



# Law Student Handbook

2023–2024

# LAW STUDENT HANDBOOK

## TABLE OF CONTENTS

### **Section One: INTRODUCTION TO LIBERTY UNIVERSITY SCHOOL OF LAW**

- I. [Welcome from the Dean](#)
- II. [Mission Statement](#)
- III. [Vision Statement](#)
- IV. [Law School Academic Calendar 2023–2024](#)

### **Section Two: FINANCIAL AID GUIDE FOR SCHOOL OF LAW STUDENTS**

- I. [Scholarships](#)
- II. [Loans](#)
- III. [Award Notification and Check-In](#)
- IV. [Federal Work Study](#)
- V. [Refunds](#)
- VI. [Withdrawals and Readmission](#)
- VII. [Estimated Costs](#)

### **Section Three: CURRICULUM POLICY** (taken from Law Faculty Handbook §09, Curriculum Policy, with revisions through 06-02-23)

- 09.1 [Goals](#)
- 09.2 [Philosophy](#)
- 09.3 [Operational Premises](#)
- 09.4 [Rationale](#)
- 09.5 [Required Courses](#)
- 09.6 [Elective Courses](#)
- 09.7 [Specialty Tracks](#)
- 09.8 [Course Descriptions](#)
- 09.9 [Study Outside the Classroom](#)
- 09.10 [Co-Curricular Activities](#)
- 09.11 [Professional Responsibility Instruction](#)
- 09.12 [Academic Support Program](#)
- 09.13 [No Private Right of Action](#)

**Section Four: ACADEMIC POLICIES AND PROCEDURES** (taken from Law Faculty Handbook §07, Academic Policies and Procedures, with revisions through 06-02-23)

- 07.1 [Graduation Requirements](#)
- 07.2 [Academic Credit Requirements](#)
- 07.3 [Dropping and Adding Classes, Withdrawals, and Changes Between Full-Time and Part-Time Status](#)
- 07.4 [Attendance](#)
- 07.5 [Examinations](#)
- 07.6 [Grades and Grading Procedure](#)
- 07.7 [Final Grades and Petitions to the Academic Standards Committee](#)
- 07.8 [Good Standing and Continuation](#)
- 07.9 [Readmission](#)
- 07.10 [Students with LL.M. Degrees from ABA-Approved Law Schools](#)
- 07.11 [Academic Ranking of Liberty University School of Law Students](#)
- 07.12 [Graduating with Honors](#)
- 07.13 [Rigorous Writing Requirement](#)
- 07.14 [Independent Study](#)
- 07.15 [No Private Right of Action](#)

**Section Five: STUDENT SERVICES**

- I. [The Office of Student Affairs General Information](#)
- II. [New Student Orientation](#)
- III. [Support Programs](#)
- IV. [The Office of the Registrar](#)
- V. [BankMobile](#)
- VI. [Flames Pass and Card Services](#)
- VII. [Work Request](#)
- VIII. [Student Health Services](#)
- IX. [Student Health and Wellness](#)
- X. [Parking and Public Safety](#)
- XI. [Student Organizations](#)
- XII. [Dining Services](#)
- XIII. [Student Mailboxes, Lockers, and Bulletin Boards](#)
- XIV. [United States Postal Services](#)
- XV. [University Bookstore](#)
- XVI. [Computer Requirements, Use, and Support](#)
- XVII. [Dress Code](#)
- XVIII. [Student Policies](#)

## **Section Six: LAW LIBRARY**

- I. [Law Library Use](#)
- II. [Hours of Library Operation](#)
- III. [Library Services](#)
- IV. [General Policies](#)
- V. [Circulation Policies](#)
- VI. [Fines](#)

## **Section Seven: CAREER SERVICES AND ALUMNI AFFAIRS**

- I. [Introduction](#)
- II. [Alumni Affairs](#)

## **Section Eight: ADMINISTRATIVE POLICIES AND PROCEDURES**

- I. [Preamble](#)
- II. [Academic Honor Code](#)
- III. [Personal Code of Honor](#)
- IV. [Conduct Review Committee](#)
- V. [Conduct Review Committee Procedures](#)
- VI. [Dean of the Law School](#)
- VII. [Reinstatement](#)
- VIII. [Non-Discrimination Statement](#)
- IX. [Sexual Harassment, Discrimination, and Assault](#)
- X. [Policy on Students with Disabilities](#)
- XI. [Nondiscrimination Policies](#)
- XII. [Student Feedback and Complaints](#)

## **Appendices**

- A. [Information for International Students](#)

## Section One

### INTRODUCTION TO LIBERTY UNIVERSITY SCHOOL OF LAW

#### I. WELCOME FROM THE DEAN

Liberty University School of Law is a unique and outstanding place to study law. Through exposing our students to concepts surrounding the formation of the Western legal system and a rigorous academic environment delivered in the Christian intellectual tradition, we aim to prepare the next generation of legal leaders for our nation and world. By blending the theoretical study of law with the practical skills needed to be an effective advocate, counselor, and public servant, our academic program will forge you into a leader in the legal profession upon graduation. Our students and graduates possess strong moral fiber and view the practice of law as a calling to serve others.

At Liberty, we believe that the law is good and that the legal profession is a worthy calling, an exalted profession, and a position of trust. We take legal education seriously because we understand that we are training future lawyers, judges, educators, policymakers, and world leaders. The study of law requires hard work and determination. Liberty Law will challenge you to maintain the highest standards of professional excellence. Our small class sizes and supportive intellectual community foster an environment that breeds conviction, creativity, and discipline.

It is our hope that the information contained in this handbook will serve to answer many of the questions you may have about Liberty Law, our expectations of you, and what you can expect from the faculty and staff at the school. It outlines our major academic and administrative policies and should serve as a guide for you as you pursue a superior legal education. Should you have any questions regarding the policies and procedures in this handbook, please contact the Director of Student Affairs.

Thank you for selecting Liberty University School of Law, and welcome.

A handwritten signature in blue ink, reading "Morse H. Tan". The signature is stylized, with the first name "Morse" written in a cursive-like script and the last name "Tan" in a more formal, blocky style.

**Morse H. Tan**  
Dean

## II. MISSION STATEMENT

Liberty University School of Law exists to equip future leaders in law with a superior legal education in fidelity to the Christian faith expressed through the Holy Scriptures.

This vision animates and drives all that we do, as we aim to:

1. **Equip future leaders in law.** Inspiring students and preparing them to excel and lead in their profession.
2. **With a superior legal education.** Constructing and implementing an education characterized by excellence.
3. **In fidelity to the Christian faith.** Adhering to the perspective that shaped the Western legal tradition.
4. **Expressed through the Holy Scriptures.** Pursuing truth in a context of free thought and expression informed by a standard.

The purpose of Liberty University School of Law is to prepare its students to think, analyze, and communicate through the analytical grid of a comprehensive Christian worldview. In so doing, the School of Law aspires to produce graduates who are clear thinkers, skilled legal practitioners, and morally responsible leaders.

## III. VISION STATEMENT

Liberty University School of Law is founded upon the premise that there is an integral relationship between faith and reason, and that both have their origin in the Triune God. Thus, from this perspective, legal education that purports to prepare individuals to pursue justice should skillfully integrate faith and reason as a means to the formation of law and a just society.

Such a legal philosophy was once the dominant one in America. The vision of Liberty University School of Law is to see that point of view renewed.

The proficient use of reason, informed and animated by faith and a comprehensive Christian worldview, is the means to revitalizing what is central to the American legal system—the rule of law.

The vision of the School of Law is to see again all meaningful dialogue over law include the role of faith and the perspective of a Christian worldview as the framework most conducive to the pursuit of truth and justice.

## LIBERTY UNIVERSITY SCHOOL OF LAW

### ACADEMIC YEAR 2023–24

#### FIRST SEMESTER

**August 7, Monday**  
Faculty return  
Dean's Reception

**August 9–15, Wednesday–Tuesday**  
Faculty Orientation

**August 8–11, Tuesday–Friday**  
Set Your Sails for First-Year Success

**August 14–18, Monday–Friday**  
Set Your Sails for First-Year Success

**August 21, Monday**  
Classes begin

**August 21–25, Monday–Friday**  
Add/Drop Week

**August 25, Friday**  
Last day to add or drop a class until 4 PM

**September 21, Thursday**  
1L Reading Day

**September 22, Friday**  
1L midterm exams

**October 12–13, Thursday–Friday**  
Fall break

**November 17, Friday**  
Thanksgiving break begins after last class

**November 20–24, Monday–Friday**  
Thanksgiving break

**December 1, Friday**  
Last day of classes  
Last day to withdraw from a class with a "W"

**December 4–5, Wednesday–Thursday**  
Reading Days

**December 6–15, Wednesday–Friday**  
Final examinations

**December 15, Friday**  
Fall semester ends

**TBD**  
Grades due

#### WINTER BREAK

**December 18–January 1**

#### RESEARCH INTENSIVE

**January 8–12, Monday–Friday**  
1L Required Research Intensive  
(Part of LS II)

\*All dates are subject to change

#### SECOND SEMESTER

**January 8, Monday**  
Intensives begin  
Faculty return

**January 15, Monday**  
Classes begin  
Martin Luther King Jr. Day – Day of Service

**January 15–19, Monday–Friday**  
Add/Drop Week

**January 19, Friday**  
Last day to add or drop a class until 4 PM

**March 8, Friday**  
Spring break begins after last class

**March 11–15, Monday–Friday**  
Spring break

**March 27, Wednesday**  
Annual Assessment Day

**April 1, Monday**  
Easter holiday  
No classes

**April 26, Friday**  
Last day of classes  
Last day to withdraw from a class with a "W"

**April 29–30, Monday–Tuesday**  
Reading Days

**May 1–May 10, Wednesday–Friday**  
Final examinations

**May 10, Friday**  
Spring semester ends

**May 9–11, Thursday–Saturday**  
Commencement Ceremonies

**TBD**  
Grades due

#### SUMMER SESSION

**May 13–August 16**



## Section Two: FINANCIAL AID GUIDE 2023–2024

Please direct all financial aid questions to Michelle Phelps at the School of Law Financial Aid Office and not the Liberty University Financial Aid Office.

