

## **Registrar**

Gambrell Hall, Suite G144, Contact: (404) 727-6832; [lawregistrar@emory.edu](mailto:lawregistrar@emory.edu)

## **Facilities**

### **Gambrell Hall (Main Campus)**

1301 Clifton Rd. NE Atlanta, GA 30322

Contact: (404) 727-6816, [lawcommunications@emory.edu](mailto:lawcommunications@emory.edu)

### **Copy Services**

Emory Law's Photocopy Services is located on the first floor of Gambrell Hall.

#### *Contact Information*

Business Hours: 8:00 a.m. – 5:00 p.m. (Summer hours vary)

Email Address: [lawcopymail@emory.edu](mailto:lawcopymail@emory.edu)

#### *Fees*

- Faculty copies: .04/page
- Color copies: .35/page
- GBC binding: \$2.50 per binding
- Contact ext. 7-6816 for other pricing

#### *Services*

- Copy services for course materials and other large projects
- Self-service copying for small jobs — ask IST for the location of self-service machines
- Binding
- Business card printing
- Color copies
- Courier on-campus service - call ext. 7-6816 for details
- Laminating
- Letterhead stationery
- Mailbox assignment
- Mailbox directory

### **Library Access**

Law students duly enrolled have access to the Hugh F. MacMillan Law Library and all other university libraries subject to any limitations set forth in the rules and regulations promulgated by those libraries.

All users must swipe in with their Emory ID or present valid picture ID to enter; patrons with disabilities will be passed into the building via our ADA accessible gate after having their ID verified. The MacMillan Law Library serves Emory faculty, staff, students, alumni and healthcare employees as well as members of the local legal community (Bar members

and firm employees) or visitors who have made prior arrangements for their research. Members of the public may use our government documents collection. Printable summary calendars, as well as other Law School related calendars are available below.

**Exam Hours:** During Exam Hours each semester, the Law Library is open to Emory faculty, staff, *grad students* and alumni only. Outside visitors, bar members and undergraduates, are kindly requested to use other Emory libraries during this time. All users are subject to the rules for use of the law library promulgated periodically by the Law Librarian. Students may be subject to proceedings under the Professional Conduct Code for violation of library rules.

## **Room Reservations**

The MacMillan Law Library has ten study rooms for students to use for uninterrupted study time, either alone or in a group. These rooms are for Law Students only and can be reserved online.

How it works:

Students may request up to 2 hours per day. Hours may be consecutive or not, in the same room or not, but only 2 hours per 24-hour period. Students may request rooms for up to 3 days in advance, but no further out than that.

## **EmoryCard (ID) and Replacements**

Emory IDs are assigned to students during orientation. Faculty and staff should contact Emory Law Operations immediately after receiving an Emory ID during onboarding to have it validated as a Proximity Card for special access.

Proximity doors are located at the east entry on the first and second floors, and the entrances between the law school and the library on the first and fifth floors. Notify Operations immediately if you lose your Proximity ID Card. For security purposes, we will immediately cancel your Proximity Card. There is a \$25.00 replacement charge.

## **Resources & Protections**

### **Family Educational Rights and Privacy Act (“FERPA”)**

Use and release of information in student records is governed by federal law (the Family Educational Rights and Privacy Act of 1974 [FERPA], also known as the Buckley Amendment) as interpreted by the University and its Office of General Counsel. Faculty members have access to individual student files in non-good standing matters. To review individual student files for good standing matters (e.g., letters of recommendation), faculty should have a signed student release.

Some students may choose to suppress release of such information as their date and

status of enrollment, birthplace, institutions attended, degree(s) earned, and last known address and telephone number. To protect their confidentiality, requests for such information are referred to the Office of the University Registrar. A request to suppress release of information signifies that the University will not release that information to third parties without the written consent of the student, excluding if the law allows for disclosure exception. The request will remain in effect unless and until the student rescinds it.

Students may request to review their own files, but confidential materials therein, such as confidential letters of recommendation, will be removed before release of the file.

## **Confidentiality of Student Records**

Use and release of information in student records is governed by federal law (the Family Educational Rights and Privacy Act of 1974 [FERPA], also known as the Buckley Amendment) as interpreted by the University and its Office of General Counsel. Faculty members have access to individual student files in non-good standing matters. To review individual student files for good standing matters (e.g., letters of recommendation), faculty should have a signed student release.

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Students may request to review their own files, but confidential materials therein, such as confidential letters of recommendation, will be removed before release of the file.

## **Disability Services**

Emory Department of Accessibility Services (DAS)  
1946 Starvine Way, Suite 310 Decatur, Georgia 30033  
Contact: [accessibility@emory.edu](mailto:accessibility@emory.edu), (404) 727-9877, TTD (404) 712-2049

The Department of Accessibility Services (DAS), part of the Office of Institutional Equity and Compliance, assists qualified students, faculty, and staff with obtaining a variety of services and ensures that all matters of equal access, reasonable accommodation, and compliance are properly addressed.

Qualified students, faculty, and staff must register with our office and make a request for services. Confidentiality is honored and maintained.



Reasonable accommodations are made for students with documented disabilities to ensure equal access to law school programs. Accommodations are based on medical documentation and the directions of the University's Department of Accessibility Services (DAS). Disability accommodations are coordinated through the Associate Dean for Academic Programs & Students, or their designee. Visit the DAS [website](#) for additional assistance.

## **Accessibility**

Reasonable accommodations are made for students with documented disabilities to ensure equal access to law school programs. Accommodations are based on medical documentation and the directions of the University's Department of Accessibility Services (DAS). Disability accommodations are coordinated through the Associate Dean for Academic Programs & Students, or their designee.

## **Emory Police Department**

Emory Police Department is available for assistance 24/7.

Please contact the following resource depending on the applicable scenario:

- Emergency/non-emergency support: [\(404\) 727-6111](#) (or [911](#)) | TDD/TTY: [\(404\) 320-1024](#)
- Request an escort from a police officer: [\(404\) 727-8005](#)
- Email (non-emergency): [police@emory.edu](mailto:police@emory.edu)
- Share a confidential tip: [\(404\) 727-TIPS](#) or [\(404\) 727-8477](#)
- Need a SafeRide? Call [\(404\) 727-7555](#)
- Need counseling? Students, visit [Counseling and Psychological Services](#) | Faculty and Staff, visit the [Faculty Staff Assistance Program](#).
- Locked out? Call [\(404\) 727-6111](#) | TDD/TTY: [\(404\) 320-1024](#), 24 hours a day.

## **Health and Counseling**

Law school is a marathon, not a sprint. The challenges of meeting the high expectations set for Emory Law students will present various stressors at times. It is crucial to learn to manage stress as it arises, and to seek out appropriate resources when they are needed.

The university and law school have excellent resources to support students and we encourage you to take advantage of them. The Emory University Student Counseling Center is happy to help students navigate the various resources offered.

The Emory University Student Counseling Center provides free, confidential services for enrolled undergraduate, graduate and professional students at Emory University. These services include:

- Counseling (individual, couple, group)

- Psychiatric services for medication management
- Stress management and relaxation training

For more information, visit the Counseling Services site at <https://studenthealth.emory.edu>.

## **Counseling & Psychological Services (CAPS)**

Counseling and Psychological Services (CAPS) seeks to create a welcoming environment in which all members of the Emory community feel safe and valued. Our goal is to support the academic mission of the university by fostering the intellectual, emotional, social, spiritual, and psychological well-being of Emory students through the provision of various clinical services, community-level interventions, consultation, collaboration with campus partners, advising of student groups, and clinical training. We are a diverse and multi-theoretical group of clinicians who value compassion, diversity, cultural humility, and social justice.

### Contact and Hours of Operation

Address: 1462 Clifton Road, Suite 235, Atlanta, GA 30322

Phone: (404) 727-7450

Fax: (404) 727-2906

Crisis Consultation: Call (404) 727-7450, 8:30-5:00, Monday-Friday

Hours of Operation: 8:30-5:00, Monday-Friday

*PLEASE NOTE: If Emory University is closed due to weather or other emergency, then CAPS is also closed. In such circumstances, students will be contacted to reschedule appointments once the university reopens.*

## **Anti-Discrimination/Harassment Policies**

Emory University is dedicated to providing equal opportunities and equal access to all individuals regardless of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, and veteran's status.

The Office of Institutional Equity and Compliance (IEC) fulfills the University's commitment to equity and fair treatment of all members of our community. We achieve this through an organizational culture that encourages ethical conduct, a commitment to compliance with the law and University policies, and accountability for these obligations in furtherance of the University's values and pursuit of eminence.

Emory University does not discriminate in admissions, educational programs, or employment on the basis of any factor stated above or prohibited under applicable law. Students, faculty, and staff are assured of participation in university programs and in the

use of facilities without such discrimination.

Emory University complies with Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, the Vietnam Era Veteran's Readjustment Assistance Act, and applicable executive orders, federal and state regulations regarding nondiscrimination, equal opportunity, and affirmative action.

Inquiries regarding this policy should be directed to the Emory University Office of Equity and Inclusion, 201 Dowman Drive, Administration Building, Atlanta, GA 30322. Telephone: 404-727-9867 (V) | 404-712-2049 (TDD).

### **Equal Opportunity/Affirmative Action Policy**

Emory University is dedicated to providing equal opportunities and equal access to all individuals regardless of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, and veteran's status. Emory University does not discriminate in admissions, educational programs, or employment on the basis of any factor stated above or prohibited under applicable law. Students, faculty, and staff are assured of participation in university programs and in the use of facilities without such discrimination. Emory University complies with Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, the Vietnam Era Veteran's Readjustment Assistance Act, and applicable executive orders, federal and state regulations regarding nondiscrimination, equal opportunity, and affirmative action. Emory University is committed to achieving a diverse workforce through application of its affirmative action, equal opportunity, and nondiscrimination policy in all aspects of employment including recruitment, hiring, promotions, transfers, discipline, terminations, wage and salary administration, benefits, and training. Inquiries regarding this policy should be directed to the Emory University Office of Equity and Inclusion, 201 Dowman Drive, Administration Building, Atlanta, GA 30322. Telephone: 404-727-9867 (V) | 404-712-2049 (TDD).

### **Department of Veterans Affairs Pending Payment Rights**

In compliance with Title 38 United States Code Section 3679(e) Emory University adheres to the following provisions for any student(s) that are/is considered “a covered individual” who are using Chapter 33 Post 9/11 Gi Bill, or Chapter 31 Vocational Rehabilitation and Employment, U.S. Department of Veterans Affairs benefits, the University will not: 1.) Prevent the student’s enrollment in classes 2.) Assess a penalty fee (late fees, administrative fees) due to delayed disbursements from the Department of Veterans Affairs under Chapter 31 or Chapter 33 3.) Deny access to any school resources, classes, libraries, or other institutional facilities that are available to other paid students 4.) Require the student to borrow additional funds for the length of time these provisions are applicable. The university will require students to provide the following documents to be considered a “covered individual”: An official “Certificate of Eligibility”, or “Statement of Benefits” from the VA website or ebenefits [Chapter 33] or a VAF 28-1905 [Chapter 31] on

or before the first day of class for the semester. A completed [Veterans Enrollment Certification Student Data Form](#) Any additional documentation required to ensure proper certification of benefits Having met all requirements, the Department of Veterans Affairs will provide the university with payment ending on the earlier of either: The date on which payment from VA is made to the institution, Ninety (90) days after the date the institution certified tuition and fees Any difference in the amount of the student's financial obligation to the university and the amount the student is eligible to receive from the Department of Veterans Affairs may incur an additional fee, or payment/payment arrangement may be required to cover the difference. Please note that all eligibility documents must be submitted to the School Certifying Official in the Office of the University Registrar. Instructions for submission of this paperwork [can be found here](#).

### **Use of Library Facilities**

Law students duly enrolled have access to the Hugh F. MacMillan Law Library and all other University libraries subject to any limitations set forth in the rules and regulations promulgated by those libraries. All users are subject to the rules for use of the law library promulgated periodically by the Law Librarian. Students may be subject to proceedings under the Professional Conduct Code for violation of library rules.

### **SACSCOC Accreditation**

Emory University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, master's, doctorate, and professional degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, call 404.679.4500, or visit the web at <http://www.sacscoc.org> for questions about the accreditation of Emory.

### **American Bar Association Character and Fitness Standard Statement**

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

## 2024-2025 Academic Calendar

Term	Date	Event
Fall 2024	Aug 12 (M)	First Day of Orientation
	Aug 14 (W)	Online Degree Application Opens in <a href="#">OPUS</a>
	Aug 19 (M)	Classes Begin (ADD/DROP in <a href="#">OPUS</a> begins)
	Aug 26 (M)	Schedule Change Ends (ADD/DROP in <a href="#">OPUS</a> ends)
	Sept 2 (M)	Labor Day (No Classes)
	Oct 11 (F)	Grading Basis Change Deadline (Pass/Fail Selection in <a href="#">OPUS</a> )
	Oct 14 (M)	Date of Record - Census Reporting
	TBD	Spring 2025 Registration Begins
	Oct 31 (Th)	Degree Application Deadline (Online application closes)
	Nov 25 (M)	Classes End
	Nov 28 - 29 (Th-F)	Thanksgiving Recess
	Dec 4 - 13 (W-F)	Exam Period
	TBD	Law School Reception Ceremony for Graduates
	Dec 21 (Sa)	End of Term
	Term	Date
Spring 2025	Jan 3 (F)	Online Degree Application Opens
	TBD	First Day of Orientation
	Jan 6 (M)	Classes Begin (ADD/DROP in <a href="#">OPUS</a> begins)
	Jan 20 (M)	MLK Holiday (no classes)
	Jan 14 (Tu)	Schedule Change Ends (ADD/DROP in <a href="#">OPUS</a> ends)
	Feb 14 (F)	Spring Graduation Application closes (Online application closes)
	Feb 28 (F)	Grading Basis Change Deadline
	Mar 3 (M)	Date of Record - Census Reporting
	Mar 10 - 14 (M-F)	Spring Break
	TBD	Fall 2025 Pre-Registration Begins
	Apr 21 (M)	Spring 2025 Classes End
	Apr 22 - May 2 (T-F)	Spring 2025 Exam Period
	May 3 - May 9	Trial Techniques
	TBD	Law School Commencement Ceremony
	May 12 (M)	University Commencement Ceremony

# **PART 1: DEGREE REQUIREMENTS**

# **Juris Doctor (JD) Program**

## **Three-Year JD Students**

### **Admission Requirements**

Relevant application deadlines are located on [www.lsac.org](http://www.lsac.org) under the Emory Law application. An application must be accompanied by a non-refundable fee or fee waiver code.

The following items are required to complete the application, unless waived by the appropriate administrator:

- Credential Assembly Service (CAS) report from the Law School Admission Council (LSAC), which includes official transcripts and two letters of recommendation
- LSAT Score including the writing assessment
- Application form and fee
- CV/resume or statement of activities
- Personal statement
- TOEFL or academic IELTS score submitted via LSAC's document assembly service: Students whose native language is not English and students from non-English standard countries must submit either an official TOEFL Score Report (Test of English as a Foreign Language) from Educational Testing Service or an official IELTS score report with their application. An applicant may contact the admission office for a TOEFL waiver, based on previous course work in English, employment experience in English, and LSAT scores.

The Office of Admission may determine that an interview is warranted. In such cases, Emory Law will contact the applicant to schedule the interview.

It is the applicant's responsibility to ensure that the file is complete by the deadline.

### **Early Decision JD Program**

Applicants to Emory Law may choose to apply through the Early Decision Program. The deadline for Early Decision applications is indicated on the admission website, and an "Early Decision Program Agreement" must be submitted directly to Emory Law once the admission application is transmitted through LSAC.

Early Decision applicants will be notified of their decision no later than 14 days after the application for admission is complete. If admitted under the Early Decision program, the candidate must submit a nonrefundable deposit as indicated in the admission

notification.

This is a binding-decision program. An Early Decision applicant must enroll at Emory Law if accepted under this program. An Early Decision applicant may apply to other law schools, but once admitted to Emory Law through this program, he or she must withdraw all other law school applications and may not apply to any other law schools. An Early Decision applicant may not apply for another binding early decision program at another law school. Emory Law reserves the right to provide other law schools with the names of applicants admitted under the Early Decision program.

Merit-based scholarships will be awarded following admission. However, the Early Decision program is not recommended for those who need to know their full financial aid package before paying a deposit.

Candidates admitted under Early Decision program may not defer admission. Early Decision applicants who are not admitted through the Early Decision program but are transferred to the regular applicant pool may keep admission applications to other law schools open and initiate new applications. These Early Decision applicants are not bound to enroll at Emory Law if offered admission later in the admission season as part of the regular decision process.

## **Woodruff Fellows**

A limited number of Woodruff Fellowships in Law are awarded each year to outstanding admitted applicants to the three-year JD program. Each three-year fellowship provides all tuition and a stipend. Woodruff Fellows in Law may have the opportunity to participate with other Woodruff Scholars and Fellows in other divisions of the University in interdisciplinary activities and special programs. Information on applying to the Woodruff Fellowship is located in the application for admission through [www.lsac.org](http://www.lsac.org).

## **Degree Requirements**

### *Degree Credit Hours*

To receive the JD degree, students must complete a minimum of 90 credit hours, including required courses.

In compliance with American Bar Association (ABA) standards, students must complete all degree requirements within 84 months of the date of first matriculation into the JD program.

### *First-Year Program*

In the first year, students must take the following required courses for a letter grade:



### Fall

Civil Procedure (4)  
Contracts (4)  
Introduction to Legal Advocacy, Research & Communications (2)  
Legislation & Regulation (2)  
Torts (4)  
TOTAL: 16 credits

### Spring

Constitutional Law (4)  
Criminal Law (3)  
Introduction to Legal Advocacy (2)  
  
Property (4)  
First year Elective from defined list (3)  
TOTAL: 16 credits

Students must participate in two programs addressing bias, cross-cultural competency, and racism.

## **Additional Degree Requirements**

### *Legal Profession*

Students must complete one course of at least two (2) credit hours in professional responsibility that includes substantial instruction in rules of professional conduct, and the values and responsibilities of the legal profession and its members.

The Legal Profession course may be taken in any semester prior to graduation, and is satisfied with LAW 747, “Legal Profession.”

### *Upper-Level Writing Requirement*

Every student is required to research a topic in depth, to submit drafts of a paper to the supervising faculty member for revision, and to produce a substantial research paper at least 30 pages in length, exclusive of endnotes (i.e., 30 pages of text). A minimum grade of “C” is necessary to satisfy the writing requirement. This requirement may be fulfilled through a seminar, directed research, or by writing a journal comment as a board candidate.