**Michelle Phelps**  
**Coordinator of Financial Aid** [mjphelps@liberty.edu](mailto:mjphelps@liberty.edu)  
**434-592-5431**  
**Liberty University School of Law**

### I. SCHOLARSHIPS

#### SCHOOL OF LAW SCHOLARSHIPS

Law school scholarships are based on full-time enrollment. If you have received a scholarship award, you must meet the scholarship criteria and abide by all law school policies and standards of conduct in order to continue your scholarship for subsequent terms. Your Scholarship Acceptance Agreement details the requirements for continuing your scholarship, which include:

- a. Maintaining the cumulative Grade Point Average (GPA) stated in your scholarship acceptance agreement.
- b. Meeting or exceeding the university's Financial Aid [Satisfactory Academic Progress](#) (SAP) requirements toward completing a degree in the School of Law.
- c. Adhering to all policies and procedures of the law school and standards of conduct addressed in the *Liberty University School of Law Student Handbook*. Failure to do so may result in the reduction or revocation of the scholarship.
- d. Keeping the terms of any scholarship award confidential. This information in particular should not be shared with any fellow students. However, scholarship recipients may seek help and clarification from the law school's [Coordinator](#) of Financial Aid.



## **OUTSIDE SCHOLARSHIPS OR ADDITIONAL AID**

Notify the [Coordinator](#) of Financial Aid of any outside scholarships or additional aid that you expect to receive. You should include the amount of the scholarship, the donor and the donor contact information. In addition, you must provide the School of Law with the donor scholarship letter and any other appropriate documentation.

## **II. LOANS**

### **DIRECT UNSUBSIDIZED LOANS**

Direct Unsubsidized Loans are fixed interest rate loans which are not based on financial need. Eligible law students enrolled at least half-time may borrow a maximum of \$20,500 per year, up to the cost of attendance. To apply for a federal direct student loan, you must submit the FAFSA with the U.S. Department of Education at [FAFSA.gov](https://fafsa.gov), and complete a Direct Loans Master Promissory Note (MPN) and the Direct Loans Entrance Counseling; both of which can be completed at [studentloans.gov](https://studentloans.gov). All federal student loan applicants must be citizens or permanent residents of the United States. Liberty University's School Code is 010392. Please contact the law school's coordinator of Financial Aid if your FAFSA is selected for verification.

### **DIRECT GRADUATE PLUS LOANS**

Direct Graduate PLUS Loans are credit-based federal student loans. Law students needing funds in addition to scholarships and/or Unsubsidized Student Loans, may apply for a Grad PLUS loan and complete the PLUS loan Master Promissory Note (MPN) at [studentloans.gov](https://studentloans.gov). Grad PLUS loan eligibility is limited to the cost of attendance, minus all other scholarships and loans. Students with an adverse credit history may require an endorser in order to be approved for a PLUS Loan.

### **PRIVATE LOANS**

Private loans are not part of the federal student loan program. Students who are ineligible for, or do not wish to utilize, the federal student loan program may apply for a private student loan. Students are encouraged to review and compare loan terms and repayment options carefully before applying for a private loan. A list of lenders that offer student loans can be found at [ELMSelect.com](https://ELMSelect.com).

## **III. AWARD NOTIFICATION AND CHECK-IN**

### **FINANCIAL AID AWARD NOTIFICATION**

The university's Financial Aid Office will send you a Financial Aid Award Notification once your FAFSA has been processed. Review the award notification to ensure that all aid is listed

correctly, please contact the law school's [Coordinator](#) of Financial Aid with any questions or concerns.

## FINANCIAL CHECK-IN

Every semester, when you register for the next semester's classes, you must complete Financial Check-In (FCI). When the law school's coordinator of Financial Aid announces that it is time to complete FCI, *please do so immediately*. Failure to complete FCI by the stated deadline will result in a late fee of \$125. Please contact the law school's coordinator of Financial Aid if you have any questions concerning FCI.

## IV. FEDERAL WORK STUDY

Federal Work Study (FWS) provides part-time, on-campus employment opportunities for students who have financial need as established by the FAFSA. Federal Work Study is not applied to your tuition or fees, since it depends on your securing a position and working during the semester. Contact the School of Law Coordinator of Financial Aid to request consideration for FWS.

If you are interested in on-campus employment you must complete the FAFSA and verification, if selected. Submit a Student Employment Application on the university's [Human Resources](#) website each year in which you desire a Federal Work Study position. The law school will not secure employment for you, and a position is not guaranteed.

If you indicated on your FAFSA that you were not interested in FWS but now want to apply, please contact the [Coordinator](#) of Financial Aid for eligibility information.

## V. REFUNDS

At the beginning of each semester, any credit which results from federal loans is processed to BankMobile on the 25<sup>th</sup> day of classes. In accordance with federal guidelines, federal loans are refunded within 14 days from the day the credit appears on the student account. (This is not to be confused with a projected credit.) If the timing of the refund disbursement creates a financial hardship for a student, he/she may apply for an advance from the School of Law coordinator of Financial Aid.

Before a refund can be processed, you must register your refund preference with [BankMobile](#). To set up your refund preference, the day after you complete Financial Check-in, log in to [myLU.liberty.edu](#), click on the Refund Selection Portal under My Access Widget, and you will be redirected to the BankMobile website. You may choose from three refund options:

1. Deposit to a BankMobile Vibe Account, an optional checking account serviced by BankMobile.
2. Deposit to another bank account
3. Request a paper check

## **VI. WITHDRAWALS AND READMISSION**

### **FINANCIAL AID STANDARD WITHDRAWAL POLICY**

When a student withdraws from all classes in a given term, they will be subject to a proration of all federal and institutional aid. This proration takes into account the total number of days that the student attended class. For instance, if there are 100 days in a term, and a student withdraws on day 20, that student has earned 20 percent of his federal and institutional aid. All remaining aid is unearned, and unearned portions of federal funds are required by law to be sent back to the federal government (34 CFR 668.22).

The withdrawal date, in accordance with federal guidelines, is recognized as the date of last attendance.

Please note that most Liberty University institutional aid will be prorated according to the same schedule as Title IV federal student aid. Because of these provisions, please be aware that having enough financial aid to cover your charges at the beginning of the semester does not ensure that your financial aid will completely cover your charges at the time of withdrawal. It is also important to note that if you withdraw from all courses in a term, you will be ineligible for financial aid until the beginning of the following term.

### **WITHDRAWAL SCHEDULE**

Any student who withdraws from the School of Law and completes the official withdrawal procedure with the School of Law's registrar will receive a refund of tuition and university fees\* as follows (based on full tuition, not on the balance remaining after scholarship has been applied):

1. Within the first week of classes, 100 percent will be credited for withdrawals
2. For withdrawals after the second week of classes begins but prior to the end of the fourth week, 50 percent will be credited
3. For withdrawals after the end of the fourth week of classes but prior to the end of the seventh week of classes, 25 percent will be credited
4. None will be credited after the beginning of the eighth week of classes

\*Students should contact LUPD regarding parking registration refunds. Payment Plan Participation Fees, audit fees, and late Financial Check-in fees are non-refundable. No portion of the BARBRI fee will be refunded for any withdrawal occurring after the end of the first week of classes.

A fee of \$50 will be charged for the processing of any withdrawal from the School of Law.

## **MILITARY WITHDRAWALS**

Military student withdrawals are processed due to deployment, temporary duty, permanent change of station, or extended duty training. Documentation from the U.S. Military is required for the withdrawal to be classified as a military withdrawal. Refunds will be processed based on the terms listed in the *Withdrawal Schedule* section.

## **HOW TO WITHDRAW**

The student should contact the law school registrar to begin the withdrawal process. For more information on how your withdrawal may affect your financial aid, please review the Financial Aid [Satisfactory Academic Progress Policy](#).

## **READMISSION**

Any law student who is academically dismissed, or who withdraws from the School of Law during the semester, will also be on financial aid suspension. The process to petition for academic reinstatement or readmission is detailed in the *Academic Policies and Procedures* section of this handbook. However, reinstatement or readmission to the School of Law after academic suspension does not automatically reinstate financial aid eligibility. Law students on financial aid suspension must complete and submit an online Satisfactory Academic Progress (SAP) appeal form through [ASIST](#) and be granted reinstatement to re-establish financial aid eligibility.

## VII. SCHOOL OF LAW ESTIMATED COSTS

### 2023–2024 TUITION AND FEES\*

<b>Basic Costs</b>		
Tuition	\$40,585	
University Activity Fee	\$570	
Law School Activity Fee	\$416	
BARBRI	\$980	
Student Health Fee	\$340	
<b>Conditional Costs</b>		
Vehicle Registration Fee	\$300*	
Replacement ID Card Fee	\$25	
Late Registration Fee**	\$100	
Late Payment Fee**	\$125	
Drop/Add Fee***	\$10	
Withdrawal Fee	\$50	
Graduation Application Fee	\$100	
Payment Plan Participation Fee**	\$50	
Returned Payment Fee	\$35	
<b>Cost of Attendance Breakdown</b>		
<b>Component Type</b>	<b>On-Campus</b>	<b>Off Campus</b>
Housing	\$7,560	\$15,542
Food	\$5,360	\$5,640
Fees	\$1,680	\$1,680
Loan Fees	\$112	\$112
Books, Supplies, and Course Materials	\$4,732	\$4,732
Personal/Misc. Expenses	\$4,100	\$4,100
Transportation	\$2,842	\$2,842

\*Fee amount subject to change.

\*\* Per semester.

\*\*\* Per course.

All figures are per year unless otherwise indicated. School of Law tuition is charged at a block rate (6–18 credit hours). Students enrolled in fewer than 6 credit hours will be charged at a credit-hour rate whether or not one or more of the courses is being repeated.