A more detailed description of the requirements and guidelines for the Upper-Level Writing Requirement may be found in [Appendix A](#).

### *Experiential Education*

Students must complete at least six credit hours in designated experiential courses, in accordance with ABA Standard 303. Experiential courses include simulation courses, practicum courses, law clinics, externships, and the Trial Techniques program. A full listing of eligible courses may be found on the law school website [here](#). Only courses specifically approved as experiential under ABA Standard 303 and listed as approved on the law school website may be used to satisfy this degree requirement.

### *Professionalism*

Sessions of this pass/fail course are offered in August and January and are typically completed in the 1L year. Students are required to complete both sessions of

professionalism unless they obtain a waiver from the Associate Dean of Students and Academic Programs or their designee. Professionalism is graded on a satisfactory/unsatisfactory basis.

### *Evidence*

Evidence is a pre-requisite or co-requisite for the required Trial Techniques course.

### *Kessler-Eidson Program for Trial Techniques*

Trial Techniques is a two credit hour course in which students are enrolled during the spring semester of the 2L year. The course meets on five Friday afternoons and eight full days following the examination period in the spring. Students earn two hours of sat/unsat credit for this program. Attendance at all sessions is mandatory; attendance is taken daily.

In the event of unforeseen circumstances such as accident, illness, or involuntarily assumed obligations, students must consult with the faculty member in charge of the program for permission to withdrawal. Students so excused must take the program when next offered to satisfy the graduation requirement.

## **Academic Standing**

Academic standing is solely determined by coursework completed at Emory Law. Students must achieve and maintain an overall cumulative minimum grade point average of 2.50, calculated with coursework completed at Emory Law. The first review of JD student GPAs will occur after the second semester (i.e., the term after which the student has completed at least twenty-five (25) credit hours). At the conclusion of each successive term, students must maintain a cumulative GPA of at least 2.50 to be in good standing. Students not in good standing are ineligible to continue in, or graduate from, the JD program.

A student not in good standing may petition to return to the program on Academic Probation by appealing to the Academic Standing Committee, which has discretion to approve or deny such requests. Please see the Non-Good Standing Section of the bulletin for appeal procedures.

Students whose performance at the conclusion of the first semester indicates possible academic standing problems in the future may, subject to other rules regarding withdrawal, withdraw from the program in good standing during the second semester and thereby avoid possible academic exclusion at the conclusion of the first-year program.

## **Academic Course Load**

In any fall or spring semester, a student may not take fewer than twelve (12) credit hours nor more than sixteen (16) credit hours without the consent of the Associate Dean for Academic Programs and Students or their designee. A student may not earn more than eight (8) credit hours towards their JD requirements through enrollment or transfer

during one summer period. Audited courses count as enrolled hours for purposes of determining semester credit load but do not count toward calculations for the residency requirement.

## **Residency**

In conformity with ABA and Association of American Law Schools (AALS) standards, completion of a course of study of at least six semesters is required. To be considered “in residence” during a fall or spring semester, a student must be enrolled and receive a final grade in at least twelve (12) credit hours that semester at the law school.

In extraordinary circumstances, on a case-by-case basis, students may be permitted to enroll in fewer than 12 credit hours and/or to graduate in more than six semesters, at the discretion of the Associate Dean of Students and Academic Programs or their designee. However, students on academic probation may not take fewer than 12 credit hours during a probationary semester.

## **Summer School Attendance**

With the approval of the Associate Dean of Students and Academic Programs or their designee, three-year JD students in good standing may earn a minimum of three (3) and a maximum of eight (8) credit hours toward their 90-credit degree requirement during a summer period from an ABA-accredited law school. For each eight-credit summer session, a student may earn a half-semester of residence. Courses approved for transfer taken during summer will be transferred in for sat/unsat credit.

Transfer students may not take non-Emory Law summer courses for program credit.

## **Study Abroad & Exchange Opportunities**

A designate of the Dean administers the selection and coordination of three-year JD students for study abroad. Students may study abroad only in the first semester of their third year.

Transfer students are not eligible to study abroad.

Study abroad credits are recorded on a student’s transcript with a sat/unsat grade. These credits count toward the sat/unsat credit-limit for purposes of Order of Coif academic honors and maximum sat/unsat limits.

## **Emory Students Transient Elsewhere**

In extraordinary circumstances, a three-year JD student may be permitted to spend up to two non-summer semesters as a transient student at an ABA-accredited law school. Requests for transient student status must be directed to the Associate Dean of Students and Academic Programs or their designee and should describe a compelling reason for the request. Compelling reasons typically include such situations as family illness or

existing marriage to a spouse located in another city. Other reasons will be evaluated by the Associate Dean of Students and Academic Programs or their designee on a case-by-case basis.

Transient student status is not granted to students in or near academic difficulty.

Students must have satisfactorily completed the first-year program at Emory Law. Transient student status is not permitted for any part of the first year. A student must complete a minimum of sixty (60) credit hours over four (4) full semesters of residence at Emory to earn the Emory Law degree. As a transient, the student must take sufficient course work to meet the degree requirements of ninety (90) credit hours and six (6) semesters of residence.

Credits earned as a transient student at a school on the quarter system will be converted to Emory credit hours at a ratio of 3:2. Transient students must obtain approval from the Associate Dean of Students and Academic Programs or their designee of their proposed course work in advance of the semester in which it will be undertaken and provide course descriptions or syllabi on request. Credit will not be given for courses taken as a transient that are duplicative or substantially duplicative of courses already taken at Emory. To receive Emory credit, grades earned must be equivalent to a “C” (not a “C-”) or better. Official transcripts must be received together with an explanation of the grading system at the transient school to certify that the grades are transferable to the Emory record.

All approved transient coursework will appear on the Emory transcript as transferred credit hours.

Transient students will not receive credit for courses taken sat/unsat or its equivalent grading basis. All courses required for the degree must be satisfactorily completed at Emory or at the transient school with the proviso that, because of the nature of the program, the Trial Techniques program must be taken at Emory.

## **Transfer Students**

Students in good standing at ABA/AALS accredited law schools may be eligible for transfer into Emory Law after completing their first year of study. To receive the JD degree, transfer students must complete a minimum of sixty (60) credit hours at Emory Law. Students must complete all degree requirements within eighty-four (84) months of the date of first matriculation at their original law school.

## **Admission Requirements**

Emory Law Office of Admission and Financial Aid reviews applicants after students have completed one semester of law school and received their grades and rank; final decisions may be deferred until a full year of academic grades and rank are available.

The following items are required to complete the application, unless waived by the appropriate administrator (all documents should be submitted through the Law School Admission Council):

- Application form (including self-disclosure of law school class rank) and fee.
- One letter of recommendation from a first-year Law professor (an additional letter may be submitted)
- CV/Resume.
- Personal statement.
- Transcripts (which include official first-semester law school grades and second semester class registration).
- Class rank must be present on the first-year transcript, verified by the institution's registrar, or illustrated by an official document listing GPA and rank percentiles. A Dean's Certification Letter is required after admission indicating that the student is in good standing and the class rank is consistent with the application's self-disclosure. Deadlines are listed on the LSAC application.

## **Transfer Credits**

To receive credit at Emory Law for a course taken at the prior institution, the student must have earned a grade equivalent to a "C" (not a "C-") or better. If a grade of less than "C" was earned in a course required for the Emory degree, the transfer student must repeat the course at Emory. In extraordinary circumstances, exceptions may be granted by the Associate Dean of Students and Academic Programs or their designee on petition by the student. The Associate Dean or designee may:

- require the student to retake the course at Emory,
- accept the credits from the original institution, or
- waive the course requirement and permit the student to substitute another course.

The Associate Dean of Students and Academic Programs or their designee is responsible for evaluating transfer student records to ensure that course requirements have been met. If a transfer student has taken a course required in the first year at Emory for which the hours earned were less than those that would have been accrued in the Emory program, the individual course will be assessed to ensure that the coverage was roughly equivalent to the coverage in the Emory course. In cases of significant disparity, Emory Law may require that the transfer student retake the course entirely or take part of the course to ensure that the course requirement is properly fulfilled.

## **Residency**

In conformity with ABA and Association of American Law Schools (AALS) standards, transfer students must complete four semesters in residence at Emory Law. To be considered "in residence" during a fall or spring semester, a student must be enrolled and

receive a grade in at least twelve (12) credit hours that semester.

In extraordinary circumstances, on a case-by-case basis, students may be permitted to enroll in fewer than twelve (12) credit hours and/or to graduate in more than six (6) semesters, at the discretion of the Associate Dean of Students and Academic Programs or their designee. However, students on academic probation may not take fewer than twelve (12) credit hours during a probationary semester.

### **Summer School Attendance**

Transfer students may not use non-Emory law summer courses toward their ninety (90)-credit degree requirement.

### **Study Abroad & Exchange Opportunities**

Transfer students are not eligible for study abroad.

### **Emory Students Transient Elsewhere**

Transfer students are not eligible for transient study.

## **Master of Laws (LLM) Program**

### **Admission Requirements**

To be considered for admission to Emory Law's LLM program, candidates must have received a first degree in law, or be eligible for license to practice law, in their home country. For U.S. graduates, applicants must have earned a JD degree from an ABA-accredited law school. For foreign-trained attorneys, first law degree designations vary by country. For a list of law degrees that meet this requirement, please refer to the Minimum Degree Requirements by Country chart found on the Law School Admission Council (LSAC) website. Applicants should submit all application materials through the LSAC website by the application deadline listed on the LSAC application.

The following items are required to complete the application, unless waived by the appropriate administrator:

- Credential Assembly Service (CAS) report from the Law School Admission Council (LSAC), which includes official transcripts (translated, if not in English), and two letters of recommendation
- Application form and fee
- CV/resume
- Personal statement
- Interview by invitation
- TOEFL or academic IELTS score submitted via LSAC's document assembly service:

Students whose native language is not English and students from non-English standard countries must submit either an official TOEFL Score Report (Test of English as a Foreign Language) from Educational Testing Service or an official IELTS score report with their application. An applicant may contact the admission office for a TOEFL waiver, based on previous course work in English, employment experience in English, and LSAT scores.

## **General Requirements**

### *Degree Credit Hours*

LLM students must complete a minimum of 24 hours at Emory Law.

### *Required Courses – Foreign-Trained Attorneys*

- Introduction to the American Legal System (2 credits)
- American Legal Writing, Analysis, and Research (2 credits)
- Earn a total of 20 credits of electives within the law school

### *Required Courses – Graduates from ABA-Accredited JD Programs*

- Introduction to the American Legal System (2 credits)—*waived*
- American Legal Writing, Analysis, and Research (2 credits)—*waived*
- Earn a total of 24 credits of electives within the law school

## **Academic Standing**

Academic standing is determined on the basis of work done at Emory Law alone. To be in good standing, students must maintain an overall cumulative minimum grade point average of 2.50 on all coursework. Any student not in good standing is presumptively ineligible to continue in, or graduate from, the LLM program.

A student who becomes presumptively ineligible to continue in the program because of a lack of good standing may petition the Academic Standing Committee for continuation in the program. Students granted continuation remain in the program on probationary status and must raise their cumulative grade point average to at least 2.50 by the end of the probationary period. It is the student's obligation to petition for continuation and probationary status and to monitor his or her own probation and eligibility to continue in the program.

## **Residency**

LLM Students must be in residence for a minimum of two semesters. Students must complete the program within four years of their initial admittance. Students who fail to complete the program within four years will be discontinued, though they may apply for readmission.

# Master of Law Studies (MLS) Program

*\*This program was formerly called the Juris Master program.\**

## Admission Requirements

To be considered for admission into Emory Law's MLS program, candidates must have received a bachelor's degree from an accredited college or university by the time of MLS enrollment. All applications must be accompanied by a non-refundable fee or fee waiver. The application deadlines may be found on the Emory Law website.

The following items are required to complete the application, unless waived by the appropriate administrator:

- Application form and fee
- CV/resume
- Personal statement
- Official transcripts
- Two letters of recommendation
- Interview
- TOEFL or IELTS score: Students whose native language is not English and students from non-English standard countries must submit either an official TOEFL Score Report (Test of English as a Foreign Language) from Educational Testing Service or an official IELTS score report with their application. An applicant may contact the admission office for a TOEFL waiver, based on previous course work in English, employment experience in English, and LSAT scores.

## General Requirements

### *Degree Credit Hours*

MLS students must complete a minimum of 30 credits within four years.

### *Curriculum*

All MLS students must successfully complete the following required courses:

- Introduction to the American Legal System (three credits, graded, online only)
- Analysis, Research, and Communications for Professionals (three credits, graded, online only)
- Contracts for Professionals (three credits, graded, online only)
- Law and Legal Professionals (three credits, graded, online only)

In addition, all MLS students must complete the following synchronous Zoom experience:

- Virtual Bootcamp

Several M.L.S concentrations are available:



- Health Care Law
- Business Law and Regulation
- Employment Law and Human Resources
- Data, Privacy, and Technology Law

MLS students are limited to taking courses within these concentrations but may take courses in one or more concentrations during the program. A student wishing to take a course not listed in the concentrations needs prior permission from the Associate Director. For more information about the concentrations, including available courses, prerequisites, and enrollment limits, please go to the MLS 4<sup>th</sup> Floor site.

#### *Format and Pace*

Courses are offered in the fall semester, spring semester, and in two summer terms. Students take the program in an asynchronous online format. MLS students may not take more than 2 asynchronous online courses per semester. In the summer terms, MLS students are limited to one online course each term. MLS students are not permitted to take courses pass/fail.

### **Academic Standing**

To be in good standing, students must maintain an overall cumulative minimum grade point average of 2.50 on all coursework completed in the MLS program. Any student not in good standing is presumptively ineligible to continue in, or graduate from, the MLS program.

A student who becomes presumptively ineligible to continue in the program because of a lack of good standing may petition the Academic Standing Committee for continuation in the program. Students granted continuation remain in the program on probationary status and must raise their cumulative grade point average to at least 2.50 by the end of the probationary period. It is the student's obligation to petition for continuation and probationary status and to monitor his or her own probation and eligibility to continue in the program.

## **Master of Comparative Law (MCL) Program**

### **Admission Requirements**

The Master of Comparative Law is currently offered in partner with Shanghai Jiao Tong University, Koguan Law School and offers students the opportunity to engage in a one-year comparative law experience, spending a semester of full-time enrollment at each law school. The program is open to those who have earned a first degree in law, those who are eligible for practice, or other qualified individuals. Candidates must apply through Koguan Law School and admission decisions are made collaboratively with Emory Law.

The following items are required to complete the application unless waived by the appropriate administrator:

- Application form and fee
- Interview (by invitation)
- English Proficiency Test administered by Emory Law representative or its designee
- TOEFL or IELTS score, for students interested into transferring into LLM program, submitted via LSAC's document assembly service: Students whose native language is not English and students from non-English standard countries must submit either an official TOEFL Score Report (Test of English as a Foreign Language) from Educational Testing Service or an official IELTS score report with their application. An applicant may contact the admission office for a TOEFL waiver, based on previous course work in English, employment experience in English, and LSAT scores.

## **General Requirements**

### *Degree Credit Hours*

MCL students must complete a minimum of twenty-four (24) hours. Up to eleven (11) hours may be earned at a student's home institution and applied to the MCL degree under the governing articulation agreement.

### *Required Courses*

- Introduction to the American Legal System (two credits)
- American Legal Writing, Analysis and Research (two credits)
- One course in comparative law/comparative law experience (one credit or more)

## **Academic Standing**

Academic standing is computed on the basis of work done at Emory Law alone. To be in good standing, students must maintain an overall cumulative minimum grade point average of 2.50 on all coursework. Any student not in good standing is presumptively ineligible to continue in, or graduate from, the MCL program.

A student who becomes presumptively ineligible to continue in the program because of a lack of good standing may petition the Academic Standing Committee for continuation in the program. Students granted continuation remain in the program on probationary status and must raise their cumulative grade point average to at least 2.50 by the end of the probationary period. It is the student's obligation to petition for continuation and probationary status and to monitor his or her own probation and eligibility to continue in the program.

## **Residency**

The MCL program is currently only open to students through articulation agreement with their home institution outside the United States. Students must spend two semesters (or a minimum of five months) in residency at Emory Law to complete the MCL degree.

Students must complete the program within four (4) years of their initial admittance. Students who fail to complete the program within four years will be discontinued though they may apply for readmission. Additional residency or program completion requirements may be imposed by the governing articulation agreement between schools.

## **Doctor of Juridical Science (SJD) Program**

### **Admission Requirements**

This degree program is designed for those seeking to pursue careers as teachers and scholars of law. It is a highly selective program open only to applicants who possess a distinguished academic record in law, show promise of outstanding scholarship, and demonstrate high potential for completing a scholarly dissertation of required quality. The law school admits a small group of candidates to the SJD class each year through a highly competitive admission process. The SJD Committee will admit only the most highly qualified candidates who complete all elements of the application for admission, provide clear evidence of academic excellence, and demonstrate high potential for completing a scholarly dissertation that constitutes a substantial contribution to knowledge in his or her intended field. All applicants must have a first degree in law to be eligible to apply for the SJD. Students may meet this requirement by holding either:

- a Juris Doctor from an A.B.A. approved law school, or
- a bachelor's degree in Law (LLB) or a related field from an accredited college or university outside of the United States, and an LLM degree (or its equivalent).

Students with an LLB may apply to the joint LLM/SJD dual program of Emory Law School. The application deadline for the fall semester is listed on the Emory Law website. The following items are required to submit an application through the LSAC website. No materials submitted directly to Emory Law will be accepted. Applications must include:

- Application form and fee.
- CV/resume.
- Personal statement.
- Research proposal.
- A TOEFL score for those who did not receive a B.A. from an American college nor have a JD from an ABA accredited school. (No TOEFL required for students from a university with an English language curriculum.)
- All official transcripts including LLB, LLM, and JD degree transcripts.
- Three letters of recommendation. One letter may be from a supporting Emory Law faculty member, as appropriate who could be a faculty mentor.
- A substantial research paper written in, or translated into, English or in a language that can be read by an Emory faculty member.

**Faculty Mentor:** Prior to submitting their application, prospective students may seek to contact and secure a potential faculty mentor for their SJD studies. Our faculty directory

is available on the Emory Law website. Applicants should contact their potential faculty mentor via email. This message should provide the following: an introduction; a brief explanation of the applicant's educational background, professional work, and proposed research; and how the applicant believes that this faculty member could provide proper mentorship for their proposed SJD academic work. If the faculty member agrees to serve as a mentor, the applicant ought to ask that faculty member to be one of their letters of recommendation. (Please note that receiving approval from a potential faculty mentor does not guarantee an offer of admission from the Admission Committee.)

## **General Requirements**

### *SJD Coursework and Other Requirements*

There are five stages to the SJD program:

1. Completion of a study plan which includes course work, typically in the first year of a student's enrollment in the SJD program.
2. Successful completion of a prospectus defense, typically in the first two years of the student's enrollment in the SJD program.
3. Two presentations at the SJD Colloquium, typically in year two or three of a student's enrollment in the SJD program.
4. Submission and acceptance of a doctoral dissertation in the last year of a student's enrollment in the SJD program.
5. Successful oral defense of the dissertation, typically in the last semester of a student's enrollment in the SJD program.

Students in the SJD program must complete a minimum of 30 credits of coursework which includes the following required coursework (most in the first two years of the program) to earn the degree.

1. Methods Course – 3 credits
  - First year SJD students take this class their Fall semester. Its purpose is to launch students on the path to writing a successful dissertation. Specifically, students refine their dissertation topic and write a thesis statement as well as tentatively decide on a structure for their dissertation and discuss writing strategies. The course examines and compares concepts and features of different legal scholarship methodologies. Finally, students are introduced to the Zotero/Juris M database and citation manager.
2. Presentation Skills Course – 2 credits
  - First year SJD students take this course to receive training in presentations and practice their skills in moot sessions. Specifically, the course aims to provide the opportunity for students to refine their communication skills in order to effectively communicate research projects to listeners, enhance listening skills, adapt messages to desired purposes and target audiences, and manage information before, during, and after presentations. This course culminates in presentations at the National SJD Roundtable.

3. Scholarly Paper Seminars – a total of 9 credits
  - Over the course of their years in the SJD Program, students take at least three seminars or directed readings from the law school's regular curriculum or specifically given by their thesis advisor or a member of their doctoral committee that require a scholarly paper. Students select their three seminars in consultation with their faculty supervisor. The purposes of this requirement are to add to students' intellectual foundations for the dissertation; to give them additional experience writing a scholarly paper; to get them started drafting portions of their dissertations; and, if appropriate, to enable them to submit an article for publication
4. Advanced Coursework (two in LAW, one in Laney Graduate School) – 9 credits.
5. Prospectus Defense – 3 credits
6. Dissertation Defense – 3 credits

After two or three semesters of course work is successfully completed, SJD students will have four (4) years in which to complete the dissertation and a one-(1) year extension may be granted. SJD students are expected to spend at least one year in residence at the Emory campus to meet regularly with their dissertation advisor. In the case of the LLM/SJD dual degree program, students who have completed the LLM portion and are enrolled in the SJD program, may be granted another extension of time at the discretion of their dissertation advisor.

Students will be required to make presentations at the SJD Colloquium, General Faculty Colloquium, or other academic conferences at Emory at the direction of their SJD advisor or the director of the SJD program. At the end of each academic year of enrollment, the dissertation advisor must certify to the SJD Committee that the candidate has made satisfactory progress. If a dissertation advisor determines that a SJD student has not made satisfactory progress at the end of any academic year, the student will be given a written warning that they must make satisfactory progress at the end of the following semester to continue in the program.

### **Sample Coursework for Year One of SJD student:**

#### Fall:

- SJD Methods Seminar: 3 credits
- Scholarly Paper Seminar: 3 credits
- Advanced Course selected with advisor: 3 credits
- Advanced Course offered by LGS in related field: 3 credits
- Thesis Research and writing: 3 credits

**15 credits total**

#### Spring:

- Presentation Skills for Law Academics: 2 credits
- Scholarly Paper Seminar: 3 credits
- Scholarly Paper Seminar: 3 credits
- Advanced Course selected with advisor: 3 credits
- Thesis Research and writing: 4 credits

**15 credits total**

After all mandatory coursework is completed, SJD students shall register for “Thesis Writing” until their dissertation is completed. In his or her final semester, SJD students will register for a no less than three credits course entitled “Thesis Defense.” He or she may register for more credits as deemed needed. Students shall confirm that the registered credits received during this time meet any relevant student visa, residency, or financial aid requirements.

#### *SJD Residency*

Students in the SJD program must be physically in residence and conduct their work from Emory Law’s Atlanta campus during the first two semesters of the program. After the first two semesters in residency, students must be enrolled in the program but may complete their research and writing from another location if remote work is approved by the student’s faculty supervisor and the Director of SJD Programs. Students are strongly encouraged to stay in residence in Atlanta for at least their third and fourth semesters. Students must complete the program within eight years of their initial admittance. Students who fail to complete the program within eight years will be discontinued though they may apply for readmission.

#### **Academic Standing**

To remain in good standing, students must maintain an overall cumulative minimum grade point average of 2.70 on all coursework at the conclusion of the first term and be certified as making sufficient progress by the program administrator. In each term beyond the first, a student must have a cumulative grade point average of 2.70 and

continue sufficient progress toward completion to be in good standing. Any student not in good standing is presumptively ineligible to continue in, or graduate from, the SJD program.

A student who becomes presumptively ineligible to continue the program because of a lack of good standing may petition the Academic Standing Committee for continuation in the program. Students granted continuation remain in the program on probationary status and must raise their cumulative grade point average to at least 2.70 by the end of the probationary period. It is the student's obligation to petition for continuation when no longer in good standing and to monitor his or her own eligibility to continue in the program.

No student will be permitted to start writing their SJD thesis who has not taken a total of fifty-four (54) credits of post B.A. or LL.B. credits in law. Students with a JD definitionally fulfill this requirement and other students need to demonstrate such.

## **Dissertation Requirements**

### *Prospectus Defense.*

Upon successful completion of the first two semesters and performance in courses at a level substantially above the quality expected of JD candidates, the SJD Committee shall constitute a doctoral committee consisting of three faculty members which may include a single faculty member from a division outside of the law school. In the third semester of enrollment, the student will present a research prospectus to his or her doctoral committee and complete a successful defense of the prospectus before the doctoral committee. Students may petition to accelerate the prospectus defense to the first semester or delay it to the fourth semester. Petitions to accelerate or delay the prospectus defense will be granted or denied by the Director of the SJD Program on recommendation of the student's supervisor and committee.

Upon successful completion of the defense and acceptance of the prospectus by a student's doctoral committee, the SJD Committee shall allow the students to proceed in the program. If a student fails to successfully complete the prospectus defense and/or the student's doctoral committee does not accept the prospectus, the student will be discontinued from the program. Students who fail may appeal that decision to the Director of SJD Program who, in consultation with the Graduate Studies Committee, will give a final decision on any appeal. Any student dismissed from the program may not reapply.

### *Dissertation Completion Process.*

After a student has completed and passed the prospectus defense, the student may continue research and writing under the supervision of his or her committee subject to the residency and enrollment requirements outlined above. No later than their seventh semester, students must declare their intent to schedule their oral defense examination

of their dissertation. The defense and submission of a final dissertation will take place during the student's eighth semester unless, under exceptional circumstances, an extension is granted by the SJD Committee.

After the prospectus defense and examination of the dissertation, the student's committee may rule as follows: *Full pass; pass with minor revisions required; pass with major revisions required; or fail*. The decision of the committee to grant a pass, or a pass requiring any sort of revision, is not appealable. The decision to fail a candidate in his or her dissertation will result in immediate dismissal from the SJD program and granting of the LLM terminal degree. The decision of the committee to fail a candidate may be appealed to the Executive Director of Graduate Programs who, in consultation with the Dean, will give a final decision on any appeal. Any student dismissed from the program may not reapply.

In his or her final semester, a candidate shall submit and successfully defend in an oral examination his or her dissertation in the form of a monograph or a series of closely related essays suitable for publication and constituting a substantial contribution to knowledge in its intended field. To graduate, the student must submit a final copy of his or her dissertation along with his or her committee's final approval as directed by the Executive Director of SJD Programs.

*Final Graduation.*

To graduate, a student must meet all final dissertation deadlines:

	Spring Graduation	Fall Graduation
Declare intent to schedule oral defense next semester	December 1	May 1
Notice of intent to defend and graduate	February 1	September 1
Oral defense and committee action (pass, pass with minor revisions, pass with major revisions, fail)	By March 1	By September 15
Minor revisions to committee for review	April 1	October 15
Final signoff by supervising professor	April 15	November 1
Final dissertation submitted	May 1	November 15

Students who pass with major revisions required will be automatically deferred to the next semester's graduation. Students who fail the dissertation will be discontinued from the SJD program. Any student who misses these deadlines will be automatically deferred to the next semester's graduation.



# **Joint-Degree Programs**

In addition to the requirements for each individual degree awarded by the law school, the following special circumstances apply to admission and enrollment in joint-degree programs.

## **Joint-Degree Programs for JD Students**

### **General Requirements**

Joint-degree candidates apply to each school independently and must meet the criteria for admission at each school and be admitted to the joint program.

Students who wish to pursue a joint-degree program in tandem with their law school degree must obtain permission from the Law School before enrolling in the non-law program. Students must complete the joint-degree permission form, obtaining signatures from their academic advisor, Career Services, and the Associate Dean/TBD. Students must demonstrate how pursuing this additional degree will aid them with their career goals. They will need to establish the sequence of residency before obtaining approval. Any deviations from this sequence must receive approval in advance of the affected term. Proof of acceptance in the non-law program must accompany any requests for joint-degree.

In the majority of cases, joint degree students will complete their first year of coursework before beginning a different Emory program. Students must be independently accepted to both degree programs.

As a joint-degree student, JD students must achieve a minimum GPA of 2.50 in their Law School coursework and complete a minimum of 79 LAW credits; none of which may be non-Law coursework. All other degree requirements must be met, except for the residency requirement (see below). To be awarded the JD, students must also have completed all requirements for the joint-degree; if a student fails to complete the requirements for the additional degree, they will be held to the standard JD requirements of ninety (90) credits and six (6) semesters of residency. Students are required to be primarily enrolled at and pay tuition for a set minimum number of semesters to each school, according to the agreement for each joint-degree program. Students must also complete at least five semesters of residence in the JD program. To count as a semester of residence, students must take a minimum of three (3) LAW credit hours in that semester, regardless of whether they are primarily enrolled in the LAW school or not.

### **Academic Course Load**

Joint-degree candidates may not take courses in the law school and another school that are duplicative in content.

## **Juris Doctor and Master of Business Administration (JD/MBA)**

### *Residency*

In order that law school residency accrues, the normal rules regarding fractional residency apply and a candidate must complete no fewer than four academic years in the entire cooperative program. After completion of the first year in the law school, cross registration is freely permitted as long as tuition is paid for five semesters at the law school and three semesters at the Goizueta Business School at the respective rates for those schools. For MBA Admission and degree requirements, please see [<https://goizueta.emory.edu/full-time-mba/jd-mba>]

## **Juris Doctor and Master of Arts in Bioethics (JD/MA)**

### *Residency*

In order that law school residency accrues, the normal rules regarding fractional residency apply and a candidate must complete no fewer than three-and-a-half academic years in the entire cooperative program. After completion of the first year at the law school, cross registration is freely permitted as long as tuition is paid for five semesters at the law school and two semesters at the Laney Graduate School at the respective rates for those schools. For MA admission and degree requirements, please see [<https://ethics.emory.edu/mabioethics/dual-degree/jd.html>].

## **Juris Doctor and Master of Divinity (JD/MDiv)**

### *Residency*

In order that law school residency accrues, the normal rules regarding fractional residency apply and a candidate must complete no fewer than four academic years in the entire cooperative program. After completion of the first year in the law school, cross registration is freely permitted as long as tuition is paid for five semesters at the law school and three semesters at the Candler School of Theology at the respective rates for those schools. For M.Div. admission and degree requirements, please see [<https://candler.emory.edu/academic-programs/dual-degrees/law-and-theology/>].

## **Juris Doctor and Master of Theological Studies (JD/MTS)**

### *Residency*

In order that law school residency accrues, the normal rules regarding fractional residency apply and a candidate must complete no fewer than four academic years in the entire cooperative program. After completion of the first year in the law school, cross registration is freely permitted as long as tuition is paid for five semesters at the law school and three semesters at the Candler School of Theology at the respective rates for those schools. For M.T.S. admission and degree requirements, please see [<https://candler.emory.edu/academic-programs/dual-degrees/law-and-theology/>].

## **Juris Doctor and Master of Public Health (JD/MPH)**

### *Residency*

In order that law school residency accrues, the normal rules regarding fractional residency apply and a candidate must complete no fewer than three and a half academic years in the entire cooperative program. After completion of the first year at the law school, cross registration is freely permitted as long as tuition is paid for five semesters at the law school and two semesters at the Rollins School of Public Health at the respective rates for those schools. For M.P.H. admission and degree requirements, please see [<https://sph.emory.edu/academics/dual-degree/jd-mp/index.html>].

## **Juris Doctor and Doctor of Philosophy in Religion (JD/PhD)**

### *Residency*

A candidate for the joint JD/PhD program must spend the first full year at either the law school or the Laney Graduate School. The second year must be spent at the other school. Thereafter, the candidate must spend three semesters in residence at the law school and one semester in classes at the Laney Graduate School. This represents a one-semester reduction in the normal course requirements within each school. Beyond classes, the candidate is required to put in whatever additional time is needed to successfully meet the requirements of the PhD program. For Ph.D. admission and degree requirements, please see [[https://gdr.emory.edu/academic\\_program/joint-degree.html](https://gdr.emory.edu/academic_program/joint-degree.html)].

## **Joint-Degree Programs for MLS Students**

For MLS admission and degree requirements, please see [<https://law.emory.edu/admission/juris-master-jm/jm-admission-apply.html>].

## **Master of Legal Studies and Master of Business Administration (MLS/MBA)**

### *Admission Requirements*

Candidates for this degree program apply to each school independently and must meet the criteria for admission at each school to be admitted to the joint program. Both schools must agree to admit the applicants to the MLS/MBA joint-degree program. Should one school deny admission to an applicant, the applicant would be denied admission to the MLS/MBA joint-degree program. The applicant may still be accepted to either academic program independent of the other academic program.

### *Academic Course Load*

While enrolled in the MLS program, MLS/MBA joint-degree students must carry at least 12 credit hours each semester at the law school.

### *Residency*

Students may apply to earn the MLS and MBA degrees from Emory Law and Goizueta

Business School with an additional one semester for the one-year MBA program and two semesters for the two-year MBA program. For MBA admission and degree requirements, please see [<https://goizueta.emory.edu/full-time-mba/two-year-mba/admissions>].

## **Master of Legal Studies and Master of Public Health (MLS/MPH)**

### *Admission Requirements*

Candidates for this degree program apply to each school independently and must meet the criteria for admission at each school to be admitted to the joint program. Both schools must agree to admit the applicant to the MLS/MPH joint-degree program. Should one school deny admission to an applicant, the applicant would be denied admission to the MLS/MPH joint-degree program. The applicant may still be accepted to either academic program independent of the other academic program.

### *Academic Course Load*

MLS/MPH joint-degree students need to carry at least twelve (12) credit hours each semester at the law school and a minimum of nine credit hours each semester at the Rollins School of Public Health.

### *Residency*

Accelerated MPH students would complete the MLS/MPH degrees in five semesters: three semesters at Rollins and two semesters at the law school.

For MPH admission and degree requirements, please see [<https://sph.emory.edu/admissions/master/index.html>].

# **PART 2: ACADEMIC STANDARDS**

# Emory Law Enrollment

## Beginning of Term

First term JD students must submit a final, official transcript directly from the institution that awarded the bachelor's degree by no later than October 15, 2024. Students who fail to do so will be withdrawn from the law school on that date.

Transfer students must provide the Registrar with an official transcript of a bachelor's degree and the first year of law school.

Classes commence on August 19, 2024, for the Fall term and are scheduled to begin on January 6, 2025, for the Spring term.

## Academic Advising

Academic Advisors are available to provide academic counseling and support for all students, including the range of programs and workshops students are encouraged to explore. In addition, to help ensure academic success, students whose cumulative law school GPA drops below 3.0 after any academic term must meet with an academic advisor for individualized academic advising and support and abstain from running for student leadership positions. Meetings with advisors provide students the opportunity to discuss academic support, bar readiness, course selection, and tools for enhancing academic performance.

## Tuition and Financing

### *Tuition and Fees:*

- Yearly tuition and fees are posted on the law school's website.
- Students are charged a flat rate when enrolling in twelve (12) or more credit hours in a fall or spring semester. Students enrolled in fewer than twelve (12) credit hours are billed for tuition on a per-credit basis. The per credit hour rate is calculated by dividing a semester's tuition charge by twelve (12). Only in extraordinary circumstances may students enroll in fewer than twelve (12) credit hours in a fall or spring semester. Such deviations from the standard credit load must be pre-approved by the Associate Dean of Students and Academic Programs or their designee.

### *Scholarships and Financial Aid:*

- Law school scholarship awards are governed and administered by the School of Law's Office of Admission and Scholarship.
- Scholarship awards are conditioned on continual residency, good standing, and compliance with the codes and policies of Emory Law and Emory University.

- Financial aid awards are governed by university policy and are administered by the Emory University Office of Financial Services.

*Reimbursement:*

- Reimbursements of tuition and fees are governed by the University's published policy, adjusted to meet the start date of each law school semester. More information can be found on the student accounts and billing website.

## **International Students—Visas**

Admission and enrollment of international students at the law school are subject to U.S. Citizenship and Immigration Service (USCIS) regulations and are required to comply with health insurance and health coverage clearance rules.

Students must be eligible for a U.S. student visa before being permitted to register in their respective program. Most international students enter the U.S. on an F-1 student visa. Evidence of financial capability will be requested only after an offer of admission has been made to the applicant.

Applicants must include a copy of their passport with the correct spelling and version of their legal name in order to process the I-20 form. After receipt of acceptable financial aid documents, the applicant will be sent the I-20 form in order to apply for an F-1 student visa. Visa applications are usually made at the U.S. Embassy or Consulate in the applicant's country of residence.

## **Course Enrollment**

Policies regarding registration are established by Emory University and implemented by the University Registrar's office in coordination with the Law Registrar.

Students with an outstanding debt-hold with the Bursar from a previous semester will not be permitted to register.

It is each student's responsibility to ensure that they have properly registered for and successfully completed all required courses and the required number of credit hours necessary to complete their degree.

### **Pre-Registration**

Students admitted or approved to select programs and externships may block-enroll for classes by special permission of the instructor or program coordinator. Students for whom priority registration is granted as an accommodation will also be eligible to enroll at this time.