## **Section 3: CURRICULUM POLICY**

### **LIBERTY UNIVERSITY SCHOOL OF LAW FACULTY HANDBOOK**

#### **§ 09.0 CURRICULUM POLICY**

##### **§ 09.1 GOALS**

- A. The overarching goal of the faculty in designing and adopting the curriculum is to further the Mission of the School of Law, that is to “equip future leaders in law with a superior legal education in fidelity to the Christian faith expressed through the Holy Scriptures.”
- B. The particular goals of the faculty in designing and adopting the curriculum are:
  - 1. To reflect the fundamental values upon which the American legal system is based:
    - a. that a corpus juris, a body of law, exists in which courses are related to one another as a logically consistent, comprehensive whole;
    - b. that a government of laws is possible only where law reflects the truths that God has revealed to man and to which man is accountable; and
    - c. that the preservation of the rule of law requires skillful and committed legal practitioners who are much more than mere technicians.
  - 2. To require courses that develop the body of knowledge, the set of skills, and the professional values in which every lawyer must be grounded.
  - 3. To offer a range of electives that allows students to gain an introduction to various areas of law or to develop particular areas of competence.
  - 4. To prepare leaders for success in the two main phases of their professional lives, the study of law and the practice of law.
  - 5. To prepare students to pass bar examinations in the states of their choice.

##### **§ 09.2 PHILOSOPHY**

- A. The faculty believes that the Mission Statement gives direction to everything that it does educationally in the School of Law. The Mission Statement is not a platitude or a string of buzz words. The curriculum must be mission-oriented. We affirm the premise that “we believe in order that we might

know.” This premise, asserted by Augustine and further articulated by Anselm, has provided the foundation for the advancement of knowledge and culture in the West generally, and the learned professions more particularly.

For it is true that the more richly we are nourished in Holy Scripture by the things that feed us through obedience, the more accurately we are carried along to the things that satisfy through knowledge....Certainly this is just what I say: He who will not believe will not understand. For he who will not believe will not gain experience, and he who has not had experience will not know.

“Letter of Anselm to Pope Urban II,” in *A Scholastic Miscellany: Anselm to Ockham*, pp. 97–98.

Everyone operates on the basis of certain presuppositions, whether he does so self-consciously and honestly or not. Recognizing that these presuppositions are based on faith does not mean that they must be at odds with knowledge or that they operate in separate realms. We believe that we might know, and there is thus a marvelous communion in the law curriculum between thought, action, and faith that is properly grounded.

B. Each of the particular goals also derives from the faculty’s philosophy of legal education. In addition to being mission-driven, the curriculum must be performance-based and practice- oriented.

1. We believe that there is a unity of knowledge in which the particulars, or legal rules, are related to one another by general principles. This belief has animated the development and study of law as a *corpus juris*, a body of law. Without this belief, courses offered in law school become increasingly viewed as a mass of unmanageable, inconsistent, and unrelated particulars, spawning a culture of cynicism in which law is little more than a highly stylized instrument of power rather than of justice. It is the Christian worldview as embodied in the Western legal tradition that provides the only intellectually defensible foundation for a belief in the rule of law. This proposition is well-stated as a rhetorical question:

What happens when the positive laws of the state lose all touch with the higher law and come to be seen as nothing more than the outcomes of a power struggle? Can the ideals of autonomy and generality in law survive the demise of the religious beliefs that presided over their birth?

Roberto M. Unger, *Law in Modern Society* (1976), p. 83.

The faculty does not promote belief in faith-based knowledge simply for the sake of attaining knowledge. The faculty realizes that “faith without works is dead.” Faith and knowledge are to be transmitted to young men and women who are called to be lawyers so that they might act upon that faith as ministers of justice and to do so skillfully and with tireless energy.

2. There is a body of legal knowledge, skills, and values in which the faculty—from its own experience, and from the collective experience of the legal profession—has determined is necessary for every law student to be grounded. The faculty will identify each of these for inclusion in the required curriculum. Francis Bacon’s observation that

“reading maketh a full man, conference a ready man, and writing an exact man” provides an

excellent organizing principle for the development of the curriculum.

3. Not all students are called to the same type of legal practice. Elective courses offered in the curriculum must be carefully chosen, well taught, and thoughtfully scheduled. Students who are uncertain as to what direction they should go must be given an opportunity to explore the universe of legal careers. Students who are relatively certain as to choice of career paths must be provided the opportunity to further develop particular competencies.
4. The initial goal of the faculty is to design a curriculum in such a way as to ensure student success in law school. Students must be able to successfully complete law school and do so with a sense of pride of accomplishment and satisfaction, if not happiness, with their chosen career. Law school only lays a foundation for the practice of law and what should amount to a lifetime of study. These are habits and values that must be encouraged but can hardly be tested. Students should leave law school with much more than a vague sense of how to get a case to trial, interview a client, argue a case, and implement a transaction. In short, the curriculum must not only be mission-driven, it must be practice-oriented.
5. Students must pass a bar examination to gain entrance into the legal profession. All courses must be designed with that reality in mind. The curriculum should require students to take courses in those subjects tested on the multistate bar examination. All courses likely to be tested on various state bar examinations should be offered at least as electives. Some of those courses should be required. Weaker students in particular should be encouraged to take most of the courses that will be tested on the bar examination that they plan to take.

### § 09.3 OPERATIONAL PREMISES

The organization and progression of the curriculum is based on several premises.

1. There is a necessary relationship between the positive law and the law of nature as it is most clearly revealed in Scripture.
2. There is a close relationship among the foundations courses, the substantive courses, and the skills courses.
3. There is a fundamental difference in using law as a standard for adjudication and as an instrument for planning and governing.
4. The substantive law makes the most sense, and is best learned, if the practical significance of it is made apparent.
5. Students must graduate from law school with the skills necessary to litigate a case and with a clear understanding of how a case proceeds from beginning to end.
6. Students must appreciate the importance of the law's use as a planning and governing instrument and be afforded the opportunity to develop the skills necessary for successful private enterprise



planning or governmental practice.

## § 09.4 RATIONALE

### A. General Concept

1. The curriculum is mission-driven, performance-based and practice-oriented. Mission-specific courses are required in the first year as a basis for further study by offering the philosophical framework that motivates and directs the study of law. These principles are to be worked into all areas of study and practice.
2. Students must take a traditional range of required courses and are afforded a significant range of elective courses. Liberty distinctives are that practice skills are developed in the substantive courses in cooperation with the required Lawyering Skills courses, and the specific issues that arise in the substantive courses are evaluated in terms of their conformity to natural law, justice, and equity.
3. Although the curriculum has a heavy emphasis on skills training, we recognize that good lawyering requires much more than the mastery of particular skills. The curriculum is designed so that the degree of rigor increases as students progress toward their third year. During the first five semesters every student works a simulated lawsuit from start through trial. In the sixth semester students have several options from which to choose. They may take a course on post-trial matters, advanced trial advocacy, mediation or one of several planning courses. This ensures that every student, upon graduation, possesses the skills and confidence to perform the essential tasks required in litigating cases. We believe that this is necessary not only for developing the full range of skills that a litigator needs, and in which every lawyer should be well versed, but also for providing the context in which the traits of good lawyering can best be taught. The other major use of law besides litigation is its use as an instrument of planning, be it in the private or public sphere. All students must take courses that are foundational for planning, and all students must have the opportunity to take advanced planning courses. Required courses and electives have been sequenced so that students may select from the three litigation tracks (criminal, constitutional, and civil) or three planning tracks (business, estate, government administration, and real estate development) if they so choose.

### B. First Year Curriculum

1. Most courses in the first-year curriculum are year-long.
2. Courses specifically designed to promote the mission-driven curriculum are offered in the first semester (as well as upper-level electives and a jurisprudence-related requirement for graduation). Foundations of Law covers theological and philosophical foundations for law and the historical foundations for law, including Constitutional law. The theological/philosophical and historical perspectives are complementary. Students must have a clear and comprehensive understanding of the theological and philosophical framework necessary for studying law, but they must also appreciate how law has grown over time. It will be important to keep in mind just how much students can comprehend in courses like these given the sorely deficient state of undergraduate

liberal arts education. The relevance and foundational nature of material covered must be made apparent to students who have not been trained to think deeply or who have not developed the discipline to master difficult subjects. The courses must not overwhelm them, and they must be of a nature to motivate them to continue study on their own. This will be an important place in the curriculum to remember our basic strategy to make law school more challenging as students progress. All professors must master these courses, not only because they provide a basic framework for viewing the Western legal tradition, but because they establish more particularized principles that must be developed in all of the other courses in the curriculum.

3. Contracts, Torts, and Property are the big three substantive law courses that probably form the core of every first-year law school curriculum. There is a trend to cut back on the required hours in these courses. Liberty's curriculum requires 5 hours of Torts and 5 hours of Property. If our classes are 60 minutes instead of the 50-minute minimum, over the course of a year students will have nearly the equivalent of six hours in each of those courses. The courses will be taught differently in significant ways from the way they are taught in most other law schools. Contracts, Torts and Property provide the basic areas of law out of which lawsuits arise. The complaint in the simulated case may involve a count from each of these subjects, preferably with a fact pattern involving an interaction of the three areas. These courses also provide the occasion for drafting documents other than pleadings. Contracts in particular provides the most basic tools by which individuals relate and institutions are organized in civilized society. Students gain an appreciation for the importance of law in the context of ordering society and not simply as a multiplicity of standards for resolving disputes. Students will see the practical importance of learning substantive law doctrines beginning with the initial interview with a client. This curriculum also provides students with writing assignments that are simpler and are more immediately useful in the practice of law than are appellate briefs, which are typical first-year writing fare.
4. Because Civil Procedure provides the track along which litigation progresses it is required the first two semesters. The order in which the subject matter of Civil Procedure is usually taught (with the more difficult jurisdictional material taught first) will differ at Liberty so that students can begin drafting pleadings as major writing assignments in Lawyering Skills I. The curriculum is constructed in such a way that the instructors of the substantive, procedural and skills components of the first-year curriculum are mutually reinforcing, and instructors must work closely with one another. For example, if students discover in their interview with a client that he has been injured by some product on his landlord's property, issues from all three substantive law courses arise. Complaints and answers must be drafted, implicating Civil Procedure. Lawyering skills of interviewing, researching, writing and analyzing are all developed. Students should get the big picture and make connections between course work and practice from the first weeks of law school. By the second semester students will have progressed to drafting contracts and other documents related to property law. They also prepare a memorandum that satisfies the first-year rigorous writing requirement and have a writing sample that they can use in interviewing for summer clerkships.