### **Registration**

Registration for the following semester occurs in November and April of the previous semester. Course registration is a multi-step process, providing multiple opportunities for students to choose their coursework.

Emory sets enrollment limits through a tiered enrollment system: not all available seats in a class are opened at the beginning of each registration period. Students in their final year of study will have the opportunity to enroll first, with a set percentage of total seats available to them. Each succeeding class year will have their own enrollment period therefore, with an additional percentage of seats being made available. A small number of seats may be held until the first open enrollment period. Waiting lists will be made available once all seats have been released, at the beginning of the first open enrollment period.

The minimum number of credits for students to be considered full time is twelve (12); the maximum in any given semester is sixteen (16). Should a student wish to go above that, they must seek permission from the [yet to be determined].

The Law Registrar pre-enrolls all first-semester, three-year JD law students. Newly admitted JD transfer students enroll in conjunction with their academic advisor. JM/MLS, LLM, and SJD students enroll with assistance from their respective program coordinator. MCL students are block-enrolled by the Registrar.

First-year JD students may self-enroll in one elective in their second semester, chosen from the predetermined first year elective list published on the law school registrar's website. First year students' remaining courses are block-enrolled by the Registrar.

Students may not take more than eight (8) hours in any classes for credit or transfer credit during the summer term.

JD, LLM, MCL, and SJD students may not earn credit toward their degree for courses offered in the JM/MLS online curriculum. Audits are counted in determining the maximum allowable course load, but do not count toward residency credit requirements.

### **Add/Drop/Swap (A/D/S)**

At the start of each semester, course registration opens during a period of Add/Drop/Swap. During the A/D/S period, students may drop courses without penalty and add courses with open seats so long as they maintain a minimum of twelve (12) and a maximum of sixteen (16) credit hours (for full-time students). JD students may not add or drop courses in which they were block enrolled. Students may withdraw from a course after the A/D/S period only with the consent of both the course instructor and the Associate Dean of Students and Academic Programs or their designee. Courses dropped after the end of the A/D/S period will be reflected as a "W" (withdrawal without penalty), "WU" (unsatisfactory withdrawal), or "WF" (withdrawal while failing) on a student's



transcript. Grades of “WF” are counted as “F” (failing) in computing a student’s GPA.

A student may not withdraw from a course requiring a final examination **after** the end of classes.

## **Waitlist**

Heavily subscribed courses may have a waiting list (at the professor’s discretion) to enable highly interested students to be automatically enrolled if a seat is available and that student can immediately be enrolled in the course.

Waitlists are added to courses at the instructor’s discretion. Waitlists are made available once all seats in a course have been released.

More information on waiting list procedures may be found on the law registrar’s website.

## **Low Enrollment**

There is no general rule for cancellation of courses based on low enrollment. Emory Law reserves the right to cancel any course at its discretion.

## **Credit Hour Policy**

The credit hours associated with a non-experiential course shall ordinarily be determined using the following formula: one credit hour for the combination of each 50 minutes of classroom time or direct faculty instruction and each additional two hours of out-of-class work per week, over the course of a 15-week semester. Designated seminar courses shall be scheduled for two hours per week of classroom time and carry three credit hours based on the substantial weekly reading, research, and writing that they entail. Deviations from the foregoing shall be subject to approval by the Curriculum Committee.

## **Credit for Non-Classroom Coursework**

JD students may use a maximum of eighteen (18) credits in non-regularly scheduled classroom session coursework toward their ninety (90)-credit degree requirement. Examples of courses and activities included under the eighteen (18)-credit limit are Journals, Moot Court, Mock Trial, Practicums, and the *non-classroom portion of Externships* in which students are required to do work outside of the traditional classroom setting. A total of four (4) credits, in any combination, of Directed Research, Directed Study, and Supervised Research may be used toward fulfillment of the 18-credit maximum.

Any non-classroom coursework taken above the specified limits will not count toward fulfilling the 90-credit degree requirement.

\*\*\*NOTE: Emory sponsored clinics are excluded from the above restrictions.

## **Credit for Non-Law School Courses**

Three-year JD students may use up to six credit hours of coursework taken in other schools or divisions of Emory University toward the ninety (90) credit degree requirement with permission from Associate Dean of Students and Academic Programs or their designee.

Transfer students may not use non-law school courses toward degree requirement fulfillment.

JD joint-degree candidates may not use coursework taken in other divisions of Emory University for JD degree credit, nor take classes for degree credit beyond those accrued as part of the joint-degree program.

LLM and JM/MLS students may take one three-credit class outside the law school and apply those credits toward their degree on a pass/fail basis with permission of their program director.

Students must formally petition the Associate Dean of Students and Academic Programs or their designee for permission to enroll in any courses not offered at the graduate level. Petitions must demonstrate a significant nexus between the desired course and the student's professional goals and must demonstrate that those goals cannot be met with courses offered within the law school.

## **Separation from the Law School**

**Students are expected to maintain continuous enrollment at Emory University School of Law. Students with an unexcused break in enrollment forfeit their place in the law school and any financial awards granted. Their ability to return is subject to the discretion of the law school.**

### **Leave of Absence**

Students wishing to suspend their course of study for one or more terms must submit a leave request to the Associate Dean of Students and Academic Programs or their designee, who will evaluate requests on a case-by-case basis and has the discretion to approve or deny such a leave.

Students granted a leave of absence must designate a specific date when they will resume their studies. If students wish to continue on leave, they must reapply. Students may be on leave for a maximum of four semesters. If a leave of absence is granted before grades have been assigned for the current term, the student will receive a grade of withdrawal ("W") or incomplete ("I") for all unfinished courses.

First-year JD students who request a leave of absence must meet with the Associate Dean of Students and Academic Programs or their designee to determine circumstances for the student to return to the law school. Three-year JD students who take a leave during the second semester of their first year must return in a spring semester to complete the first-year program before advancing to the second year.

Students should educate themselves on the potential impacts to their financial package and career impacts before applying for a leave of absence. Students on leave for medical reasons may be required to provide sufficient documentation from their care provider before returning.

## **Program Withdrawal**

Students who no longer wish to pursue a degree program at Emory University School of Law must meet with the Associate Dean of Students and Academic Programs or designee and obtain permission to withdraw. Failure to obtain the specific prior written consent of the Associate Dean of Students and Academic Programs or their designee to withdraw will result in a grade entry of “F” in all courses for which the student is registered. Any refunds due to the student will be returned in accordance with the regulations of the Office of Student Accounts and Billings.

## **Involuntary Withdrawal**

The University reserves the right, through the Dean, to involuntarily withdraw individuals for reasons of academic dismissal, moral turpitude, or medical reasons and to make return to the University conditional upon medical certification of fitness.

## **Non-Good-Standing Petition Procedures and Practices**

### *Petition Procedures*

A student seeking relief from any requirement may submit a written petition to the Associate Dean of Students and Academic Programs or their designee containing a short statement of the circumstances that led to the student requiring relief, how these circumstances have or will be corrected, and the good cause upon which relief is sought. The Associate Dean or designee refers this petition and the student’s file to the duly appointed Academic Standing Committee. The student may appear in person before the committee. The committee considers the petition, the student’s file, and all other materials presented by the student. The committee votes to grant or deny the petition; the affirmative vote of a majority of the entire membership of the committee is required to grant a petition.

The committee action becomes final if the committee has granted probation prior to a JD student’s fifth term, an SJD student’s fifth term, an LLM student’s second term, or a JM/MLS student’s third term.

The committee action becomes final and is not subject to any further review by faculty

(but may be reviewed by the Dean) if the committee has denied probation or granted probation beyond the associated term limit.

### *Petition Practices*

There is a strong practice against granting probationary status to a student who has previously been on probationary status and whose cumulative average has declined at the end of the probationary term or to a student who has failed to meet special conditions attached to the grant of probationary status.

Students on probation must take a course load designated by the Academic Standing Committee (normally a full-time course load for full-time students) and must achieve a cumulative average meeting or exceeding the programmatic good standing cutoff by the end of the probationary period.

Students on probation are specifically required to meet all conditions imposed by the Academic Standing Committee, including class attendance and regular meetings with recommended administrators.

Students on probation may take a leave of absence any time after the petition is granted and during the probationary period. Students must get consent from the Associate Dean or designee. If granted, the probationary conditions apply to the fall or spring semester in which they return.

## **Independent Academic Opportunities**

The School of Law provides opportunities for students to pursue individualized academic interests with direct coordination with full time Emory Law faculty through Directed Research, Directed Study, and Supervised Research coursework. Students may use no more than four (4) total credits of independent coursework toward their ninety (90)-credit degree requirement.

To encourage students to work with a number of professors, students may only take one independent course with any single faculty member. They may also only enroll in one opportunity in a given academic year.

In extraordinary circumstances, Associate Dean of Students and Academic Programs or their designee may grant exceptions to the above limits.

Students may register for Directed Study or Directed Research opportunities, with the approval of a sponsoring faculty member and the Associate Dean or designee. Students may not do a Directed Study and a Directed Research course with the same professor in the same semester. JD students may take a maximum of eighteen (18) credits of directed study and/or directed research over the course of the JD program. Students wishing to do

directed research or directed study in excess of the eighteen (18)-credit limit must petition the Associate Dean of Students and Academic Programs or their designee. Finally, while Directed Study may be taken either for a letter grade or on a pass/fail basis, Directed Research must be taken for a letter grade. The expectation is that directed study and directed research should account for no more than 2 credits of a student's course load for any given semester but may receive more credit under extraordinary circumstances and where their work meets the criteria set forth below.

## **Directed Research**

Directed Research provides the opportunity for the student to produce a work of scholarly writing under a professor's guidance. Each credit of Directed Research equates to the submission of fifteen (15) pages of text – excluding endnotes. Students should develop a proposal for their project in conjunction with their supervising professor and submit it for approval to the Associate Dean or designee.

When a student wishes to use the product of a Directed Research project for fulfillment of the Upper-Level Writing Requirement, the associated course must be taken for at least two credit hours and the student must achieve a letter grade of C or better. Standard Directed Research projects will be worth one or two credits; only in exceptional circumstances will a student be allowed to earn three or four credit hours of coursework.

## **Directed Study**

Directed Study coursework allows students to develop a quasi-course based on their own specific interests by working one-on-one with their supervising professor related to that faculty member's scholarly research. Students interested in pursuing this opportunity must submit a syllabus including learning outcomes, readings, formative assessments, and evaluation criteria for approval by the Associate Dean or designee.

While engaging in Directed Study, students will provide their supervising professor with periodic updates on their research and analysis; professors will provide specific feedback and guidance. Each credit of Directed Study equates to fifty (50) hours of work completed throughout the semester; a Directed Study project may not exceed three (3) credit hours.

## **Supervised Research**

Students may earn either academic credit or traditional pay by engaging as research assistants for full-time Emory Law professors. Students will assist on that faculty member's research and earn one credit hour of coursework per seventy-five (75) hours worked. Students and faculty must determine how many credits a student will earn prior to beginning research. Professors wishing to engage research assistants for course credit must contact the Registrar's Office for enrollment procedures. The Associate Dean of Students and Academic Programs or their designee must approve any student wishing to receive academic credit through supervised research.

**Note: Students who begin their research for pay may not later opt to receive credit toward degree requirements.**

## **Electing Satisfactory/Unsatisfactory (Sat/Unsat) Grade Mode**

The option to take a course sat/unsat is available only to three-year JD students enrolled in at least twelve (12) credit hours that semester. Joint-degree and transfer students may not exercise the sat/unsat option. Graduate students (JM/MLS, LLM, MCL, SJD) are not permitted to select the sat/unsat option for any of their coursework, except when (1) taking a non-law class, (2) approved by their program director, or (3) it is the predetermined grading scheme for all students in a particular course.

Three-year JD students may elect to take one upper-level elective course, for a maximum of four credit hours, sat/unsat out of the ninety (90) total credit hours required for graduation. All courses taken in other Emory University schools and colleges that are not cross listed are automatically designated sat/unsat. Law courses designated as exclusively sat/unsat do not count as elected sat/unsat credit hours. Seminars, first-year electives, and all required courses may not be elected sat/unsat.

A student who wishes to take a course sat/unsat must complete the required form by the published University deadline. All changes made are final and may not be reversed. No sat/unsat elections or other changes in grading status can be made after the deadline. Further details about the process for sat/unsat selection may be found on the Law Registrar's section of the law school website. Faculty members do not have the option to change a student's grade mode to sat/unsat. A course's default grade mode is established through the curriculum committee.

# **Classroom Expectations**

## **Class Attendance**

Class attendance is an integral part of the learning process and reflects professional responsibility. Consistent with American Bar Association requirements, the law school requires regular attendance in all courses. A student who attends fewer than 80% of classes in a course, whether due to excused or unexcused absences, is presumed to have excessive absences. Excessive absences can result, without advance notice or warning, in any of the following sanctions:

- reduction of the student's final grade;
- denial of permission to complete course work, or sit for examinations; or
- receipt of a grade of "F" (Failing), all at the discretion of the faculty member involved.

Students are advised that faculty members may, and often do, establish their own specific attendance and preparation requirements, which may be stricter than this general standard. A student who has been notified that they will receive a grade of F due to

excessive absences may petition the Associate Dean of Students and Academic Programs or their designee, prior to the end of the final exam period, to instead receive a grade of “W” (Withdrawn).

## **Use of Recording Devices**

Students may not record faculty or staff. Students may not record classes except with the express permission of the class instructor. Classes may be recorded in accordance with disability accommodations granted by the Department of Accessibility Services (DAS), or at the discretion of the instructor for such reasons as religious observance, illness, or accident. Instructors may also choose to make class recordings available to all students as a matter of classroom policy.

## **Collegiality**

Students at Emory Law commit to a spirit of collegiality and respect in both residential classes and the online environment. Students will be respectful, positive, and constructive when responding to peers, instructors, and Emory Law staff and administrators.

## **Humor and Extraneous Comments**

In an online environment, sarcasm or certain types of humor can be misconstrued. Students shall strive to be aware of cultural differences among their peers and avoid humor related to controversial subjects or that might be misinterpreted. Students should also avoid extraneous comments that may be distracting, disruptive, or potentially offensive to others.

## **Prohibited Behavior**

*Behavior toward community members.*

Students shall refrain from profanity, obscene content, threatening or abusive comments, online bullying, and cyber-stalking. Such behavior will not be tolerated and may subject offenders to sanctions, including suspension or termination of access; disciplinary actions in accordance with applicable university policy; civil or criminal prosecution.

*Class material, lectures, recordings, discussions, images, or other materials.*

Students will not download, retain, publish, or post any material generated by professor or by any other student for anything outside the immediate class. Students may not retain or post faculty materials, may not post any portion or image of live or asynchronous classes to any medium outside those approved for a particular class. Students shall not share classmates' academic work, including group work, in social media or other forums without explicit permission.

## **Privacy**

Students shall not post photos, recordings, or videos of classmates without their explicit permission on social networks or elsewhere.

# Examinations

## Scheduling & Administration

A final examination schedule is published at the beginning of each semester for that semester. Prior to the start of the final examination period, Faculty reserve the right to (1) change a scheduled, in-person exam to a scheduled take-home exam, (2) offer a paper option in lieu of the exam, or (3) cancel the exam so long as the alterations do not impose undue hardship on students; however, faculty may not add a final exam to a course where one was not previously scheduled after the start of the semester.

Students who require testing accommodations must register every semester with the [Department of Accessibility Services \(DAS\)](#) by the published deadline set by the School of Law; every effort will be made to honor accommodations approved by the DAS. The Registrar's Office will work with individual students regarding the scheduling and structure of accommodated exams. Please be mindful of the DAS timelines when requesting accommodations for midterm or final examinations.

## Length of Time for Exams

The length of a final examination in an individual course generally corresponds to the number of credit hours, i.e., a two-hour course typically has a two-hour final examination, a three-hour course a three-hour final examination.

Every effort is made to ensure that students experience uniformity for the examination, unless approved accommodations require otherwise by the Americans with Disabilities Act.

## English as a Second Language Policy

### *JD Candidates*

Students for whom English is not their first language receive no additional time for final exams. Use of an unmarked, physical copy dictionary may be permissible, at the professor's discretion, in an open-book, or partially open-book examination. The professor should announce their class policy regarding the use of dictionaries in the course syllabus and remind students of this policy in advance of the exam period. If a professor permits the use of dictionaries in some form, the same rule shall apply to all students in the class that term. The fact that students were allowed to use dictionaries in prior terms does not establish a right to dictionary use for students in future terms.

### *L.L.M., MCL, and SJD Candidates*

#### Time Allotments

SJD, MCL, and LLM candidates, whose first language is not English and who have not completed a degree program administered primarily in English, may receive 25% additional time for graded exams, including quizzes and midterms. Students must



complete a request form for each exam in which they would like to receive extra time.

### Dictionaries

Students approved for additional time under this policy, are entitled to use a bilingual translation dictionary on all law school exams, even those that are otherwise considered “closed-book, closed-note” exams. Such dictionaries must be unmarked, physical copies and may not be Law or Legal dictionaries. Under no circumstances may a student transcribe any portion of the exam questions or answers into said dictionary. Any dictionary found to be in violation of this policy will be confiscated immediately and may constitute a violation of the professional conduct code.

### **Deferral of Examinations**

Examinations must be taken on the day and time according to the published exam schedule. If a student experiences unforeseen circumstances preventing their ability to take the exam as scheduled, the student is responsible for contacting the Registrar immediately upon realizing exam participation is impossible. The student will then need to discuss the undue hardship that prevented exam participation by providing sufficient documentation. Every effort should be made by the student to communicate their absence before the examination begins. It is within the discretion of the Registrar to accept or reject the student’s appeal for re-examination.

### **Exam Conflicts Policy**

A Direct Conflict exists when two exams are scheduled for the exact same day and time (i.e. two exams scheduled at 9:00am on the same day).

An Indirect Conflict exists when a student has two examinations scheduled within a 24-hour window of each other (i.e., one exam beginning at 9:00 a.m. and another at 2:00 p.m. on the same day; or one exam beginning at 2:00 p.m. one day and another at 9:00 a.m. the following day).

Prior to the examination period, the Registrar’s Office will conduct a conflict audit, contact the impacted students, and provide an alternative date and time for each student to complete their exam. A student must abide by the alternative schedule unless they choose to waive an indirect conflict rescheduling, thus taking the exams at their originally scheduled times.

Any student who fails to appear for an examination without approval receives an automatic grade of “F.”

Once a student has started an exam, they must complete the exam or forfeit the right to finish. Students who become ill during examinations or through no fault of their own cannot complete the exam must immediately communicate the interruption with the Registrar to remedy.

In the majority of cases, students will not receive extra time for technical difficulties.

## **Grading**

### **Anonymously Graded Exams**

Standard scheduled exams are graded anonymously. Each semester, students are randomly assigned examination numbers to be used in place of their name or other identifying factors.

When exams are graded anonymously, faculty members submit a list of grades by examination number to the Registrar of the law school for identification of students, and a copy is retained. Thereafter, faculty members enter grades into the University registration system (OPUS). Grades are not changed after identification of the students except in accordance with the mandatory mean and an announced policy by the faculty member to adjust grades to reflect class participation and/or attendance. Grades cannot be changed after entry unless adjusted for proven mathematical or administrative error.

### **Openly Graded Exams**

In some classes, faculty do not grade anonymously either because of the size or the nature of the exam or cumulative project. When named exam projects are graded, faculty must enter grades into the University registration system (OPUS) prior to announcing those grades to students. Grades cannot be changed after entry unless adjusted for proven mathematical or administrative error.

## Grading Scale

Faculty members use a letter grading system, ranging from “F” to “A+.” The following table reflects the numerical equivalent of the letter grades:

Letter	Quality Points	Letter	Quality Points
A+	4.3	D+	1.3
A	4.0	D	1.0
A-	3.7	D-	0.7
B+	3.3	F	0.0
B	3.0	IF	0.0
B-	2.7	WF	0.0
C+	2.3		
C	2.0		
C-	1.7		

A student must receive a grade of “D-” or above to receive credit for the course. A grade of “F,” “IF,” or “WF” is a failing grade with no credit for the course.

Grades of “S” (satisfactory) that are assigned for courses graded on a satisfactory/unsatisfactory basis carry academic credit but no quality points toward students’ grade point average. Grades of “U” (unsatisfactory), “IU” (unsatisfactory incomplete), or “WU” (withdrawal while unsatisfactory) carry no academic credit and no quality points.

With respect to SJD, MCL, and LLM degree candidates who are enrolled in courses along with JD candidates, grades for JD degree candidates are curved to the mandatory 3.3 mean, without the grades of these other degree candidates being considered. After that JD-only curve is established, then the grades for these other degree candidates are assigned using the JD-only curve.

JM/MLS degree candidates have (1) different learning objectives, (2) should not be evaluated on the same basis as JD degree candidates, and (3) should be graded with rubrics that are unique to JM/MLS degree candidates, using a unique curve. These different learning objectives must apply equally to all residential and on-line JM/MLS degree candidates, and all law school offerings in which JM/MLS degree candidates are enrolled must be evaluated to establish whether these differences properly are reflected in their learning objectives, evaluations, and grading.

## Mandatory Mean

A class mean of “B+” (3.30) is mandatory in every non-seminar class in which more than ten (10) Emory JD students are taking the class for a grade and no portion of a student’s grade is group-based. A mean of 3.30 is recommended in all other classes.

## Failed and Repeated Courses

A student earning a grade of “F” in any course has received a failing grade. A student failing a required course must retake that course. Failing grades will be computed into a student’s overall average and additional courses must be taken to earn the required hours. Failing grades may not be expunged, even if the course is repeated.

Failing a required course that is a prerequisite for other courses will not absolutely prevent students from taking another course in sequence. However, permission from the Associate Dean of Students and Academic Programs or their designee is required for the student to take the sequential course.

Students may not receive credit for the same class twice. Certain course numbers may be repeatable, depending on the course content.

### **Incompletes**

A student receiving a grade of “I” (Incomplete) in any course in which the grade is determined by an examination, course work, or project work must complete the course requirements within twelve months; after twelve months, the incomplete will be automatically converted to an “F.”

No student will be certified for graduation nor receive a diploma if incompletes remain on their record. It is the student’s obligation to clear their record.

### **Reporting of Grades and Release to Students**

Posting of grades outside of the University registration system (OPUS) by the faculty is specifically prohibited. Students can check grades online as they are posted. Final course grades may not be communicated via email or telephone. Graduating students may be informed by the Registrar’s office that they have passed or failed individual courses if such information is relevant to graduation.

Final course grades are entered into OPUS by the faculty in accordance with a timetable established each semester by the University Registrar.

### **Class Rank**

Class rank is computed for all JD students on the basis of work done at Emory Law alone. LLM, JM/MLS, MCL, and SJD students do not receive a class ranking. Transfer students are inserted in the class rank for the second-year class after one semester of work at Emory.

Class rank is calculated for joint-degree students at different times depending on their status at the law school. Joint-degree students are assigned a class ranking during their first year of study at the law school and are recalculated into class rank in any semester in which they are in residency at the law school with a minimum of six (6) graded law credits. Students are not calculated into class rank during semesters in which they are in residency

at another school or program, regardless of how many law school courses they take during that time. Final class rank is calculated at the conclusion of a student's JD course of study, regardless of the residency of that final semester.

Each semester, cumulative class rank and term class rank are compiled by the Registrar of the law school. Exact numerical rankings are only provided to students in the top 10% of each class. The Registrar of the law school will calculate only the class rankings of students in the top 33%. Class rank lists are not posted. Students, therefore, receive their individual class ranks through the Office of the Registrar of the law school.

When reporting class rank or grades on resumes, students must strictly comply with the policies of the Center for Professional Development and Career Strategy. Students who violate Emory Law or University policies with regard to reporting of grades or class rank will be subject to sanction under the Professional Conduct Code.

## **Academic Honors**

### *JD Awards in Individual Courses*

Certificates signed by the Dean are awarded to the student(s) who receives the highest grade in each individual course. Duplicate awards may be made for the highest grades in sections of an individual course.

### *JD Dean's List*

A full-time candidate for the JD degree who has attained a semester average of 3.45 or above on at least ten (10) hours of law school course work shall be placed upon the Dean's List for that semester.

Joint-degree candidates who are jointly registered in the law school and another division of Emory University must have a minimum of five graded law school credit hours to be eligible for the Dean's List (assuming that they are carrying a course load of 10 or more credits overall that semester).

### *JD First Honor Graduate*

The First Honor Graduate is the three-year JD student in the graduating class with the highest overall academic grade point average computed on all three years of graded law schoolwork done at Emory (summer school attendance excluded). That student serves as student marshal at commencement.

In the event that two or more students in the graduating class have averages too close to be certain of their exact rank after the final semester, the student with the highest average after five semesters may be named as Student Marshal, but the First Honor Graduate award may not be made until all grades are received for the sixth semester and final ranks are established.

Transfer students, students who are or have been transient at another ABA school, and students who have not completed the JD requirements in six consecutive semesters are not eligible to be named the First Honor Graduate.

#### *JD Graduation with Distinction*

All JD students graduating with cumulative averages of 3.80 or above graduate with high honors. All JD students graduating with a 3.45 or above graduate with honors. Transfer students can graduate with high honors or honors if their averages on work at Emory meet the above requirements. Emory students, transient elsewhere, are eligible for graduation with high honors or honors if their cumulative grade point average for work done at Emory meets the above requirements and their average grade for work done while on transient status was at least a “B” or an equivalent numerical grade.

#### *JD Order of the Coif*

Election to the Order of the Coif is reserved for JD students who have graduated in the top 10% of their class and who are elected to the Order by the Emory chapter, which consists exclusively of full-time Emory Law faculty members.

Students are eligible for election only if they have completed 75% of their coursework for the Doctor of Law degree in graded courses. “Graded coursework” includes courses taken for a grade at Emory or taken for a grade at another ABA-accredited law school and reported as a pass on the Emory transcript, for which the credit was used to satisfy the Emory Doctor of Law degree requirements. It does not include courses taken pass/fail at Emory or elsewhere, and it does not include courses taken at non-ABA-accredited law schools. This requirement is waived for the JD class of 2022.

Students who come to Emory as transfer students, or who visit elsewhere as Emory students, are subject to the same eligibility rules as Emory students who begin their law school careers at Emory.

Order of the Coif is an honor society, and each new member must be truly worthy of the honor. For that reason, it is within the discretion of the chapter to refuse membership to a student in the top 10% of the graduating class whom the chapter determines is unfit for membership, based on the chapter’s assessment of his or her character and behavior while at Emory. The determination of unfitness may include, but is not limited to, consideration of whether there were Professional Conduct Court proceedings brought by faculty, students, or staff against the student resulting in a finding of responsibility or admission of guilt (adjudicated or negotiated resolution), or whether a summary sanction was issued against the student for a Conduct Code issue.

#### *JM/MLS Leadership Award*

Each year, the JM/MLS program selects a JM/MLS Leadership Award recipient based on academic merit and contribution to the Emory Law community.

### *LLM Leadership Award*

Each year, the LLM program selects an LLM Leadership Award recipient based on academic merit and contribution to the Emory Law community.

### *Law School Awards*

Each year, a number of awards are made to outstanding students for their academic achievement, Moot Court achievement, and/or contribution to the law school community. Some of these awards are made on the basis of grades earned in individual courses or areas of concentration; others are service awards.

Nominations are usually made by an ad hoc committee of the faculty and then submitted to the faculty as a whole for ratification. Faculty members teaching in the area of the awards are consulted before nominations are made. The Associate Dean of Students and Academic Programs or their designee convenes the faculty committee that selects award candidates.

Law student organizations may be recognized for their contributions to the community at an annual award ceremony sponsored by the Student Bar Association in coordination with the Division of Campus Life.

### *University Awards*

Students are named annually to “Who’s Who in American Colleges and Universities” by the Dean’s office in coordination with the faculty. Recipients are honored at a special ceremony sponsored by the Division of Campus Life.

Individual law students may be nominated to receive the Brittain Award. This award is given to the one graduating student in all the divisions of the University who has made the most outstanding contribution to the University community. Selection is by a committee composed of representatives from all the divisions of the University. The recipient is honored at the main University graduation ceremony.

# **PART 3: CURRICULAR OPPORTUNITIES**



# Transcribed Certificate Programs

## **Technological Innovation: Generating Economic Results (TI:GER®) Program Certificate in Intellectual Property**

TI:GER® is (Technological Innovation: Generating Economic Results) is a technology innovation program where Emory law students work with technology innovators to transform highly promising research or early stage technology into economically viable products. In collaboration with the Department of Energy's National Labs, students in the TI:GER Program work with scientists at the Labs to evaluate the commercial prospects for the technology. Students leverage market and industry analysis, along with legal research, to develop a robust licensing strategy.

### *Admission Requirements*

The TI:GER program is open to any student pursuing a juris doctor degree, including AJD and transfer students. Participants are selected by the Emory Law TI:GER Program Director. The program typically admits 24-30 students each year.

### *Required Courses*

Students are required to complete two courses: Fundamentals of Innovation (I & II) to receive the TI:GER certificate.

## **Transactional Law and Skills Certificate**

The Center for Transactional Law and Practice, which offers a Certificate in Transactional Law and Skills, prepares students for practice in the transactional law area. The program gives students the opportunity to become financially literate and acquire a strong foundation in doctrinal business law as well as to practice contract drafting and other critical deal skills.

### *Admission Requirements*

Any JD or LLM student who completes the course requirements is eligible to receive the Certificate in Transactional Law and Skills. No prior clearance is required for admission, though meeting with the center's Executive Director, Assistant Director, or Program Coordinator upon enrollment is required.

### *Required Courses*

In order to receive the Certificate in Transactional Law and Skills, students must complete the following courses:

- Business Associations
- Doing Deals: Contract Drafting

- Doing Deals: Deal Skills
- Federal Income Tax: Individuals (or Fundamentals of Income Taxation)
- Corporate Finance (or Real Estate Finance)
- Doing Deals: Accounting in Action (or Analytical Methods)
- Federal Income Taxation (or another tax course offered at Emory Law)
- At least one Doing Deals “capstone” course (or a transactional law externship approved by the Executive Director of the Center).

## Concentrations

There are 4 concentrations available to JD students: Health Law; Civil Litigation and Dispute Resolution; Criminal Law; and Law and Religion. The Health Law and Law and Religion concentrations require an application, but all students can complete the litigation concentrations. Even if you do not complete a concentration, the required and recommended courses can help you prepare for a career in these fields.

## Concentration in Health Law

### Eligibility

A concentration in health law is available for JD students only. To earn the concentration in health law, students must

- (1) first be accepted into the health law program through a competitive process,
- (2) complete a minimum of 12 credits in the required and elective health law offerings listed below,
- (3) complete an additional 2-3 credits in the capstone experience requirement.

### Requirements

#### *Required Courses (6 credits)*

- Administrative Law
- 1 of Health Law or Health Care Organization, Finance, and Administration

#### *Elective Courses (6 additional credits)*

- Health Law
- Health Care Organization, Finance, and Administration
- Law in Public Health
- Insurance Law
- Global Public Health Law
- Mental Health Law
- Veterans Benefits
- Food & Drug Law
- Health Law Research

- Fundamentals of Public Health Law (RSPH)
- Seminar: Public Health
- Seminar: Disability Law
- Seminar: Genetics, Ethics, and the Law
- Seminar: Health Law & Ethics in Narrative Seminar: Patents and Global Health
- Seminar: Access to Essential Medicines
- Other health law courses approved by Faculty Advisors

*In addition, one of the following courses can also count toward the elective requirement:*

- Advanced Torts
- Employment Law
- Family Law
- Intellectual Property
- Patent Law
- Products Liability
- Antitrust
- Business Associations
- Environmental Law

*Capstone Experience requirement (2-3 additional credits)*

To fulfill the capstone experience requirement, students must either complete an upper-level writing project in health law or an experiential offering in health law.

The writing project could be completed as a student's journal comment, in a seminar, or through directed research. A seminar paper in the following courses would automatically satisfy this requirement: Seminar: Public Health; Seminar: Disability Law; Seminar: Genetics, Ethics, and the Law; Seminar: Health Law & Ethics in Narrative; Seminar: Patents and Global Health; or Seminar: Access to Essential Medicines. If the writing project is completed through a different seminar, a journal comment, or through directed research, the faculty advisors must approve the writing project topic in advance to ensure that it is a rigorous analysis of a health law issue.

The experiential offering could include either a health law externship or an approved health law related clinic experience. The following externships would automatically satisfy this requirement: the CDC-Public Health Law Program; the CDC-Legal Counsel Department; the American Cancer Society; Children's Healthcare of Atlanta; U.S. Department of Health & Human Services; Health Law Partnership; or Feminist Women's Health Center. Alternatively, if a student seeks to fulfill this requirement through another externship or health law related clinic experience, the faculty advisors must approve the experience in advance to ensure that it gives students a significant opportunity to engage hands on with one or more health law issues.

## **Faculty Advisors**

The advisory role for the health law concentration will rotate among our health law faculty and will be part of their annual service obligations.

## **Selection for the Program**

Emory Law students will generally apply for concentration during the spring semester of their first year or their second year. In addition, the advisors may consider awarding the concentration to other students that have met the requirements on a case-by-case basis. The competitive process includes submitting a statement of interest, a resume, academic records, and any other relevant experience. The faculty advisors review the applications using a rigorous selection process. Selection to the program will be based on demonstrated interest, experience, and proficiency in the area of health law. Up to 18 students from each class will be selected to participate. Students who successfully complete the concentration requirements will have "Health Law Concentration" listed on their transcript.

## **Concentration in Civil Litigation and Dispute Resolution**

### **Eligibility**

All Emory Law students must successfully complete the following courses that cover important concepts and skills in civil litigation and dispute resolution: Civil Procedure, Evidence, Legal Profession, and Trial Techniques. To earn the Civil Litigation and Dispute Resolution Concentration, students must take an additional 11-15 credits in the following categories. No one course may satisfy more than one requirement, and students cannot satisfy any requirement with a course taken pass/fail.

### **Requirements**

*Two of the following foundational courses (6 credits):*

- Complex Litigation
- Federal Courts
- Administrative Law
- Conflict of Laws
- Remedies

*Two of the following litigation advocacy courses (4-6 credits):*

- Advanced Civil Trial Practice
- Trial Practice Advocacy
- Pretrial Litigation
- Advanced Pretrial Litigation
- Negotiations
- Expert Witness Examination
- Cross-Examination
- Civil Trial Practice: Family Law
- Deposition Practice (future class)

*One of the following alternative dispute resolution courses (2-3 credits):*

- Alternative Dispute Resolution
- Mediation Advocacy
- Arbitration Law: Survey
- International Commercial Arbitration
- Negotiations
- Landlord-Tenant Mediation Practicum
- Advanced International Negotiations

*Other Recommended Organizations and Courses in Specialized Areas:*

- Mock Trial
- Moot Court
- Transnational Civil Litigation
- Antitrust
- Products Liability
- Family Law
- Securities Regulation
- Employment Law
- Employment Discrimination
- Constitutional Litigation

### **Faculty Advisors:**

The advisory role for the concentration will rotate among our civil litigation faculty and will be part of their annual service obligations.

### **Completion of Concentration Requirements:**

The concentration webpage will include a link to a form where students can indicate the courses, they've completed that fulfill the concentration requirements. The courses listed by the students will be audited to ensure that students have completed the concentration requirements. Students who successfully complete the concentration requirements will have "Civil Litigation and Dispute Resolution Concentration" listed on their transcript.

## **Concentration in Criminal Litigation**

### **Eligibility**

All Emory Law students must successfully complete the following courses that cover important concepts and skills in criminal litigation: Criminal Law, Evidence, and Trial Techniques. To earn the Criminal Litigation Concentration, students must take an additional 12-18 credits that include Criminal Procedure: Investigations and one course in each of the following categories. No individual course may satisfy more than one requirement, and students cannot satisfy any requirement with a course taken pass/fail.

### **Requirements**

*Required Courses (3 credits):*

Criminal Procedure: Investigations

*One of the following substantive courses (2-3 credits):*

- Criminal Procedure: Adjudication
- Kids in Conflict with the Law
- White Collar Crime
- International Criminal Law
- Rights of Prisoners
- Sentencing Law and Policy (cannot also be used for a justice-focused course)

*One of the following skills courses (2-3 credits):*

- Criminal Competency practicum
- Criminal Pre-Trial Motions Workshop
- Cross Examination
- Trial Practice Advocacy
- Expert Witness Examination
- Negotiations
- Advanced Criminal Trial Advocacy
- Federal Criminal Practice
- DUI Trials
- Jury Selection
- Post-Conviction and Appeals Writing

*One of the following justice-focused courses (2-3 credits):*

- Ethics of Criminal Justice Practice
- Access to Justice
- Mental Health Issues in Criminal Justice
- Wealth-Based Justice
- Miscarriages of Justice
- Crimmigration
- Sentencing Law and Policy (cannot also be used for a substantive course)

*One Capstone Experience requirement (3-6 credits):*

To fulfill the capstone experience requirement, students take one of the following:

- Juvenile Defender Clinic
- Capital Defender practicum
- Any externship with a prosecution or criminal defense office or firm, in which the student is working on or assisting with criminal litigation matters in the pretrial, trial, appellate, or post-conviction/habeas stage, including City of Atlanta Office of the Public Defender, Immigration Defense Unit; Cobb County District Attorney's Office; DeKalb County District Attorney's Office; DeKalb County Public Defender's Office; DeKalb County Solicitor General; Douglas County District Attorney's Office; Federal Defender Program Northern District of Georgia; Fulton County District Attorney; Fulton County Public Defender; Georgia Innocence Project; Georgia Justice Project; Georgia Public Defender Council - Appellate Division;

Southern Center for Human Rights; or U.S. Attorney's Office, Northern District of Georgia. Note: the student must also complete the companion prosecution or criminal defense externship course.