### C. Second Year Curriculum

1. With the Criminal Law, Constitutional Law, and Professional Responsibility courses in the second year, students will have several courses in which the mission-driven emphasis is readily apparent

and easily developed as an extension of the first-year Foundations of Law course.

2. Evidence, Criminal Law, Professional Responsibility, Business Associations, Constitutional Law, and Taxation of Individuals are all standard required courses, and except for Business Associations and Taxation of Individuals, are on the multistate bar examination. Although Criminal Procedure is not universally required, it is a subject tested on the multistate bar examination. Business Associations is typically tested on the state portion of a bar examination and is an important foundational course for the use of law as a planning instrument. Taxation of Individuals is also frequently tested on bar examinations and the basic principles of taxation are foundational for the advanced planning courses and other areas of law such as Remedies and Family Law. Professional Responsibility may be taken in the second year so that a student can meet the requirements of the third-year practice rule. If a student waits until the third year to take Professional Responsibility he or she can take an additional elective in the Spring Semester of the second year. This would be especially useful for the student on a planning track who may not want to engage in Virginia Third-Year Practice. Taxation of Individuals may be taken in the second or third year giving students the flexibility to take a third semester elective or lay the foundation for taking courses in the planning areas.
3. Appellate Advocacy is offered as an elective in the fall of the second year to enable the formation of a moot court team if there is sufficient interest.
4. Lawyering Skills III and IV maintain the chronological continuum of the simulated litigation problem. All students will get some training in planning as part of Lawyering Skills II, III, and IV.

#### D. Third Year Curriculum

1. Even though students should be encouraged to take certain courses such as Secured Transactions, Remedies, Administrative Law, and Family Law, the line must be drawn somewhere on the number of required courses. Faculty advisors will point out the importance of taking most, if not all, courses that appear on the respective bar examinations. As a result, many of those courses will be universally taken. The particular electives that we offer and the frequency with which we offer them will depend on several factors: number of students, student interest, number of faculty, qualifications of faculty, and funds to hire qualified adjuncts. We have sequenced electives and required courses in such a way as to allow students to develop any one of several different tracks without compromising our belief that there are certain things that every student should leave law school knowing and being able to do. Electives grouped below are most relevant to the various tracks.
2. Lawyering Skills V maintains the chronological continuum of the simulated litigation problem. Students learn the basics of negotiation, which is an essential skill for both planners and litigators, and all students try cases. This requirement may be the most ambitious part of the curriculum and will have to be closely monitored to ensure adequate hiring, funding, and course structuring.
3. Students have a large number of options for satisfying the requirements of Lawyering Skills VI. The planning courses (business, estate, and real estate) should have components that satisfy the rigorous writing requirement. They can also be designed to have significant oral components through

counseling and simulated or real presentations to groups of retired persons, businessmen, and developers.

## § 09.5 REQUIRED COURSES

### A. First Year Required Courses (credit hours)

#### Fall

Foundations of Law (2)  
Contracts I (3)  
Torts I (3)  
Property I (2)  
Civil Procedure I (3)  
Lawyering Skills I (2)

#### Spring<sup>1</sup>

Criminal Law (3)  
Contracts II (3)  
Torts II (2)  
Property II (3)  
Civil Procedure II (2)  
Lawyering Skills II (3)

### B. Second Year Required Courses

#### Fall

Constitutional Law I (3)  
Evidence (3) +  
Business Associations (4)  
Lawyering Skills III (2)  
Taxation of Individuals (3) +

#### Spring

Constitutional Law II (3)  
Criminal Procedure (3)  
Evidence (3) +  
Professional Responsibility (2)\*  
Lawyering Skills IV (2)  
Taxation of Individuals (3) +

### C. Third Year Required Courses

#### Fall

Wills, Trusts, and Estates (3)  
Lawyering Skills V (3)

#### Spring

Lawyering Skills VI (2–3)  
Jurisprudence Requirement (2–3)  
Lawyering Skills V (3)

\* Must be taken in second year (or during intensive session)

+ Must be taken fall or spring semester of second year or fall semester of third year

## § 09.6 ELECTIVE COURSES\*\*

**Please refer to the School of Law website for current course information.**

---

<sup>1</sup> Some students may have different courses due to GPA-based requirements contained in this Handbook.

## § 09.7 SPECIALTY TRACKS

A. Students are not required or even expected to choose a specialty track. These tracks are charted for purposes of designing, planning, and sequencing elective courses. They also provide a tool for the use of students and their advisors in planning a course of study that meets the needs of each student.

### B. Litigation Tracks

<b>Civil Litigation</b>	<b>Criminal</b>	<b>Constitutional Ligation</b>
Accounting and Finance for Lawyers	Advanced Appellate Advocacy	Administrative Law
Advanced Appellate Advocacy	Advanced Criminal Procedure	Advanced Appellate Advocacy
Advanced Research and Writing	Advanced Trial Advocacy	Advanced Trial Advocacy
Advanced Trial Advocacy	Appellate Advocacy	Appellate Advocacy
Appellate Advocacy	Child Abuse and the Law	Bioethics and the Law
Bankruptcy	Children and the Law Seminar	Constitutional Litigation Clinic
Conflict of Laws	Federal Jurisdiction	Federal Jurisdiction
Employment Law	Prosecution Clinic	First Amendment Law Seminar
Family Law	Virginia Criminal Procedure	International Human Rights
Federal Jurisdiction	Statutory Interpretation	International Law
First Amendment Law Seminar		Law of Nonprofits
Insurance Law		Mediation
Law Office Management		School Law Seminar
Mediation		State and Local Government
Real Property Litigation		
Remedies		
School Law Seminar		
Securities Regulation		
Virginia Civil Procedure		
Virginia Practice		
Statutory Interpretation		

### C. Planning Tracks

<b>Business Planning</b>	<b>Estate Planning</b>	<b>Real Estate Development</b>
Accounting and Finance for Lawyers	Estate Planning	Administrative Law
Administrative Law	Family Law	Environmental Law
Bankruptcy	Mediation	Land Use and Zoning
Basic Uniform Commercial Code	Taxation of Businesses	Mediation
Business Planning	Taxation of Estates and Gifts	Real Estate Transactions & Dev
Employment Law		Real Property Litigation
Entertainment Law		State and Local Government
Environmental Law		Taxation of Businesses
International Business Transactions		
Mediation		
Mergers and Acquisitions		

Securities Regulation		
State and Local Government		
Taxation of Businesses		
Intellectual Property Law Clinic		

<b>Government Administration</b>	<b>Other</b>
Administrative Law	Virginia Legal Aid Clinic
Adoption Law	Jurisprudence
Employment Law	Law and Economics
Environmental Law	Legal History
Federal Jurisdiction	
Immigration Law and Policy	
Land Use and Zoning	
Law of Nonprofits	
Mediation	
Public Policy Lawyering Skills	
Public Policy Survey	
Securities Regulation	
State and Local Government	
Statutory Interpretation	

## § 09.8 COURSE DESCRIPTIONS

Please refer to the School of Law website for current course information.

## § 09.9 STUDY OUTSIDE THE CLASSROOM

### A. Externships

1. **Goals.** The faculty and administration are committed to developing an externship program that will play a vital role in giving students “live-client” and other real-life practice experience that will prepare them for the practice of law. The program should provide ample and diverse externship opportunities for the students.
2. **Type of Program.** The law school will establish and maintain a hybrid/structured program of externships, which approximate a clinic experience, and also more traditional field placement externships that allow students greater flexibility in choosing an area of interest.
3. **Supervision.** The Associate Dean for Career and Professional Development will have general supervisory authority over the externship program. The Associate Dean for Career and Professional Development will have primary responsibility for establishing the program and operating it. The Associate Dean for Career and Professional Development is responsible for insuring the academic rigor of the program. Other faculty members may be called upon to participate as supervisory professors.
4. **Duties of the Associate Dean for Career and Professional Development.**

- a. Develop relations with the bar and bench in order to provide sufficient externship opportunities for students.
- b. Develop operating policies and procedures for the program.
- c. Develop materials for use by students, supervising faculty, and supervising attorneys and judges.
- d. Recommend academic policies for faculty adoption that address compliance with ABA Standards related to Externships.

5. Initial Operating Premises.

- a. Prerequisites. A student must successfully complete the first year of law school before participating in an externship. Also, the student must have a minimum cumulative GPA of 2.0.
- b. Credit Hours. Externship courses are two-credit courses. A student may earn a maximum of four credit hours through approved externship programs. These four credit hours may be spread over two semesters or summer sessions. Credits earned in course Law 868, Directed Research in Law and Policy, count against the four credit maximum within this subparagraph.
- c. Time Commitment. During the fall and spring semesters, a student must work a minimum of 60 hours for each credit received (e.g., a 2-credit externship requires a minimum of 120 hours of work). However, a student must work a minimum of 5 hours per week for a minimum of 12 weeks.

During the summer months, a student must work a minimum of 120 hours for each credit received (e.g., a 2-credit externship requires a minimum of 240 hours of work). However, a student must work a minimum of 20 hours per week for a minimum of 8 weeks.

- d. Record Retention. The Registrar shall maintain all externship materials that document the quality or the participation and successful completion or failure of the externship. Materials shall be retained until the student graduates.
- e. Tutorial Component. Students approved for an externship shall reflect on their field placement experience through the keeping of a weekly reflective journal, and by attending weekly, regularly scheduled case rounds (fall and spring semesters) for guided reflection.
- f. Employer Relations. Externships are approved for placement with courts, and prosecution and public defender offices. All other externships, including those with corporations, organizations, governmental entities, and private law firms may be approved depending on the adequacy of field supervision and the nature of the externship work. The law school shall maintain a list of pre-approved employers. Approval of all other externships shall be a matter for determination by the Associate Dean for Academic Affairs.

- g. **Assessment.** A student will earn pass/no pass academic credit for the externship. The student must be certified as having completed the required work and must prepare a memorandum explaining how the externship helped meet his or her educational goals.
- h. **Probationary Status.** No student who is on academic probation may earn credit for any externship offered during the school year. Students who are completing an externship at the time they are placed on academic probation will earn credit for that semester.

## B. Clinics

- 1. **Goals.**
  - a. The law school places a high priority on equipping students with the skills necessary to practice law. This commitment is evidenced by the nature of, and emphasis on, the Lawyering Skills program. A strong clinical program provides an opportunity for real-life experience.
  - b. The law school will continue developing relations with Liberty Counsel in preparation for the establishment of an in-house clinic providing the opportunity to work on cases with a heavy constitutional law component. As the school grows it must assess the need and potential for other in-house clinics such as a child advocacy clinic, criminal defense clinic, or domestic violence clinic.
- 2. **Clinical Faculty.** Clinical faculty members must be both practitioners and teachers at heart. All clinics shall be supervised by faculty members who are licensed to practice law.
- 3. The Academic Dean has discretion to make a clinical course graded on a pass/fail basis.

## § 09.10 CO-CURRICULAR ACTIVITIES

### A. Law Review

- 1. **Goals.** The Law Review program promotes two important goals of the law school. First, it increases the opportunities for scholarly research and writing. In this regard, it serves as an important extension of Lawyering Skills. Second, it provides a forum for scholarship that promotes the mission and perspective of the law school in the larger legal community.
- 2. **Student Selection.** The minimum GPA necessary to participate in the Law Review is 3.0. The Law Review may annually request the faculty to modify the minimum GPA, but in no event shall the minimum GPA be below 2.60. Student selection for participation in the Law Review will be in accordance with the relevant provisions in the Liberty University Law Review Constitution.
- 3. **Academic Credit.** Members of the Law Review will be awarded one academic credit per semester on a pass/no pass basis, and members of the Editorial Board will be awarded two academic credits per semester on a pass/no pass basis.



4. Faculty Advisor. The Dean shall appoint at least one faculty member to assist the Law Review as an advisor. The faculty advisor or advisors, after consultation with the editor-in-chief, will be responsible for awarding academic credit to members of the Law Review.

## B. Moot Court

1. Goals. Moot Court offers a forum for the development of writing skills, but its most distinctive component is the opportunity that it provides to develop oral advocacy skills. It also gives the law school a chance to showcase its students and to begin developing a reputation for providing a quality program of legal education. The law school desires to develop highly competitive moot court teams.
2. Student Selection. Students are eligible to participate on the Moot Court Board and compete following successful completion of their first year of law school. The requirements for participation are as follows:
  - a. Have a cumulative GPA of 2.5 or better;
  - b. Compete in the 1L tournament and not opt out of the elimination rounds;
  - c. Commit to participate in the 2L tournament in the fall semester;
  - d. Submit a written statement indicating an interest in serving on the Board and commitment to the goals, tasks, and mission of the Board; and
  - e. Enrollment in Appellate Advocacy in the fall semester is strongly encouraged;
3. Faculty Advisor. A full-time faculty member shall be appointed to the Moot Court Board as its faculty advisor and may make exceptions to requirements b. through e., above, for individual students if such alteration would be in the best interests of the student and the Moot Court Board.
4. Moot Court Board. The Moot Court Board will oversee the 1L and the 2L-3L moot court tournaments as well as any future tournaments that Liberty University School of Law chooses to host.

## C. Alternative Dispute Resolution

1. Goals. All lawyers, and especially those trained in a Christian worldview, should excel in the various forms of alternative dispute resolution (ADR) skills, including client counseling, negotiation, mediation, and arbitration. Courts increasingly rely on, and even require, some form of ADR to resolve disputes. An ADR Board offers an opportunity for students to hone these critical skills, while at the same time showcasing the law school's strong skills program through competitions. The law school desires to develop highly competitive ADR teams and equip students for the practice of law in the area of ADR.
2. Student Selection. Students are eligible to participate on the ADR Board following successful

completion of their first year of law school. The ADR Board will be primarily responsible for selecting its members. The minimum requirements for participation are as follows:

- a. Cumulative GPA of 2.5 or better; and
  - b. Written petition indicating an interest in serving on the Board and a commitment to the goals, tasks, and mission of the Board.
3. Faculty Advisor(s). The Dean shall appoint one or more faculty members to advise and assist the ADR Board.
  4. ADR Board. The ADR Board will oversee any ADR competitions. The ADR Board will select, with advice of the Faculty Advisor(s), the teams that will represent the law school in any ADR competitions. The ADR Board may establish further criteria for membership, subject to approval by the Faculty. The ADR Board will draft its own Constitution and any Bylaws, each of which must be approved by the law school faculty.

#### D. Trial Team

1. Goals. Trial Team offers students the opportunity to develop their communication and advocacy skills, especially those required in a highly charged courtroom environment. It also gives the law school a chance to showcase its students and to develop a reputation for trial advocacy excellence. The law school desires to develop highly competitive trial teams and to equip students to effectively represent clients in federal and state trial courts.
2. Student Selection. Students are eligible to participate on Trial Team following successful completion of their first year of law school. Tryouts for the team will be held each fall semester and may be held at the beginning of spring semester. The requirements for trying out for the team and for participation are as follows:
  - a. Have a cumulative GPA of 2.5 or better;
  - b. Have taken or be enrolled in Evidence;
  - c. Earn a 2.0 or better in Evidence.
3. Faculty Advisor. A full-time faculty member shall be appointed to the Trial Team as its faculty advisor and may make exceptions to requirements b. and c. above, for individual students if such alteration would be in the best interests of the student and the Trial Team.

#### E. Student Bar Association

1. Organization and Operation. The Student Bar Association shall be organized and operated in accordance with Section 12.5 of the Law Faculty Handbook

2. Student Selection. The minimum G.P.A. necessary to seek or hold elective or appointive office or position in the SBA is 2.50. In addition, no first-year student shall seek or hold elective or appointive office or position in the SBA until first-semester grades have been posted.

#### F. Centers

1. The Liberty Center for Law and Policy. The law school will continue its partnership with Liberty Counsel in developing the Liberty Center for Law and Policy (LCLP).
  - a. History. Several students have come to Liberty University School of Law with a strong interest in constitutional law. The LCLP involves students in several ways. It trains law students who have career plans in public interest litigation that focuses on constitutional and religious liberty advocacy. It also offers internships and externship opportunities in constitutional litigation and trains students to become policy makers and leaders in strategy and tactics.
  - b. Goals. There is a need to have a central resource to help train lawyers and law students in constitutional litigation and policy within the framework of the Western legal tradition. The law school will continue to develop a Center that trains students and attorneys in critical litigation skills, offers policy makers legal research and support, and develops leaders in strategic planning.
2. The Center for Lawyering Skills. As the size and experience of the faculty increases it will strengthen the Center for Lawyering Skills and also add an external focus to the comprehensive program that it is already developing to train Liberty law students.

#### G. Pro-Bono Activities

1. History. Liberty University has a long tradition of requiring community service from its students in keeping with its mission “to affirm the Christian worldview and provide a practical expression of God’s love for mankind.”
2. Goals. Because of the strong service orientation of the University and of students who attend the law school, the school needs to provide ample and diverse opportunities for service.
3. The law school will encourage participation in the Street Law Program and seek additional opportunities for student involvement as it consults with the local bar and bench to identify other law-related needs that students may meet.

### § 09.11 PROFESSIONAL RESPONSIBILITY INSTRUCTION

#### A. Goals and aspirations

1. The law school will maintain the highest standards of professional ethics. The faculty will hold itself and its students to those standards without compromise.
2. The law school seeks to develop a culture of professionalism, integrity, service, promptness, and accountability. Professors and guest speakers must continue to exhort students on the importance of moral values, sacrifice, and service. Judges and lawyers are provided a comfortable forum for baring their hearts and minds about moral issues and values to our law students and faculty.
3. The law school aspires to develop a culture among faculty and students in which Professional Responsibility is not viewed as the least important course in the curriculum.

B. Integration into the curriculum

1. Students are required to take a two-credit course in Professional Responsibility during their second or third year of law school. The course addresses the authority and duties of lawyers in the practice of the legal profession as advocates, mediators, and counselors. It also emphasizes their responsibility to the courts, to the bar, and to their clients, including a study of the ABA standards of professional conduct.
2. There is a noticeable lack of cynicism among Liberty's law students regarding the practice of law, and belief in the rule of law and justice. The basis for the belief that there is a rule of law, and that law is not simply the product of political power struggles, is laid and reinforced in the Foundations of Law course and permeates all of the courses. These courses, as a whole, provide students with a broad understanding of the legal profession—its history, its philosophy, and its standards of ethics.

§ 09.12 ACADEMIC SUPPORT PROGRAM

- A. The law school is committed to providing a program of legal education that enables all students to succeed in the study and practice of law. That commitment includes a program of academic support that additionally targets at-risk students. The law school will provide a full- time academic support program that has the confidence of the faculty and students, resulting in its increased voluntary use and a reduction in academic attrition.
- B. Supervision. The Associate Dean for Academic Affairs has general supervisory authority over the academic support program to ensure coordination between the program and the faculty, and to ensure its fit with the general program of legal education.
- C. Director of Academic Support. The Director of Academic Support with a J.D. degree will operate the academic support program. The Director must have appropriate discretion to design the program according to his or her own experience, strengths, style, the topic covered, and the students served. The Director plays an important role in planning and providing a portion of the new-student orientation.
- D. Faculty Support. Experience indicates that an academic support program must prove its worth to students who feel that the demands on their time are already too great. However, there are actions that

the faculty can take to encourage student participation. For example, all professors of first-year students are encouraged to give a past examination question to the Director to use for teaching exam-preparation and writing. Professors should also provide grading keys to ensure that the Director gives the proper kind of preparatory instruction.