If a student seeks to fulfill the capstone requirement through another externship, the faculty advisor must approve the experience **in advance** to ensure that it gives students an opportunity to engage hands on with a criminal practice issue. Judicial externships, criminal justice policy work, volunteer work, and paid work do **not** meet this requirement.

*Other Recommended Courses in Specialized Areas:*

- Legal Issues in Family Violence
- Human Sex Trafficking
- Advanced Issues in White Collar Crime
- Courtroom Persuasion and Drama
- Transnational Criminal Litigation
- Criminal Defenses
- Forensic Evidence
- Law and the Unconscious Mind
- Computer Crime and Digital Evidence

## **Faculty Advisors**

The advisory role for the criminal litigation concentration will rotate among our criminal law faculty and will be part of their annual service obligations.

## **Completion of Concentration Requirements**

The concentration webpage will include a link to a form where students can indicate the courses and capstone experience they've completed that fulfill the concentration requirements. The courses and externships listed by the students will be audited to ensure that students have completed the course requirements. Students who successfully complete the concentration requirements will have "Criminal Litigation Concentration" listed on their transcript.

## **Concentration in Law and Religion**

### **Description**

The law and religion concentration contains two possible tracks: (1) a practice track and (2) an academic track. The practice track emphasizes the skills and knowledge relevant to practicing law with a specialization in law and religion. The practice track prepares students to litigate cases that involve religious freedom questions, to represent and advise religious organizations, to practice religious arbitration or within religious legal systems, and to work in legal advocacy with or on behalf of religious communities. The academic track emphasizes the skills of academic research and writing. The academic track

prepares students for teaching and scholarship in the legal academy and for PhD or SID study in the areas of law, religion, theology, or associated fields.

## **Eligibility for the Concentration**

To earn the Law and Religion Concentration, students must (1) be accepted into the Law and Religion Concentration and (2) complete 11 to 15 credits in law and religion, including the two required courses, one religious legal systems course, one law and religion elective, and a capstone experience. A thesis option, in addition to the capstone, is also available and encouraged for students pursuing the academic track. No one course may satisfy more than one requirement, and students cannot satisfy any requirement with a course taken pass/fail.

## **Requirements**

### *Two Required Courses (6 credits)*

- Law and Religion: Theories, Methods & Approaches
- First Amendment: Religious Freedom

### *One of the following courses in religious legal systems (2-3 credits)*

- Canon Law
- Christianity and Law
- Indigenous Legal Systems
- Islamic Law
- Jewish Law

### *One of the following law and religion electives (2-3 credits)*

- Canon Law
- History of Church-State Relations
- Indigenous Legal Systems
- Islamic Finance
- Islamic Law
- Jewish Law
- Religion, Culture, and Law in Comparative Perspective
- Law and Religion in Practice
- Religious Organizations Law
- A seminar in law and religion
- A course from another division approved by the concentration advisor

### *One of the following capstone experiences (1-3 credits)*

- The student completes a law and religion seminar, which will be offered each spring.
- The student completes a relevant externship experience, either from a list of pre-approved externships to be created in consultation with the externship office or an externship experience approved by the concentration advisor.
- The student completes a relevant internship (without receiving credit) approved by the faculty advisor and the student completes a one credit, ungraded directed



study with a faculty member in which the student writes 10-15 pages of substantive analysis on an issue they encountered during the internship. The analysis may take the form of a legal memo, research paper, or other form as determined by the supervising faculty member.

### *Thesis (optional)*

Students pursuing the academic track are encouraged to write an original thesis on a subject of their interest under the supervision of a faculty member for 3 hours of graded directed research credit. The thesis should be written in the final year of coursework.

### *Other Recommended Courses*

- Alternative Dispute Resolution
- Arbitration
- Asylum Law
- Comparative Constitutional Law
- Constitutional Litigation
- Employment Law
- Family Law
- Federal Indian Law
- Human Rights Advocacy
- International Human Rights Law
- Jurisprudence
- Land Use and Zoning
- Nonprofit Law
- Roman Law

## **Faculty Advisors**

The advisory role for the concentration will rotate among the Emory Law faculty and residential fellows affiliated with the Center for the Study of Law and Religion. The Executive Director of the Center may also serve as or appoint a Center staff person to serve as concentration advisor. Concentration advising will be part of the annual service obligations of faculty or otherwise recognized within the job duties of the advisor.

## **Selection for the Concentration**

Emory Law students will apply for concentration during the spring semester of their first year or fall of their second year. The application process includes submitting a statement of interest, a resume or CV, and an unofficial transcript. The faculty advisor(s) review the applications and selection to the program will be based on demonstrated interest, experience, and proficiency in the area of law and religion. Students who successfully complete the concentration requirements will have "Law and Religion Concentration" listed on their transcript.

## **Journals**

## **ELJ, EILR, EBDJ, JLR**

Members of the *Emory Law Journal* (“*ELJ*”), the *Emory International Law Review* (“*EILR*”), and the *Emory Bankruptcy Developments Journal* (“*EBDJ*”) may earn a maximum of four (4) hours of academic credit (two credits in 2L Spring, two credits in 3L Spring) for two academic years of journal participation. Students in the *Journal of Law and Religion* (“*JLR*”) earn credit through enrollment in the following courses: LAW708, Law and Religion: Theories, Methods, and Approaches (3 credits, graded, fall semester); LAW895, Journal of Law and Religion (1 credit, pass/fail, fall semester and spring semester).

Students staffed on the *EBDJ*, *ECGAR* (see below), *EILR*, or *ELJ* may not participate in the Emory Law Moot Court Society. Likewise, their participation in additional journals to their primary journal is limited to the *JLR*. By contrast students participating on the *JLR* are also eligible to participate on other journals and moot court.

Once chosen for a journal, in the Fall of their 2L year candidates identify their faculty supervisor and begin work on their comment. In the Spring of their 2L year, students enroll in the appropriate section of journal and receive two (2) hours of graded credit. Students who satisfactorily complete all duties as a member or officer of the editorial board, enroll in and receive two (2) hours of Satisfactory/Unsatisfactory (Sat/Unsat) academic credit in their sixth semester (3L Spring).

For students in *EBDJ*, *EILAR* and *ELJ*, after working with their faculty advisor in the fall of their 2L year, will submit their journal comment in the spring of their 2L year. The grade for this work is entered into OPUS by the student’s faculty advisor. Comments meeting the Emory Law writing standards will count toward fulfillment of the upper-level writing graduation requirement. In coordination with the Journal’s faculty advisor, each journals editor in chief is responsible for certifying that journal board members have satisfactorily completed their journal duties so as to receive appropriate credit in their 3L Spring.

*JLR* participants may also enroll in LAW895A, *JLR: Writing Workshop* (1 credit, graded, spring semester) to revise a paper from LAW708 into a journal article. Students who complete LAW708 and LAW895A will receive upper-level writing requirement credit if their final paper satisfies the requirement of Appendix A. Enrollment in LAW708 and LAW895 is open to all second and third year students each fall.

Journal editors may promulgate guidelines and policies governing candidacy requirements. As a matter of current practice, candidates for the *Emory Bankruptcy Developments Journal* are required to take Bankruptcy Law during or before their third semester, and candidates for the *Emory International Law Review* must take or have taken International Law. Candidates enrolled in these courses to satisfy journal

requirements may not elect to take them sat/unsat.

Students transferring to Emory at the end of their first year are eligible to compete for selection for a journal by means of a special writing competition organized for transfer students.

## **Emory Corporate Governance and Accountability Review (ECGAR)**

Students who participate in and complete all duties as a member or officer of the editorial board for the *Emory Corporate Governance and Accountability Review* enroll in and receive two (2) hours of sat/unsat academic credit in their sixth semester (3L Spring). Students who wish to write a comment for *ECGAR* enroll in Directed Research with their supervising professor during the spring of their 2L year.

# Interschool Competitions

Other students and student organizations may not use the Emory name in connection with a publication or interschool competition team without the consent of the Dean's office. The law school maintains an active interest in any function held on or off campus in which the name of Emory University School of Law is used.

## Moot Court Society

The Moot Court Society is comprised of second- and third-year students interested in pursuing excellence in oral and written advocacy through interschool competitions. Activities of the society are administered by a student board of directors elected by the membership, which may promulgate guidelines governing membership. To be eligible to join the Moot Court Society, students must have successfully completed both semesters of ILA/ILARC or their equivalent. Therefore, some transfer students may not be eligible.

Students who successfully complete the fall program and compete in the spring tournament or serve on a “special team” may receive two hours of pass/fail, non-residence Moot Court credit in the spring semester. The Moot Court Board, in conjunction with the Moot Court Adviser, certifies those candidates whose work meets the standard set forth by the society to be eligible to register for two hours of non-residence, pass/fail Moot Court credit in the spring semester. Students cannot receive partial credit for completing only one semester of this sequential fall-spring program. The top forty students who satisfactorily complete the year-long candidacy program will be certified as members of the Moot Court Society and may receive an additional two hours of pass/fail, non-residence Moot Court credit in the following spring semester.

Participants on the Thomas Tang and Frederick Douglass Moot Court teams will receive one hour of non-residence, pass/fail credit in the spring semester for their participation in those programs. The academic credit must be approved by the Moot Court Adviser. These students may receive an additional hour of pass/fail credit the following spring semester.

## Mock Trial Society

The Mock Trial Society consists of second- and third-year students interested in developing and refining oral advocacy skills through regional and national interschool competitions. Activities of the society are administered by a student board of directors elected by the membership, which may promulgate guidelines governing membership, and the Mock Trial Advisor.

The Mock Trial Advisor will certify those candidates whose work meets the standard set forth by the Mock Trial Society to be eligible to register for two hours of non-residence,

pass/fail Mock Trial credit in the spring semester. Students who serve as a member of a fall and spring interschool competition team may receive two hours of pass/fail, non-residence Mock Trial credit in the spring semester of their 2L and 3L years. Students cannot receive partial credit for completing only one semester of this sequential fall-spring program.

As Mock Trial participation by its very nature does not lend itself to production of substantial written work, Mock Trial credit cannot be used by students to satisfy the writing requirement.

Other students and student organizations may not use the Emory name in connection with an interschool mock trial competition team without the consent of the Dean's office.

### **Transactional Law Program Negotiation Team**

Students selected to participate on the Transactional Law Program Negotiation Team receive one credit hour of pass/fail credit for the semester in which they participate. Eligibility for team membership and for receipt of credit are determined by the faculty advisor(s) for the team.

## **Skills Programs**

### **General**

Emory has a wide range of skills offerings, including simulation courses, clinics, and externships. The skills program is under the overall supervision of the faculty skills and experiential learning committee. The externship program is monitored and supervised by the Director of Externships. The general eligibility of students to enroll in externships is determined by the Skills/Experiential Learning Committee. Some externships are restricted to rising third-year students in accordance with the third-year practice rules of the Supreme Court of Georgia or of the U.S. District Court for the Northern District of Georgia. For those placements, students must be certified by the Dean as being in good standing, of good moral character, and as having completed at least two-thirds of their law schoolwork. Individual programs may have other prerequisites.

### **Credit-Bearing Clinics**

Students enrolled in the following faculty-supervised clinics receive graded academic credit. The number of credits earned and hours worked may vary from year to year and among the clinics. Students should consult the individual clinic web pages and course offerings for details. All clinics are open to second- and third-year law students; 2Ls enrolling in the Juvenile Defender Clinic must be eligible to practice under the Student Practice Rule.

## **Barton Child Law and Policy Center Clinics**

The Barton Child Law and Policy Center offers four in-house clinical experiences: the multi-disciplinary Public Policy Clinic (offered in the fall semester); the multidisciplinary Legislative Advocacy Clinic (offered in the spring semester); the Juvenile Defender Clinic (JDC); and the Appeal for Youth (AFY) Clinic. All the Barton Center clinics work to promote and protect the legal rights and interests of children involved with the child welfare, youth justice, and criminal justice systems.

### **Public Policy Clinic**

The **Public Policy Clinic** engages students in the process of policy development, from conceptualization to the drafting of concrete proposals for reform. Working in teams, students begin by identifying and researching real life problems affecting children, youth, and their families. Research is qualitative and quantitative, involving both the examination of scientific or statistical data and interaction with affected and interested stakeholders. Student teams explore options for addressing complex social problems—for example, through administrative policy changes, public education, legislation, litigation, or a combination of strategies -- and produce blueprints to guide system change and improvement efforts. Students also participate in ongoing initiatives in the Georgia child advocacy community and in building and sustaining partnerships with state agencies and with public interest organizations.

### **Legislative Advocacy Clinic**

The **Legislative Advocacy Clinic** engages students in the real-world process of taking a legislative reform from the proposal stage to actual enactment. Students hone their advocacy skills by interacting with legislators and elected officials on current law reforms spearheaded by the Barton Center and its community partners. They attend the legislative session, track dozens of bills through the legislative process from introduction to full passage, provide committee testimony, negotiate amendments, participate in advocacy coalitions, and develop advocacy and educational materials in support of statutory changes and policy reforms. They live the life of a legislative advocate, experiencing first-hand the realities of relationship-building and compromise that are hallmarks of the legislative process. Students also provide research and technical assistance to legislators and other stakeholders in assessing the merits and legality of various proposals.

### **Juvenile Defender Clinic (JDC)**

The **Juvenile Defender Clinic (JDC)** provides holistic legal representation for young people in delinquency proceedings in juvenile court. Student attorneys represent youth clients in juvenile court and provide legal advocacy in special education proceedings, school suspension hearings and other forums according to the clients' needs. By allowing students to work directly with clients and take responsibility for the caseload, the JDC aspires to help students understand the impact of the legal system on a community. Students will establish attorney-client relationships with the youth and learn to be

responsible for all aspects of the client representation. Specific goals include:

- To train law students to become skilled, ethical, and reform-minded professionals
- To provide highly effective and culturally competent representation to the clinic's clients
- To teach law students how to think independently, synthesize facts and legal principles, and plan litigation strategies
- To improve an adolescent's chance of becoming a productive citizen
- To develop a law student's ability to analyze the substantive law and apply it to the practical courtroom experience
- To help law students understand the impact of the legal system on a community.
- To work as a Clinic to challenge the systemic racism in our school and legal systems.

### **Appeal for Youth (AFY) Clinic**

The **Appeal for Youth (AFY) Clinic** provides appellate representation to protect the constitutional rights of children and parents. A team of two students will work on either a civil appeal regarding legal issues arising from foster care proceedings or criminal appeals on behalf of youthful offenders in the juvenile and criminal justice systems. Civil appeals most commonly challenge the necessity of child removals or continued need of foster care while criminal appeals most commonly focus on post-conviction relief. Students in this clinic gain experience identifying legal errors and drafting appellate briefs. Students will learn how to understand and persuasively tell their client's story, frame compelling, novel legal arguments, and ultimately safeguard the fundamental rights of families under the Georgia and United States constitutions.

### **International Humanitarian Law Clinic**

The **International Humanitarian Law Clinic** provides assistance directly to international tribunals, militaries, non-government organizations, and other entities to enhance protections during wartime and ensure accountability for war crimes, genocide, and crimes against humanity. Students work directly with attorneys at one or more organizations and, under the supervision of the clinic director, engage in a wide range of complex and sophisticated legal writing and analysis on challenging issues across the spectrum of the law of armed conflict. The International Humanitarian Law Clinic is open to second- and third-year law students, and LLM students. Students receive three credit hours and must work a minimum of 150 hours on their assigned clinic projects. Students may enroll in the IHL Clinic for two semesters.

### **Turner Environmental Law Clinic**

The **Turner Environmental Law Clinic** provides important pro bono legal representation to community groups and nonprofit organizations that seek to protect and restore the natural environment and promote environmental justice. Through its litigation, transactional, and policy work, the Clinic offers students a hands-on introduction to environmental law and trains the next generation of environmental



attorneys.

The Clinic enrolls up to ten second-year and third-year students each semester. Student-attorneys work a minimum of 150 hours in the Clinic and receive three graded credit hours towards graduation. Students may work in the Clinic for two semesters.

### **Credit for Clinical Programs Not Undertaken at Emory**

Students wishing to receive credit for clinical experiences and programs taken other than through an Emory-sponsored program must petition the Skills/Experiential Learning Committee in writing. Credit is never granted for clinical experiences not sponsored by ABA-accredited law schools. The amount of Emory credit afforded is usually three hours for engagements comparable to the hours required in the Emory Law clinical program, regardless of the amount of credit afforded to the program by another school. Credit is never granted when the student received monetary compensation for the clinical experience. Conditions on the grant of credit are established by the Skills/Experiential Learning Committee and may be waived only by that committee.

### **Externships**

Students enrolled in externships will ordinarily receive three hours of credit (including both academic and fieldwork components). For students who have completed their second year of law school study, select externship placements may be eligible for up to six credit hours (including both academic and fieldwork components), subject to the placement's demonstration that additional fieldwork will provide students with a distinct and significantly enhanced educational experience. The Director of Externships may also place additional restrictions on the eligibility of students for such an externship. Any graded credits authorized for externships shall be limited to the academic component.

Students who have completed their second year may petition to receive academic credit for a summer externship for three to six total credit hours, depending on the number of work hours proposed. To do so, students must first locate and apply to the placement and secure an offer of employment for the summer. Students may then submit a proposal to the Director of Externships to accept that placement as a for-credit externship. Externships will be approved based on the individual proposal and will not, in any case, be approved retroactively. As with school-year externships, students will be required to complete a concurrent academic component, which will make up part of the total credit hours for the externship. However, as an alternative to the standard one-credit externship academic component (which may be offered in tutorial format during the summer), students may instead opt to write a paper under the supervision of a faculty member on a topic closely related to their externship fieldwork. Depending on length, any such paper will be eligible for one or two hours of graded credit out of the total credit hours the student has elected. As part of the process for approving the externship, the topic of the proposed paper must be approved in writing by the supervising faculty member, the

attorney supervisor at the placement, and the Director of Externships. To the extent the paper will also be used to satisfy the upper-level writing requirement, the topic must also be approved by the Associate Dean for Academic Programs & Students. Regardless of the academic component alternative chosen, externship students will be required to provide learning objectives for and written reflection on their externship experience.

Students ordinarily may enroll in no more than one externship, clinic, or practicum in any one semester. The Director of Externships will determine and publish the process by which students will be selected for and enrolled in each type of externship and will be responsible for evaluating the suitability of placements.

Emory will not grant credit to a student for participation in an externship or internship for which the student receives compensation. This does not preclude reimbursement of reasonable out-of-pocket expenses related to the externship.

The director will evaluate the scope of externship offerings that current staffing can support on an ongoing basis, in order to ensure adequate supervision and oversight of students and placements. Any expansion or adjustment of the Externship Program's offerings will be keyed to the capacity for such supervision.

### **Pro Bono Program**

All students are encouraged to undertake pro bono work on behalf of indigents and under-represented groups in our society. A list of pro bono opportunities is maintained by the Center for Public Service and posted on the Pro Bono page of the law school website. Students are encouraged to report their pro bono hours in the Pro Bono module of Symplicity.

Students who complete and record at least 25 hours of pro bono work during an academic year are recognized with a certificate of accomplishment. JD students who complete at least 75 hours of pro bono work during their Emory Law careers, and LLM students who complete at least 50 hours of pro bono service, receive a medal to wear at Commencement and special recognition in the Commencement program.

Hours credited for Emory Law's Pro Bono program must be unpaid, law-related work, performed during the school year, supervised by a judge or attorney, that assists in the provision of legal services without charge:

- for persons of limited means, or
- for not-for-profit, nonpartisan (501(c)(3)) organizations or governmental organizations (excluding judicial chambers), or
- for other individuals, groups or organizations seeking to secure or protect civil rights, civil liberties or public rights.

Excess hours a student serves in an academic-credit clinic or in a public interest,

prosecution, criminal defense, or government externship (other than judicial externships) can be logged as Pro Bono hours.

Full details of the Pro Bono program are available in the Pro Bono Program Guide, posted on the Pro Bono page of the website.

# **PART 4: PROFESSIONAL REQUIREMENTS**

# **Graduation, Transcripts, and Diplomas**

As part of their graduation requirements, students must complete a graduation application by the deadline set by the University Registrar. Penalties are imposed for failure to meet the deadline and may include a late application fee.

Attendance at the graduation ceremony is mandatory. Any student who must be absent from the ceremony must make a request in writing to the Law Registrar for permission to graduate in absentia. Diploma certificates are not presented to students at the ceremony. Diplomas are sent to students by the University Registrar to the student mailing address on file after degrees have been officially conferred.

Official transcripts are available upon request through the University Registrar. The Law Registrar does not have the ability to print or send transcripts on behalf of a student. Graduating students who are applying for a state bar or who need an official transcript for employment purposes should request their official transcript once degrees have been conferred by the University Registrar.

## **Bar Examinations**

### **Required Coursework**

It is a student's responsibility to ensure they have all the credits and required courses for whichever state they wish to sit for the bar exam and apply for licensure.

Students can find information online about bar admission in every state. In August, students entering their final year of study who plan to sit for the July bar exam the following year should check the relevant websites for information on obtaining an application package.

### **Character and Fitness**

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

# **PART 5: PROFESSIONAL CONDUCT CODE**

# Professional Conduct Code

## Preamble

The Emory University School of Law Professional Conduct Code has two important elements at its core. First, it is not confined to misbehavior or dishonesty, but instead begins by emphasizing the positive: specifically, the basic values shared by the entire law school community. This feature is reflected in the Code's title—it is a “conduct” rather than “misconduct” Code. Second, because of its ambitious scope, this Code requires Emory students to think beyond the boundaries of the law school, to understand themselves as part of a larger professional context. This, too, is acknowledged in the title: the Code is addressed to “professionals” rather than “students.”

The Conduct Code reflects the law school's strong commitment to a set of sustaining, shared values that bind all its elements—students, faculty, and staff—into a true community rather than merely an accidental collection of individuals. These values are also not accidental—they are drawn from the best traditions of the practice of law.

Our values cause us to welcome diversity of all kinds among us. They permit us, like the membership of the legal profession generally, to remain connected despite inevitable disagreement among ourselves on controversial social and legal policies. These values also allow us to identify forms of behavior and interaction we will not tolerate because they are inconsistent with the mission we have jointly set for the institution and ourselves. These values will assist our community in working to secure a more fair and just society by advancing the rule of law.

## The Values Underlying Emory's Legal Education

The following four values characterize and animate Emory Law:

**Excellence.** In the context of a professional education, information alone is never the ultimate goal. What we seek is the wisdom and judgment to use information to its fullest, most appropriate potential. This means that the key, unavoidable test to be applied to any decision made by any member of our community is whether it moves that person—and us as a whole—in the direction of distinction rather than the merely adequate. This value is therefore an attitude, not a result. Excellence means that Emory Law faculty's standards for itself and its students must be high.

**Integrity.** For everyone in our professional context—practicing lawyers, professors, staff, and students—an ethic of integrity is essential as well. This value means much more, however, than simply honesty. It is the consistent personal application of an inner ethic

of excellence. Law students must recognize that they are no longer mere consumers of education. As “professionals” rather than just “students,” Emory Law students are expected to be full-fledged participants in their professional development. When they become practicing lawyers, integrity means remaining faithful to the bedrock elements of the rule of law on which the legitimacy of their work depends.

**Respect.** In the context of a professional education, the ethic of respect also has a more focused meaning than its conventional moral form. Although all members of the law school community should treat each other with personal respect, professional respect is dependent on a person’s commitment to the values of excellence and integrity. Law students at Emory are entitled, then, to demand the professional and educational best from the faculty and their fellow students, just as faculty are entitled to demand the same from fellow faculty and students. When these demands are met, all members of the law school community can enjoy the respect that becomes a natural and integral part of the environment.

**Service.** The legal system exists not for its own sake, but to regulate and facilitate social interaction. Lawyers operate within a service industry vital to the country’s entire population, providing expert assistance in sometimes difficult and controversial circumstances. Lawyers consequently have a special responsibility to see that legal assistance is as widely available in society as it can be. We encourage the Emory Law community to participate in activities that stretch the impact of our educational efforts well beyond Gambrell Hall, and in particular to segments of our society that have historically been underserved by the legal profession.

## Values and Misconduct

These values in turn provide the necessary perspective for the remainder of this Code, which identifies conduct the Emory Law community considers unacceptable and the procedures for responding to it.

Unacceptable conduct by students is subject to prosecution before the Professional Conduct Court (“Conduct Court”) as described in this Code.

### Jurisdiction

All students registered at Emory University School of Law are subject to this Code. Students include full-time and part-time students, students in degree courses in any division of the University, and special students such as visiting and transient students.

### Notice

All students shall receive a copy of the Code upon matriculation.



## **Pledge**

As a condition of registration, each student must file with the Office of the Law School Registrar a copy of the following pledge signed by the student:

*I, \_\_\_\_\_, as a student entering Emory University School of Law, understand that I am joining an academic community and embarking on a professional career. The law school community and the legal profession share important values that are expressed in the Emory University School of Law Professional Conduct Code. I have read the Code, I accept its terms and procedures as a condition of registration, and I will conduct my academic, professional, and personal life to honor those shared values.*

If a student is mistakenly permitted to register without having a written pledge on file, this fact will not permit that student to contend that the student is not subject to this Code.

## **Section I. Misconduct Under This Code**

The following are acts of misconduct that will subject a student to prosecution under this Code.

### **Academic Misconduct**

- 1) Intentionally obtaining or giving information about the content of an examination, knowing that the release of that information has not been authorized, or otherwise intentionally giving or obtaining unauthorized assistance on any academic assignment or examination.
- 2) Failing to report to the Associate Dean of Students and Academic Programs receipt of information about the content of an examination, knowing that the release of that information has not been authorized.
- 3) Plagiarizing or plagiarism, which means using, intentionally or not, a written document or electronic record reflecting the ideas or words of another as one's own without proper attribution to the source of those ideas or words.
- 4) Intentionally using, giving, or obtaining unauthorized assistance on any academic assignment or examination.
- 5) Intentionally mis-shelving, hiding, or damaging library property or intentionally removing library property without authorization.
- 6) Intentionally misappropriating another student's books, notes, outlines, papers, or study materials without permission, including without limitation electronic equipment and digital information.
- 7) Intentionally giving false or misleading information to any member of the law school community or a committee thereof for the purpose of gaining any academic advantage or influencing a decision on any academic matter.
- 8) Intentionally violating the law school's administrative policies or those of any of its programs, including but not limited to, Moot Court, Mock Trial, any Emory Law official competition team, the law journals, the law library, the externship program, TIGER, clinics, the Kessler-Eidson Program for Trial Techniques, the Transactional Law Program, and the Center for Professional Development and Career Strategy,

with the intent of gaining unfair academic benefit or evading previously assumed obligations.

## **Violation Of University Policies**

- 1) Violating the University's prohibitions against sexual and gender-based misconduct, discrimination, or harassment, or the University's policies on Equal Opportunity and Discrimination Harassment or the University's policies on Non-Discrimination and Equal Opportunity.

Emory University is committed to maintaining an environment that is free of unlawful harassment and discrimination. See [Equal Opportunity and Discriminatory Harassment Policy \(1.3\)](#). Emory University does not discriminate against individuals on the basis of race, color, religion, ethnic or national origin, sex, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, or veteran's status, as required by Title IX of the Education Amendments of 1972, the Americans with Disabilities Act of 1990, as amended, Section 504 of the Rehabilitation Act of 1973, Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, and other applicable statutes and university policies. Emory University prohibits sexual and gender-based harassment, including sexual assault, and other forms of interpersonal violence. See [Emory University Notice of Non-Discrimination and Equal Opportunity](#).

Allegations of misconduct under this section shall be referred to the University's Office of Diversity, Equity, and Inclusion for investigation and disposition.

- 2) Violating the University's Respect for Open Expression Policy ("the [OEP](#)"). Recognizing that the educational process of our institution requires diverse forms of open expression – including freedom of thought, inquiry, speech, activism, and assembly – the University affirms the rights of members of the community to assemble, demonstrate peaceably, express views on controversial social and political issues, and engage in any other activities that are protected by the University Respect for Open Expression Policy ("the [OEP](#)").

Should a student against whom a complaint has been filed believe that their actions are protected by the OEP, that student must raise that claim as an affirmative defense, as provided for in this Code in Section II.D.

- 3) Deception in University matters, including but not limited to, knowingly furnishing false information to the University or to third parties regarding academic performance at the University or at any academic institution previously attended; counterfeiting, forging, or altering any University document, record, registration, or identification; knowingly furnishing false or misleading information to the University or its agents for the purpose of gaining admission, financial assistance or avoiding payment of financial obligations; or falsely holding oneself out to be an employee of the University or an officer of a student organization.

- 4) Intentionally violating any other University rule or regulation applicable to law students; see the [University Policies](#).

### **Unlawful Conduct**

- 1) Abusing the person or property of another in any way forbidden by the laws of the United States, or any state or local government, or by University policies, including conduct occurring on University property that threatens the personal safety or the property or the physical or mental health of a member of the University community; or stealing or misappropriating another person's property while that person is on University property.
- 2) Conviction for breach of the law of the United States or any state.

### **Unethical Conduct**

- 1) In the context of any externship, internship, or any employment situation in which local legal rules would apply if the student were a member of the local Bar, engaging in conduct that would be sanctionable under those local rules.
- 2) Intentionally breaching the confidentiality of proceedings under this Code.
- 3) Giving false information or testimony to the Investigator or to the Conduct Court.
- 4) Failing to report to the Associate Dean of Students and Academic Programs or their designee, conduct that would subject a student to prosecution under this Code.
- 5) Acting in a manner not otherwise directly covered in this section that shows an intentional disregard for the ethical standards of the legal profession, as embodied by the Model Rules of Professional Conduct.

## **Section II. Process & Pre-Trial Resolutions**

### **A. “Formal Written Notice”**

Any student subject to action under this Code shall receive “Formal Written Notice” of the Summary Sanction, Complaint, Charge, and Final Resolution as follows:

- 1) Via certified mail, return receipt, if reasonably possible to do; or
- 2) Via email to the student's Emory email account, accompanied by a delivered receipt.

### **B. Summary Sanction for Misconduct**

Offenses of misconduct related to a student's presence or enrollment at Emory Law may be summarily sanctioned by the faculty member, librarian, or senior staff person who learns of the misconduct. Examples of summary sanctions can include, but are not limited to, an oral reprimand, a grade penalty (including a failing grade), restrictions on library use, restrictions on participation in externships and competition teams, restrictions on access to services, staff, and privileges at the Career Center and in other student service areas at Emory Law.

The faculty member, librarian, or senior staff person sanctioning the conduct will provide in writing to the Associate Dean of Students and Academic Programs or their designee the name of the student, the offense sanctioned, and the sanction imposed. Summary

sanctions will not become a part of the student's permanent academic record if the misconduct is not repeated. They may be considered by the Conduct Court only in determining the appropriate sanction should the student be convicted of a subsequent violation of this Code.

When a faculty member, librarian, or senior staff person imposes a summary sanction, that faculty member, librarian, or senior staff person must inform the student with Formal Written Notice of the offense sanctioned, the sanction imposed and that the student is not required to accept the summary sanction and may, instead, request that the matter be referred for investigation and further proceedings under the Conduct Code.

Any student who disputes the imposition of a summary sanction may appeal by contacting the Associate Dean of Students and Academic Programs or their designee in writing, including email, and requesting that the sanction be vacated and that prosecution under this Code be undertaken. This appeal must be initiated by the student within five (5) business days of receiving the Formal Written Notice.

### **C. Complaint**

If a Summary Sanction is not imposed or if the person accused appeals the Summary Sanction, then the faculty member, librarian, or senior staff person shall file a Conduct Code Complaint with the Associate Dean of Students and Academic Programs or their designee as a Complaining Party. A currently enrolled Emory Law student may also file a Conduct Code complaint as a Complaining Party.

The Complaint must be in writing, which includes email. The Complaint should set forth the conduct that allegedly violated this Code but need not include every relevant fact or circumstance.

Upon receipt of a Complaint, the Associate Dean of Students and Academic Programs or their designee shall within five (5) business days provide Formal Written Notice to the student who is the subject of the Complaint. The Formal Written Notice shall inform the student that the student is the subject of a Complaint, provide a summary of the allegations, provide the student with the identity of the Investigator, inform the student that the student may seek the advice of the Defender, and inform the student that any sanction that results from Charges in the event a pre-Charge Negotiated Resolution is not reached will automatically be reported to the Bar of any jurisdiction where that individual applies for admission.

### **D. Investigation**

The Dean of the Law School shall create a pool of potential investigators that shall be comprised of members of staff who have a bar license in any jurisdiction (the "Investigators"). When a Complaint is filed, the Associate Dean of Students and Academic Programs or their designee shall, within five (5) business days, randomly designate one member from the pool of Investigators to investigate the Complaint. The Investigator may be subject to a motion for recusal. All motions for recusal shall be made in writing addressed to the Chief Justice, including email, within five (5) business days of the date the accused is notified of the Investigator's identity. The recusal motion shall be heard

and decided upon by the Chief Justice within five (5) business days of receiving the written motion.

Once the Investigator is designated, the Investigator will investigate the Complaint as expeditiously as possible but shall not take longer than two weeks to complete the investigation.

A student who is the subject of an investigation is required to cooperate with the Investigator by responding promptly, but not later than three (3) business days, to all requests for information from the Investigator or their designee. The accused student may seek the assistance of the Student Defender during the investigation process. A failure to provide any response will result in immediate referral to the Conduct Court for a hearing on the underlying Complaint, without the option of a Negotiated Resolution.

If the student who is the subject of an investigation believes that their alleged conduct is protected by the Open Expression Policy, the student is required to raise this protection as a defense during the investigation process. The student may, at any time prior to a Hearing held pursuant to Section III.G., seek the opinion of the University Committee for Open Expression (the "Committee") by filing a complaint pursuant to OEP Section 8.14.4. Filing a complaint with the Committee shall constitute a stay of all proceedings until such time as the Committee either elects not to investigate or issues its findings.

Immediately upon completion of the investigation, the Investigator shall submit a written report with evidence to the Associate Dean of Students and Academic Programs or their designee. The Investigator's report shall also be provided to the accused student, the Student Defender (if the accused student has sought the assistance of the Student Defender) and the Student Prosecutor.

### **E. Pre-Charge Negotiated Resolution**

Any Complaint may be resolved through a Negotiated Resolution after the Investigator's report is submitted but prior to the filing of Charges. Before a Charge is made, any discussions about a negotiated resolution may be initiated by the accused student or the Investigator. If the parties wish to pursue negotiations, then such negotiations for the resolution of a dispute before a Charge is made must be undertaken promptly, within one (1) week after the Investigator's report is filed.

Neither the accused student nor the Complaining Party is obligated to take part in the pre-Charge Negotiated Resolution process. However, if a pre-Charge Negotiated Resolution meeting is desired by all parties, participants in a pre-Charge Negotiated Resolution meeting shall include the Complaining Party if that party is a member of the senior staff, faculty, or library staff; the accused student; the Student Prosecutor and/or the Deputy Student Prosecutor; and the Student Defender and/or the Deputy Student Defender, if requested by the accused student. If a student is the Complaining Party, the Associate Dean for Academic Programs and Students shall designate a member of the faculty to take part in the Negotiated Resolution process; a student Complaining Party shall also be invited to participate in the Negotiated Resolution Process, but the student

is not required to do so. If the Complaining Party and the accused student wish to pursue a Negotiated Resolution, all the designated participants must cooperate to schedule a meeting as soon as possible, but no later than five (5) business days. The Investigator shall help to convene the Negotiated Resolution meeting and may also assist the parties in drafting a Negotiated Resolution agreement but is not a party to the Negotiated Resolution meeting.

If the parties reach a Negotiated Resolution, the resolution agreement must include a short statement of the circumstances of the Negotiated Resolution and an agreed-upon acceptance of responsibility by the accused student. The Associate Dean of Students and Academic Programs or their designee may provide the parties with a template for such a resolution agreement. All parties must read, approve, and sign the Negotiated Resolution Agreement before it is submitted to the Dean. Any Negotiated Resolution must be approved by the Dean.