E. Program Components. The program should have, at a minimum, the following components:

1. There should be some support provided that benefits all students, but most of the Director's time will be focused on students who are experiencing difficulties.
2. Support may be provided in class-like settings, small groups, individual counseling sessions, or by email. Support techniques may include simulations, practice exercises, and the review of notes, outlines, or assignments.
3. For first-year students the program should have a particular focus during each of several timeframes: orientation, pre-midterm examinations, post-midterm, and pre-final examinations.
4. The Director must take particular care to identify at-risk students and encourage them to take part in the program.
5. Students need to understand the purpose and dynamic of four stages of examination preparation: pre-class preparation, class participation, post-class review, and exam-taking practice. Although students should be producing a different document at each stage (brief, notes, outline, examination answer) each document is a memorial of their thought process.

#### § 09.13 NO PRIVATE RIGHT OF ACTION

Nothing contained in this section or any other section of the handbook shall be interpreted to create or entitle any student to a private right of action or a private remedy.

**Please refer to the website for current course information.**

## **Section Four: ACADEMIC POLICIES AND PROCEDURES**

### **LIBERTY UNIVERSITY SCHOOL OF LAW LAW FACULTY HANDBOOK**

#### **§ 07.0 ACADEMIC POLICIES AND PROCEDURES**

##### **§ 07.1 GRADUATION REQUIREMENTS**

- A. The law school confers the Juris Doctor (J.D.) degree upon its graduates. The J.D. degree has not been conferred on a student until the law school has issued a final transcript marked “Degree Awarded.” Students shall graduate upon satisfying the following requirements which are not subject to variance or waiver unless otherwise provided for in these Academic Policies and Procedures:
1. The successful completion of 90 credit hours of course work, which shall include successful completion of all required courses and satisfaction of the Rigorous Writing Requirement;
  2. The maintenance of a cumulative grade point average of at least 2.0; and
  3. A student must complete the course of study in no fewer than 24 months from the date that the student enrolls in the program and no more than 84 months from the date that the student enrolls in the program. This time period is calculated from the student’s first day of the first law school course attended. Failure to complete the program within the 84 months will result in nullification of all previously earned grades.
  4. Of the 90 credits required for graduation, no more than 12 credits may be acquired through independent studies, clinics, externships (maximum of 4 applied to graduation), and co-curricular activities.
  5. There shall be no unresolved report of violation of the Academic Honor Code or Personal Code of Honor, no pending conduct review committee proceedings, and no unremedied violation of the Academic Honor Code or Personal Code of Honor.
- B. The faculty may at any time change the requirements for receipt of the J.D. degree, as well as courses offered. A student will be subject to the credit hours of course work requirement in force at the time of the student’s enrollment or re-enrollment.

##### **07.2 ACADEMIC CREDIT REQUIREMENTS**

###### **A. Registration for Courses**

1. Each student has the responsibility to register within the prescribed procedures and scheduled times

for registration. Registration is not complete until all charges are paid or arrangements for payment have been made.

2. The law school will not grant academic credit for courses for which students have not properly registered.

## B. General Requirements

1. Students enrolled for 6 hours are considered full-time students. Those who wish to take fewer than 14 hours must have approval of the Associate Dean for Academic Affairs. Students may take up to 16 credit hours per semester with approval of their faculty advisors. Those who wish to take more than 16 hours must also have approval from the Associate Dean for Academic Affairs.

Only in the most extraordinary circumstances would approval be granted for 18 credit hours in a single semester. The standard established by the ABA states that the number of hours enrolled in a single semester cannot exceed 20 percent of the total course work required for graduation. The law school's graduation requirement of 90 hours mandates that the maximum number of hours in each semester is 18.

The maximum number of hours that can be taken for credit includes all law school hours and all hours being taken for credit in any other course at any institution, including hours being taken in a dual degree program.

2. To receive credit for a course, a student must matriculate in the course and successfully complete it.
3. Second- and third-year students may audit courses with the approval of the Associate Dean for Academic Affairs, the student's faculty advisor, and the course professor. The course professor may place any conditions on the participation of the auditor, in the professor's sole discretion. The auditor may withdraw from the course at any time during the semester without receiving a transcript entry. The student must comply with law school attendance, and other policies and any conditions set by the professor, in order to receive a certification of completion on the student's transcript and other records. No grade shall be given. Refunds of tuition and fees for withdrawal shall be made in accordance with law school policy for withdrawal of non-audit students. No student enrolled in a course for credit may change to audit status after the Friday of the seventh week of classes for the semester.
4. Students wishing to change sections of the same course may do so only with permission from the Associate Dean for Academic Affairs and the professors of the two sections.
5. Special course registration requirements.

All students with a cumulative GPA below 2.75 following the completion of their third semester will be required to take Advanced Legal Writing in the fall of their final year and Advanced Bar Prep in the spring of their final year. Additionally, all students who plan to take the Virginia Bar Exam who have a cumulative GPA below 2.75 following their third semester will also be required to take Virginia Civil Procedure and Virginia Practice. For students who transfer to Liberty Law at

the end of their first year, the Fall 2L semester at Liberty Law will be the only semester used for calculating the minimum GPA discussed in this section.

### C. Academic Calendar

The academic year begins in August and ends in May. Ordinarily, the academic year consists of two semesters of 14 weeks each, excluding the examination period; a one-week winter intensive; summer courses and summer intensives. Classes are taught five days of the week, totaling a minimum of 161 days of instruction in the academic year. Academic credit for a course is based on 60-minute instruction periods.

### D. Transfer Students from Other Law Schools

1. The Associate Dean for Academic Affairs shall review all transfer applications and determine the terms upon which transfer should be conditioned. Because of the nature of the curriculum with the sequencing of Lawyering Skills courses, the integration of skills and substantive courses, the requirement for foundational courses, and the perspective from which courses are taught, transferring students should not expect all previous credits to transfer. In making the determination of transfer credits, the Associate Dean will compare the following criteria of each course proposed for transfer with the comparable Liberty University School of Law course: syllabus, course description, grade earned, credit hours earned, skills taught, as well as the accreditation status of the law school.
2. No more than 30 academic credits shall be accepted for transfer.
3. All courses required for graduation must be successfully completed at the law school, except for comparable courses successfully completed by a transfer student.
4. The law school will transfer credit only for courses in which the grade received was a “C” or its numerical equivalent (2.00), or higher. A student whose cumulative grade point average is below 2.00 at the other law school will not be eligible for admission to the law school as a transfer student.
5. The law school will report all grades for which credit is transferred as “P” for the purpose of computing academic averages.

### E. Visiting at Other Law Schools

1. The Associate Dean for Academic Affairs may approve the petition of a student requesting visiting student privileges at an ABA-approved school or program if the petitioner’s cumulative grade point average at the law school is 2.00 or higher, and if either:
  - a. The petitioner has a special interest in a defined subject matter, and the law school will not be able to offer such courses during the petitioner’s period of attendance at the law school; or
  - b. The petitioner shows that hardship, such as compelling medical or employment circumstances, will result if visiting status is not granted.



2. In all circumstances, the petitioner must receive pre-approval of the courses to be taken at the other law school and provide the course description for each course. Proportionate residency credit will be granted to students on visiting status. No more than 30 credit hours will be transferred. No more than 4 credit hours may be transferred from a summer semester Study Abroad program.
3. The law school will transfer credit only for courses in which the grade received is equal to or higher than the grade point average required for graduation at the other law school.
4. The law school will report all grades for which credit is transferred as “P” for the purpose of computing academic averages.

#### F. Student Employment

1. The rigors of legal education, particularly for first year students, are such that any employment is discouraged. If necessity requires employment, first year students must receive prior written approval from the Dean to be employed.
2. After the first year of law school, a student may not be employed more than 20 hours per week in any week in which the student is enrolled in more than 12 class hours. 2L or 3L students working 20 hours or less must submit a signed certificate each semester they are employed stating that they have read the employment policy and agree to comply with it. If financial circumstances require a 2L or 3L student to be employed in excess of 20 hours, the student must receive prior written approval from the Dean to be employed.
3. In deciding employment requests, the Dean considers the totality of the circumstances.
4. This policy is enforced by requiring all 1L students and, subsequently, all 2L and 3L students who are employed to submit a signed certificate stating they have read the employment policy and agree to comply with the policy.

#### G. Credit Hour Requirements

1. For each credit hour awarded, all courses, including traditional classroom courses, skills courses, seminars, simulation courses, clinics, field placements or externships, writing courses, independent research, and co-curricular academic activities, shall require at least 45 hours of student coursework. All references to “hour” shall mean a 50-minute hour as authorized by American Bar Association Standard 310.<sup>1</sup>
2. For each credit hour awarded in regularly scheduled doctrinal courses, skills courses, seminars, clinics, and writing courses, the 45 hours of aforementioned coursework shall include at least 15 hours of in-class, direct faculty instruction during regularly scheduled class sessions and at least 30 hours of out-of-class student work. For example, a course awarding three credit hours must include at least 45 hours of in-class, direct faculty instruction<sup>2</sup> and at least 90 hours of out-of-class student

---

<sup>1</sup> See Standard 310, Interpretation 310-1.

<sup>2</sup> In a 14-week semester, this typically would be satisfied by meeting for at least three hours per week for 14 weeks, followed by a three-hour final examination. The three-hour exam, when added to 42 hours of classroom instruction (3 hours × 14 = 42 hours)

work.

- a. The 15 hours of in-class, direct faculty instruction may include a final examination that is at least one hour in duration.
  - b. Out-of-class student work in the courses described in subsection 2 above may consist of problem-solving, essay- and brief-writing exercises and other such writing assignments, outlining, study, case briefing, researching, reading the course textbook and other pertinent material, and other similar substantive academic activities.
  - c. An average, minimum assignment to read the course textbook in first-year courses is seven pages for each hour of work and ten pages for each hour of work in second- and third-year courses. An average, minimum assignment to read other pertinent materials is ten pages for each hour of work in first-year courses and 15 pages for each hour of work in second- and third-year courses. The judgment of the faculty based on its members' experience is that assignments applying these guidelines satisfy the out-of-class requirements.
  - d. In the case of skills courses, direct faculty instruction may include the time that the faculty member spends observing and assessing simulations and meeting with students to discuss their independent coursework.
3. In the case of independent legal research, the aforementioned 45 hours of student coursework shall consist of at least one hour of direct faculty instruction. The remaining hours of coursework shall consist of student research and writing a paper that is at least ten double-spaced pages that have one-inch margins and is written in a 12-point, Times New Roman font. This handbook sets forth other requirements for independent study.
  4. For each credit hour awarded for co-curricular academic activities, including law review, moot court, and mock trial, the aforementioned 45 hours of student coursework may consist primarily of independent student work done under the supervision of a faculty member serving as an advisor.
    - a. At least every two weeks during the semester, students receiving credit for these activities shall submit to the activity's faculty advisor detailed time sheets reporting how much time the students have spent doing work for the activity and generally describing the nature of this work. Students may compile and submit these time sheets electronically.
    - b. Students who compete in contests as part of these activities may include as part of their required coursework the time spent participating in, and preparing for, these contests.
    - c. Student coursework for these activities shall include time students spend receiving direct instruction and coaching by an authorized faculty member.

---

would equal 45 hours. Liberty University classes typically are scheduled for 60 minutes (*see* § 07.2.D of this handbook); thus, applying a 50-minute hour metric satisfies the 45-hour requirement even before factoring in the time for a final examination. Thus, scheduling classes for 60-minutes affords flexibility for various contingencies such as cancellations necessitated by inclement weather.

- d. When faculty members submit grades in such courses, they are deemed to be attesting that students have submitted the aforementioned time sheets and have satisfied the aforementioned time requirements.
5. By posting a syllabus each semester, each faculty member shall be responsible for ascertaining that course assignments comply with this policy's requirements. Any new course proposals shall contain a statement and explanation that the proposed course complies with this policy. When the faculty has approved the course, the Associate Dean for Academic Affairs and the Academic Standards Committee shall review the syllabus for the course at least every three years for the purpose of determining compliance with this policy.

### § 07.3 DROPPING AND ADDING CLASSES, WITHDRAWALS, AND CHANGES BETWEEN FULL-TIME AND PART-TIME STATUS

#### A. General Rules

1. First-year students must take only those courses prescribed by the curriculum and may only add or drop classes due to extraordinary circumstances with the approval of the Associate Dean for Academic Affairs.
2. Students who withdraw from law school are not eligible to return to school until the semester of the following year that will allow them to be back in course sequence, and then may return only in accordance with the law school's policies governing the return of students after withdrawal.

#### B. Dropping Courses without Cause

1. A student may drop a course or courses at any time prior to the close of business on the first Friday of the semester. A student must submit a timely and properly completed drop/add form to the Registrar. The dropped course(s) will not appear on the transcript.

Absent extraordinary circumstances and approval by the Associate Dean for Academic Affairs, a student may not drop an Externship after accepting an offer from the Externship provider regardless of whether the student has registered for Externship credit or whether the drop deadline (§7.3.B.1) has passed.

#### C. Withdrawal from Courses for Good Cause.

1. After the deadline specified in § 07.3.B.1. and until 5:00 p.m. (Eastern) of the last day of classes, a student may be allowed to withdraw from a course with a "W" transcript notation. That notwithstanding, a student must demonstrate extraordinary circumstances to withdraw from a required course.
2. For required courses, a request to withdraw from a course must be made in writing and must be approved first by the professor of the course and then by the Associate Dean for Academic Affairs. The request must be approved by the Associate Dean for Academic Affairs prior to the start of the

scheduled final examination for the course.

3. A request to withdraw from an Externship must be in writing to the Associate Dean for Career and Professional Development. If a student has accepted an offer of placement from the Externship provider, the student must request permission to withdraw from the Externship from the Associate Dean for Career and Professional Development whether the student has registered for the Externship for credit or not. A student who withdraws from an Externship, after accepting the offer, without the approval of the Associate Dean for Career and Professional Development, will receive a WF in the course (§7.3.C.7) even if the withdrawal occurs before course registration occurs.
4. If the request to withdraw from a course is not approved, the same shall be communicated promptly to the student. If the student desires to drop despite the imposition of academic penalty, the student shall be assigned a grade of “WF,” which shall be calculated in the student’s GPA as a 0.
5. A grade of WF is not affected by a withdrawal from the program under §7.3.D.

#### D. Withdrawal from the Program

In order to be considered for readmission, a withdrawing student must submit written notice to the Registrar, and have written permission to withdraw granted by the Associate Dean for Academic Affairs. Permission to withdraw from the program does not carry the implication that the student may resume studies the following semester or at any other time. The school reserves the right to deny, postpone, or condition readmission to any student who has withdrawn from the program.

### § 07.4 ATTENDANCE

- A. Regular attendance is crucial to the rigorous learning process expected of each student. Even if a student were willing to risk the deleterious effects of casual absences, the law school has a separate interest in ensuring that all students are fully prepared for the practice of law and are contributing their fair share to the mutual learning that takes place in the classroom environment. While the faculty is naturally concerned with illnesses, family deaths, and other legitimate emergencies that would prevent class attendance, the particular reasons for one’s absences do not outweigh the overriding fact that excessive absences are inimical to each student’s, and the law school’s, best interests. Accordingly, the following attendance rules are designed to promote this sound academic policy.
  1. The maximum number of hours missed, for whatever reason, shall not exceed two times the credit-hour value of the course. (For example, 4 hours in a 2-credit-hour course; 6 hours in a 3-credit-hour course.) Students missing more than that number shall not be allowed to sit for the final examination, and shall be academically dismissed from the class with a grade of “FW.”
  2. Absences are counted from the first day of class, regardless of when a student actually registers for a course.

3. Provided that one's class policies are in writing and communicated to students at the first class of the semester, a faculty member may individually:
  - a. Adopt a policy requiring a higher level of attendance than required under § 07.4.A.1.
  - b. Penalize a student's grade for violation of the class attendance policy.
  - c. Exercise discretion to deem absent a student who is tardy for class or leaves early.
4. Where extraordinary circumstances exist, the professor may provide alternative means of instruction to an absent student that is considered academically equivalent to classroom attendance. However, any such alternative means of instruction must be agreed to by the professor prior to the delivery by the Registrar of a Course Dismissal Memorandum.

#### B. Procedures for Implementation of Attendance Policy

1. Each faculty member shall regularly submit to the Registrar the names of all students who were absent at each class session. The Registrar shall record dates of absences for each student on a master class roster.
2. When in any course a student is within two absence hours of being in violation of the law school's attendance policy, the Registrar will notify the student of such fact. Inasmuch as keeping track of one's attendance is primarily the obligation of the student, failure by the Registrar to timely notify the student shall not release the student from any sanctions under this policy.
3. When in any course a student has violated the attendance policy by missing more class hours than the number permitted by § 07.4.A.1, the Registrar shall prepare a Course Dismissal Memorandum, which shall be signed by the Associate Dean for Academic Affairs, and copies thereof shall be delivered to the student and the faculty member from whose course the student is dismissed.
4. Where exceptional circumstances for the absences are demonstrated to its satisfaction, the Academic Standards Committee, with the professor's approval, may take appropriate action, including overriding the action taken under § 07.4.B.3 and allow a student to attend classes, sit for the final examination and receive a grade for the course. In the absence of a demonstration of exceptional circumstances for the absences, the Committee may allow a student to sit for an examination after excessive absences during the semester, but require that the final course grade be reduced by one letter grade. If a review is pending at the time of the last class session, a student shall be allowed to sit for a final examination.

### § 07.5 EXAMINATIONS

#### A. Scheduling and Grading

1. All required courses, with the exception of Lawyering Skills, seminar courses, and other designated courses, shall require a final examination.

2. As a matter of good practice, each instructor should deliver to the students by the one week before the course starts syllabus detailing the method by which the final grade in the course is to be calculated.
3. The time length of any examination will approximate the credit hours assigned to the particular course; however, no examination will exceed 3 ½ hours in length, with the exception of “take-home” examinations.
4. In courses in which the final grade is determined in whole or in part by written examination, the examinations shall be graded anonymously. In those courses in which students may receive grade adjustments for class participation, the professor will submit the names of students who are to receive grade adjustments to the Registrar, who will make the appropriate calculations.

#### B. Departure from Examination Schedule

1. A student shall be granted a departure from the examination schedule (i) when two examinations are scheduled on the same day, or (ii) when three examinations are scheduled on three successive days within the first five days of the examination period. The Registrar shall post the examination schedule at least three weeks prior to the last scheduled day of classes. A student claiming a conflict shall notify the Registrar of the conflict no later than one week after the examination schedule is posted. The Registrar shall promptly notify the Associate Dean for Academic Affairs of conflicts, preserving the anonymity of the student. Students shall take make-up examinations at such time as shall be determined by the Associate Dean for Academic Affairs.
2. The Associate Dean for Academic Affairs may grant a departure from the examination schedule when there are extraordinary circumstances such as serious medical problems, or serious illness or death of a family member, and the student has timely petitioned the Associate Dean for a delay.
3. When a student has already missed an examination without having sought a delay, the petition shall state the extraordinary circumstances that caused absence from the examination and the circumstances that prevented a timely filing of the petition.
4. If the petition is approved, arrangements shall be made with the professor of the course for the student to take a make-up examination within 24 hours if possible, but in any event as soon as is practicable.
5. Due to the impracticality of maintaining anonymous grading for a make-up examination, the student waives the right to claim a grievance based on arbitrary and capricious grading.

#### C. Examinations During the Semester

1. Final Examinations. No final examination shall be given at any time earlier than during the examination period that follows the end of the last regularly scheduled class of each session.
2. Required Examinations Other Than Final Examinations

- a. The professor in each class of Civil Procedure I, Contracts I, Property I, and Torts I shall give an examination during the semester.
  - b. Each student examination shall be administered on a date designated in the academic calendar that is approximately half way through the semester.
  - c. The professor in each class shall determine the length and format of the examination for that class (except that no examination shall exceed 1 hour), whether the examination will be for practice only or for credit (and, if so, how much credit), and what type of feedback the students will receive after the examination.
3. Non-required Examinations. In all other classes, each professor shall decide whether to give an examination during the semester, and what credit, if any, to give to it.