A pre-Charge Negotiated Resolution will be maintained in the files of the Dean and will be kept confidential, except that it must be disclosed to negotiating parties in any future resolution negotiations relating to the same accused student or in any prosecution of the same accused student for a further offense under this Code. Upon request, a pre-Charge Negotiated Resolution may also be disclosed to the bar of any jurisdiction that inquires as to that individual's character and fitness. It is the responsibility of the accused student to comply with character and fitness requirements of any jurisdiction where the person seeks admission to the bar.

If the parties fail to reach a Negotiated Resolution within ten (10) business days, then the Investigator shall refer the case to the Prosecutor for the filing of Charges.

#### **F. Filing of Charges / Referral for Prosecution**

If the Investigator finds reasonable cause to believe that an offense has been committed and a Negotiated Resolution cannot be reached, the Investigator shall refer the case to the Student Prosecutor, unless the misconduct falls under Emory University Policy 1.3. If it falls under Policy 1.3, the process described therein will be followed. If the Prosecutor determines that Charges are warranted, the Prosecutor shall draft the Charges within five (5) business days from receipt of the Investigator's referral. The Charges shall be forwarded to the Associate Dean of Students and Academic Programs or their designee who shall provide Formal Written Notice of the Charges to the accused student within three (3) business days of receipt.

### **Section III. The Professional Conduct Court**

#### **A. Members of the Court**

Offenses that are not resolved through summary sanction or Negotiated Resolution, and which do not fall under Emory University Policy 1.3, will be prosecuted before the Professional Conduct Court. The Conduct Court will have five members.

Two members of the Court will be law school faculty members who serve on the Professional Conduct Code Committee. The faculty chair of the Professional Conduct Code Committee shall be one of these two members and will act as the Chief Justice for the proceedings.

Three members of the Court will be selected at random by the Chief Justice from a pool of five law students elected from the student body. Elections will be held no later than April 1 of each year with the term of office to be twelve (12) months, beginning each April 1.

Any member of Court may be subject to motion for request for recusal. All motions for recusal shall be made in writing, including email, within five (5) business days of the date the accused student is notified of the Justices' identities, unless alternate timelines are agreed upon by the Parties and consented to by the Chief Justice. The recusal motion shall be heard and decided upon by the Chief Justice. If the motion is for recusal of the Chief Justice, the motion shall be heard and decided by the remaining faculty member on the Conduct Court.

## **B. Prosecution**

The student body shall elect a rising third-year student for the purpose of serving as Prosecutor under the Code, consistent with the provisions of the SBA Constitution and election procedures. Elections will be held no later than April 1 of each year, with the term of office to be twelve (12) months, beginning each April 1.

The student body shall also elect a rising second-year student as Deputy Prosecutor for the purpose of assisting the Prosecutor as requested on a case-by-case basis and serving as Prosecutor in the event that the Prosecutor is a party or otherwise unavailable to serve in a particular case. The Deputy Prosecutor shall be elected for a term of office of twelve (12) months to run concurrently with the term of the Prosecutor.

The Deputy Prosecutor will be encouraged, but is not required, to run for election as Prosecutor as a third-year student.

If for any reason both the Prosecutor and Deputy Prosecutor are unable to serve in a particular case, the responsibilities of prosecution in that case will fall to the president of the Student Bar Association or designee.

## **C. Defense**

Concurrently with the election of the Prosecutor, the student body shall elect a rising third-year student to serve as the Student Defender in prosecutions under this Code. This student will be available to serve as Defender for any student accused of an offense under this Code if the student so requests. The term of office of the Defender shall be twelve (12) months, beginning April 1 each year. The student body shall also elect a rising second-year student as Deputy Defender for the purpose of assisting the Student Defender as requested on a case-by-case basis and serving as Student Defender in the event that the Student Defender is a party or otherwise unavailable to serve in a particular case. The

Deputy Defender shall be elected for a term of office of twelve (12) months to run concurrently with the term of the defender.

The Deputy Defender will be encouraged, but is not required, to run for election as Student Defender as a third-year student.

#### **D. Confidentiality**

All proceedings, up to the final resolution of the charge, shall be kept confidential by all participants unless the accused student chooses to waive confidentiality, in which case all parties are relieved of the responsibility of confidentiality. The accused student shall not be presumed to have waived confidentiality by speaking to potential witnesses, the Student Defender, or the Deputy Student Defender about the allegation while preparing the accused student's defense. Confidentiality requirements also do not prevent an accused student from discussing the situation with parents or guardians. Any breach of confidentiality shall be brought to the attention of the Court.

Information on summary sanctions and pre-Charge Negotiated Resolutions may be shared amongst faculty and senior staff but not with students.

#### **E. Post-Charge Negotiated Resolutions**

Once Charges have been initiated, the accused student, the Student Defender and the Student Prosecutor must participate in negotiations to determine if a Negotiated Resolution can be agreed upon. Although the Complaining Party shall be invited to participate in this meeting, the Complaining Party may decline to attend, and any agreement may be reached without the consent of the Complaining Party. If the Complaining Party is a student, the faculty designee appointed pursuant to Section II.E. shall also be invited to participate in the negotiations. A negotiation meeting may only be waived by the unanimous consent of the accused student, the Student Defender, and the Student Prosecutor. The negotiation meeting shall be convened by the Investigator.

A Negotiated Resolution may be reached at any time prior to the issuance of a decision from the Court.

If the parties reach a Negotiated Resolution, the Resolution Agreement must include a short statement of the circumstances of the Negotiated Resolution and an agreed-upon statement of responsibility by the accused student. All parties must read and approve the statement before the resolution can be considered final. Any Negotiated Resolution must be approved by the Dean before it takes effect. The Dean has the discretion to alter or reject the Negotiated Resolution.

#### **F. Initiation of Hearing**

Once Charges are initiated, and if a Negotiated Resolution is not reached within two (2) weeks of such initiation, the Prosecutor will ask the Chief Justice to convene the Court to hear the Charge. The Chief Justice will convene the Court as promptly as possible, but no later than two (2) weeks after receipt of such request. A motion for continuance may be granted for good cause.



If the offense occurs or was discovered during the first nine (9) weeks of the academic term, then the Court must convene during the academic term in which the offense occurred or was discovered. However, if the offense occurs or is discovered any time after ninth week of the academic term, the hearing may be deferred until the beginning of the next semester (to include summer semester). If the offense occurs or is discovered after the ninth week of the spring semester, then the hearing may be deferred until after the conclusion of the Trial Techniques program.

If the accused is a student in their final semester, their diploma will be withheld pending resolution of the charge.

### **G. The Hearing**

The accused may admit the charge. If the accused does so, the Prosecutor will inform the Court of this admission and may make recommendations as to an appropriate sanction. The Court will then proceed to consider sanctions.

If there is no admission, the Prosecutor will prosecute the charge before the Court.

All members of the Court must be present to constitute a quorum.

The accused may represent themselves or may ask another member of the law school student body or the Student Defender to act as representation at the hearing. All cases brought before the Court will be prosecuted and defended by members of the student body.

The Prosecutor and the accused may present any relevant information, including witness testimony. The Chief Justice shall make all decisions regarding the relevance of evidence.

Although hearsay testimony is admissible, the Justices will determine the weight to be given to any such testimony. Further, hearsay evidence may not be the sole evidence used to support a conviction.

Hearings shall be closed.

The Court shall have the authority to maintain an orderly and efficient hearing.

The burden of proof for conviction shall be by clear and convincing evidence.

Conviction must be by vote of at least four of the five members of the Court.

The Chief Justice shall inform the accused orally of the Court's decision immediately after a decision is reached.

If the accused is acquitted, the Chief Justice will notify the Dean of the acquittal as soon as possible. The Dean may make known the final resolution of the case to the law school

community. The accused shall have the option of having the Dean publish his or her name along with the fact of the acquittal.

If the accused is convicted, the Court shall adopt relevant findings of fact and then consider sanctions. A vote of at least four of five members of the Court is required to adopt a sanction or sanctions; a vote to expel a student must be unanimous.

## **H. Nature of Proceedings**

All proceedings under this Code leading to the hearing, including investigations and negotiations, may be conducted either in person or online through videoconferencing technology. The hearing may be conducted via videoconference only if the accused consents. The accused student has the right to demand that the hearing be held in person.

## **I. Sanctions**

At the conclusion of a Hearing or after the accused student enters an admission, the Court may impose one or more of the following sanctions. All sanctions imposed once Formal Charges are issued will be reported to any Bar to which the student seeks admission:

- 1) An oral reprimand to be administered by the Dean.
- 2) A written reprimand placed in the student's permanent file.
- 3) Suspension for not less than one semester nor more than four semesters, with a written reprimand in the student's permanent file.
- 4) Delay in graduation for a specified period of time after normal completion of degree requirements with a written reprimand in the student's permanent file.
- 5) Expulsion with a written reprimand in the student's permanent file.
- 6) Other sanctions may be imposed in the appropriate case, such as termination from the staff of a law journal or a failing grade ("F"). If a student is convicted of cheating or plagiarism, a grade of "F" in the course is presumed to be the appropriate sanction in addition to any other sanctions.

## **J. Post-Conviction**

The Chief Justice will communicate the Court's decision and sanctions to the accused orally immediately after the decision is reached (the "Notification"). The Chief Justice will also notify the Dean of the Court's decision and sanction(s) in writing as soon as possible after the hearing. The Chief Justice will forward to the Dean the verdict, the findings of fact, and any documentary evidence, notes, or tape recordings of the proceedings. Copies shall be provided to the accused in writing.

In this Written Notice, the Chief Justice will also inform the accused student that the accused student has ten (10) calendar days from the date of the Notification in which to appeal the conviction and/or the sanction(s) to the Dean. If the Dean is unavailable to hear the appeal, the appeal will be to the Dean's designee.

Appeals must be in writing. If the Dean does not receive a written appeal within ten (10) calendar days after the Notification, the conviction will stand, and the sanction(s) of the Court will be imposed. This will be the final resolution of the case. If the accused does

appeal, the Dean shall have a further fifteen (15) calendar days after receipt of the written appeal to consider the appeal. The Dean may: (a) grant the appeal and overturn the conviction; (b) affirm the conviction and impose the sanction(s); or (c) or affirm the conviction and impose a lesser sanction. The Dean's decision on the appeal will be communicated to the Chief Justice and to the accused student in writing. The Dean's decision shall be final and not subject to further appeal.

The Dean will then notify the law school community generally of the final resolution of the charge.

The functions of the Dean under this subsection may be fulfilled by a designee.

## **Section IV. Amendments to this Code**

This Code may be amended by majority vote of the law school faculty. Amendments will be proposed by a committee composed of faculty, students, and Associate Dean of Students and Academic Programs or their designee.

# **PART 6: AMENDMENTS; EFFECTIVE DATES**

## **Amendments**

Academic policies, requirements, and processes contained in this bulletin may be amended by majority vote of the faculty Curriculum and Grading Committee or, if warranted, by majority vote of the full faculty. Changes to administrative policies and procedures may be effectuated by the relevant law school department, with approval of the Associate Dean for Academic Programs & Students. The Student Bulletin will be posted on the Emory Law website; amendments adopted during the academic year will also be posted, along with their effective dates.

## **Effective Date**

This Student Bulletin supersedes all prior versions of the Emory University School of Law Handbook. This Bulletin has an effective date of:

August 16, 2024

# APPENDIX A

## Upper-Level Writing Requirement Guidelines

Every student is required to research a topic in depth, submit drafts of a paper to the supervising faculty member for revision, and produce a substantial paper on a topic. A minimum grade of “C” is required to satisfy the writing requirement, which may be fulfilled through a seminar, directed research, or writing a journal article as a board candidate.

At Emory Law students can fulfill the upper-level scholarly writing requirement in one of three ways – seminar, journal comment, or directed research. Whichever way is chosen, the requirement is the same:

The paper must contain text of at least 30 pages, double-spaced, exclusive of endnotes, tables, table of contents, etc. Moreover, the paper needs to make an original normative argument – it must advance the scholarly conversation on a topic in a new way. A student author can advance the conversation by discussing a problem and offering a novel solution, or he/she/they can offer new evidence in support of a solution that others have already considered. New evidence might, for example, include comparative data from other jurisdictions, empirical evidence from other fields, or theoretical arguments from law or other fields. New evidence might also be derived from examining how various states have handled an issue, in order to reflect on how the federal government should respond to the same issue (or vice versa). The foregoing are examples of ways that a student-authored piece can advance the scholarly conversation; it is not an exhaustive list. The point is that the student’s piece cannot simply describe existing literature or put forth arguments that others have made.

### *Guidelines for All Papers*

Every paper must demonstrate the following:

1. Complete and thorough research of the topic with appropriate and accurate citation to sources used. Research must include reference to (a) primary sources such as case and statutory authority and (b) secondary materials including but not limited to legislative history materials, law review articles, and other works of legal scholarship and non-legal materials where appropriate;
2. Thorough analysis of the researched materials consistent with the logical development of an overall premise or theme;
3. Original analysis including identification of unresolved issues and suggestions for their resolution, conclusions based upon the analysis of the sources, and suggestions for likely future developments where appropriate; and
4. Clear, well-organized discussion of the topic with due regard to the fundamentals of good expository writing, including conformance with grammatical rules, accurate spelling and punctuation, and proper sentence and paragraph structure.

Plagiarism of any part of the paper will result in an “F” and/or other sanctions deemed appropriate by the Professional Conduct Court.

#### *Mechanical Requirements*

1. Papers must be a minimum of 30 pages in length, exclusive of footnotes and bibliography. Papers must be typed double-spaced on 8 1/2” by 11” paper with one-inch margins and font no larger than 12 points.
2. Footnotes must conform to the rules of citation found in the *Uniform System of Citation (the “Bluebook”)*.
3. A bibliography of sources must be attached to the paper.

#### *Supervisory Requirements*

1. Students must submit a topic outline to the faculty supervisor in accordance with a deadline established by the faculty member.
2. Students must submit a first draft to the faculty member in accordance with a deadline established by the faculty member and must meet with the faculty member thereafter to discuss the draft.
3. A substantial draft must be submitted no later than the last day of classes in the semester.
4. The final paper is due no later than the last day of examinations in that semester.
5. **With the exception of the minimum length requirement of 30 pages,** individual faculty members may vary these requirements at their discretion or impose such additional requirements for outlines, drafts, or conferences as they see fit.

# APPENDIX B:

## Information Technology Policies

### *Personal Computer Support Policy*

1. The Emory Law School Information Technology Department (“ELS IT”) provides limited assistance with student computers. Because of variations in computer systems and installed software, ELS IT will only spend a maximum of two hours per incident on student computers.
2. ELS IT does not provide assistance with personal computers owned by faculty or staff or other non-students.
3. ELS IT does not do hardware repairs or replacements. Users should contact the manufacturer regarding hardware repairs or visit a third-party IT support service.

### *Student Personal Computer Support Agreement*

1. By submitting his or her personal computer to ELS IT for assistance, student agrees to the following terms:
  - a. The student must be currently enrolled and the owner of the personal computer submitted for diagnosis and repair.
  - b. The student assumes all risk of loss from any and all causes or in any way related to or resulting from the repair or service by ELS IT.
  - c. The student acknowledges that he or she has backed up any and all data before relinquishing the personal computer to ELS IT.
  - d. Upon request, the student must provide any relevant and official recovery or operating system software for reinstallation, as well as information such as passwords, serial numbers, and the like.
  - e. Student agrees to work cooperatively with ELS IT to resolve the issue.
  - f. ELS IT will not work on computers with unlicensed software installed.
  - g. The student agrees to put the personal computer into an English-language mode at the request of ELS IT.
  - h. Any antivirus software other than the university-provided antivirus software may be removed, regardless of whether it was previously purchased by the student. The University-provided antivirus may be installed and updated.
  - i. If the problem is related to Microsoft Office, ELS IT may remove and reinstall Office applications, regardless of whether they were previously purchased by the student.
  - j. Software deemed to pose a security risk may be removed, in the sole discretion of ELS IT.
  - k. Any third-party firewall application will be uninstalled, and an operating system supplied firewall may be activated.
  - l. A suite of freely usable anti-spyware/malware and maintenance software may be installed on the student’s computer.



- m. ELS IT, at any point and in its sole discretion, may decline to continue to attempt to resolve the issue when further efforts appear fruitless, or when the student is not able to cooperate in resolving the issue.
- n. Computers will be attended to in the order in which they are received.

#### *Non-Computer Device Support Policy*

- 1. ELS IT will spend a maximum of 30 minutes assisting faculty, staff, and students with cellphones, tablets, and other non-computer devices.
- 2. Support for non-computer devices is limited to assisting in getting devices connected to the Emory wireless network and helping with configuring Emory email.

#### *Computer Labs*

- 1. There is a computer lab located on the second floor of the library.
- 2. Use of the lab is limited to current Emory University School of Law (“ELS”) students, faculty, staff, and guests (“users”). Use by other persons is prohibited.
- 3. Lab computers may not be saved or reserved in advance for individual use. Staff members are authorized to make any computer that is unattended for more than fifteen minutes available to another user.
- 4. Users may not tamper with the lab printers or attempt to add paper or toner.

#### *Emory Law-Provided Computers*

Emory Law IT provides various computers in the classrooms and in other spaces throughout the law school and in the computer lab and other spaces (“law school computers”). The following provisions apply to those computers, wherever located:

- 1. Users may not install any software program or utility on any law school computer nor tamper with, alter, copy, or delete any software program or utility from any law school computer.
- 2. Files saved to law school computers are subject to deletion without notice. Users are responsible for saving their data to USB memory devices or to online services such as OneDrive.
- 3. In the event of problems with law school computers, users should seek help at the ELS help desk on the second floor of the library. Alternatively, users should visit <http://help.emory.edu/> or email [lawhelp@emory.edu](mailto:lawhelp@emory.edu) for help.

### **General Policies**

- 1. Misuse of computer or network resources, including but not limited to: use of another individual's identification or password; using computer or network resources to send anonymous, obscene, unwanted, harassing, or abusive messages; using computer or network resources in violation of copyright laws; use of computer or network resources to interfere with the normal operation of the university computer system; or any other violation of policies established by the Library & Information Technology (LITS) or Emory University is prohibited.
- 2. Violation of any of these policies may result in:

- a. Removal of inappropriate material from the relevant IT resources;
- b. Suspension or termination of access;
- c. Disciplinary actions (up to and including termination of employment) in accordance with applicable university policy;
- d. Civil or criminal prosecution.