#### D. Laptop Usage for Examinations

1. The law school allows students to type their final examinations on their own personal laptop computers. The law school will contract with a software supplier and inform students what steps need to be taken to prepare their computers prior to the examinations.
2. Students are responsible for making sure that their computers are in good working order and free from all viruses. Students should update their operating systems with the latest patches and updates from Microsoft. All spyware, adware, and peer-to-peer file sharing software should be removed.
3. Students may only use the approved examination software and should download the software and practice using it prior to the date of the examination.
4. Students assume the risk of all technical difficulties that may arise during an examination. The law school does not allow additional time for unexpected computer malfunctions. Computing staff is unavailable to “troubleshoot” computer problems that arise during examinations. A student whose computer malfunctions will be expected to handwrite the examination in bluebooks. Computer examinations will be submitted to the print server via the University network. As a backup, students must bring their own media (preferably a USB key) to transfer the examination. Students must also provide their own electrical power cords/extension cords/power strips to reach the nearest power sources.

### § 07.6. GRADES AND GRADING PROCEDURE

#### A. Preamble

1. Each faculty member must maintain the integrity of the grading process when assigning grades in any law school course.
2. The goal of the grading process is objectively to evaluate student performance, making fair distinctions among various levels of demonstrated competence. Faculty members should seek to

avoid grade inflation and to assign grades that are appropriate to the performance of the students in the course, taking into consideration special circumstances such as a predominance of high performing students or a small number of students in a course.

3. Balance is to be maintained between an individual professor's sound discretion and the difficult yet desirable goals of uniformity and consistency in grading throughout the faculty and the curriculum. To this end, faculty teaching different sections of the same course in a semester should confer with each other to have consistency in the grading for the course.
4. Each faculty member must seek to maintain the spirit of these grading guidelines in the grading process. These guidelines apply to every faculty member and every course offered by the law school, whether doctrinal or skills.
5. The Associate Dean for Academic Affairs shall ensure that part-time faculty members are informed of these policies, including the Guidelines for Grading Means.

#### B. Guidelines for Grading Means

1. In every course, faculty members should assign grades in accordance with the following guidelines:
  - a. For all courses in the first-semester curriculum, the mean final grade should fall within the following range: 2.40 to 2.65
  - b. For all courses in the second-semester curriculum, the mean final grade should fall within the following range: 2.50 to 2.75
  - c. For all required courses in the second- or third-year curriculum, the mean final grade should fall within the following range: 2.60 to 2.90
  - d. For all elective courses, the mean final grade should fall within the following range: 2.80 to 3.00
2. Faculty members should determine the mean after the addition or deletion of discretionary points.
3. The grades of students who withdraw from a course should not be used in the calculation of the mean.
4. Faculty members should also consider the following suggested distribution of grades: A-range (0–15%); B-range (25–45%); C-range (35–55%); D-range (0–15%); F-range (0–5%).

#### C. The grades assigned at the law school will be in accordance with the following:

A	=	4.00	D	=	1.00
A–	=	3.67	D–	=	0.67
B+	=	3.33	F	=	0.00
B	=	3.00	FW	=	0.00 (Failure for non-attendance)
B–	=	2.67	WF	=	0.00 (Withdrawn failing)



C+	=	2.33	NP	=	0.00 (No Pass)
C	=	2.00	P	=	Pass
C-	=	1.67	W	=	Withdrawn
D+	=	1.33	I	=	Incomplete

#### D. Application of Grading Standards

1. If the proposed final grades deviate from the Guidelines for Grading Means, the Associate Dean for Academic Affairs and the faculty member shall confer in order to explore the possibility of grade adjustments that will serve to maintain the balance between the professor's sound discretion in evaluating students and the desired goals of uniformity and consistency.
2. No faculty member shall change any student's grade after the course grade sheet has been submitted to the Associate Dean for Academic Affairs or the Registrar, except for documented mathematical error or to comply with the Guidelines for Grading Means.

#### E. Special Factors for Grading and Calculating Individual GPAs

1. Failing Grades. A grade of "F," "FW," or "WF" in any course shall be included as a 0.00 in calculating the student's cumulative grade point average.
2. Retakes. A student who receives a 0.00 ("F," "FW," or "WF") in any required course must retake that course. The subsequent successful completion of a prior failed course will not remove the prior failing grade, which will continue to be used in calculating the student's cumulative grade point average.
3. Class Participation. A professor may take into account the quality of a student's class participation in determining the course grade, provided this policy is described in writing to students no later than the second class meeting. However, the maximum amount by which a student's participation may positively or negatively influence the student's grade is one-third of a letter grade.
4. Pass/Non-Pass. "P" and "NP" grades shall be assigned in only those courses that have been specifically designated by the faculty as non-graded courses. "P" shall be assigned when the student's performance is satisfactory; "NP" shall be assigned when the student's performance is unsatisfactory. Course credit shall be given for a "P" grade, but no grade equivalent shall be assigned and the grade shall not count in the cumulative grade point average.
5. Incomplete. No grade of "I" shall be assigned in examination courses. A faculty member may assign an "I" grade in a directed research, externship, clinical education course, or any other non-examination course with the approval of the Associate Dean for Academic Affairs. Such approval shall be granted when a student is not able to complete the course work by the end of the semester due to the circumstances beyond the student's control, such as a change in the law or carryover of coursework beyond the semester.
  - a. Make-up work must be completed at the time prescribed by the faculty member, but no later than the end of the subsequent semester.

- b. An “I” will be replaced with an earned grade only after the work has been completed. A student cannot enroll in the same course taught by a different faculty member in order to remove the “I.”
- c. If the make-up work is not completed on time, the “I” shall be converted to a grade of “F.”
- d. An “I” shall not count in the cumulative grade point average for the purpose of class standing, academic probation, or dismissal.

#### F. Grade Recording and Examination Review

- 1. Faculty members must complete the grading of their examinations in a timely fashion. The Academic Calendar shall state the date by which grading of examinations must be completed. Under no circumstances shall the calendar allow in excess of 30 days between the end of the final examination period and the completion of the grading process.
- 2. Once all grades have been approved by the Associate Dean for Academic Affairs and submitted to the Registrar, the Registrar will post all grades through the University’s official grade program. The Registrar shall alert all students by email that final grades are posted. The Registrar shall also indicate each student’s grade point average for the current semester and the cumulative grade point average, as well as make available the student’s class standing in accordance with § 07.11.
- 3. Faculty members are encouraged to conduct reasonable post-examination reviews with students. Reviews may take the form of individual student reviews of their examinations; group reviews of examinations; provision of exemplar answers to the examination questions; or other appropriate methods. Absent good cause, students should be afforded the opportunity to review their examination papers.
- 4. Examination booklets and similar material shall be retained by the Registrar for a period of three years and shall be properly disposed of thereafter.
- 5. Notwithstanding any provision in this Handbook, final grades are not subject to change after the last day of classes of the next academic semester, excluding summer semesters.

#### § 07.7 FINAL GRADES AND PETITIONS TO THE ACADEMIC STANDARDS COMMITTEE

- A. When final course grades have been submitted, the Registrar shall determine those students whose grade point averages are below the specified standards to remain in good standing. The Registrar shall send the list of students to be dismissed and the list of students to be placed on academic probation to the Associate Dean for Academic Affairs, who shall then send a written notice of dismissal or probation to each student. The notice shall contain excerpts from this Handbook governing good standing and continuation and reinstatement.

#### B. Procedures Governing the Appeal of a Grade

- 1. These procedures are aimed at ensuring fairness and academic integrity while recognizing the

independent and professional judgment of faculty members with regard to the assignment of final grades for students.

2. Right of Petition. Any student who has received a final grade in a course may initiate a grievance with regard to the grade by filing a petition with the Associate Dean for Academic Affairs for referral to the Academic Standards Committee.
3. How and When Petition is to be Filed. A petition shall be filed within 30 days after the final grade in question is posted. The Committee in its discretion may, for good cause shown, extend the 30 day period.
4. Form of Petition. The petition shall be addressed to the Chair of the Academic Standards Committee, must be signed by the petitioner, and shall state:
  - a. The name and student number of the student filing the petition
  - b. The title of the course in which the final grade was received
  - c. The name of the professor who taught the course
  - d. The reason(s) the petitioner believes relief is warranted in accordance with requirements set forth in § 07.7.B.5
  - e. The specific relief requested
5. Requirements of a Grievance Claim. In order for a petition to state a grievance upon which relief can be granted, it must satisfy both of the requirements:
  - a. The petitioner has requested relief from the professor involved, and the professor has not granted relief acceptable to the petitioner; and
  - b. The grade received was unfair, or substantially inappropriate, for one or more of the following reasons:
    - (1) An error in computation was made in calculating the grade;
    - (2) The grade received was the result of arbitrary and capricious grading by the professor. If the grade was received in a course graded anonymously, there must also be a compelling indication of a breach of anonymity. In no event shall there be an inquiry into the professor's academic judgment or prerogative and responsibility for assigning grades.
6. Committee Consideration. The Committee shall make every reasonable effort to make a recommendation regarding a petition within a period of 15 days from the time a petition is filed.
7. Actions and Procedures Available to the Committee in Considering Petition. After due deliberation, the Committee may take one or more of the following actions and allied procedures in response to a petition:
  - a. Determine that the facts stated in the petition, even if true, do not state a grievance upon which relief can be granted. In this case, the Committee shall notify the petitioner and the professor to

that effect.

- b. Determine that the facts stated in the petition, if true, state a grievance upon which relief can be granted. In this case the Committee shall notify the professor and the petitioner of their right to appear at a hearing on the petition.
- c. In a case where the Committee finds no action is appropriate, the Committee shall notify the petitioner and the professor of that decision.
- d. If the Committee finds a specific change of grade is appropriate, it shall provide copies of its written decision to the professor, the petitioner, the Associate Dean for Academic Affairs, and Registrar, who shall effect the change of grade as indicated by the Committee.

#### § 07.8 GOOD STANDING AND CONTINUATION

A. Good Standing. In order to remain in good standing, the student must maintain a cumulative grade point average of 2.00 at the conclusion of each semester.

#### B. Probation and Dismissal

1. Any student whose grade point average is below 1.5 at the end of the first semester shall be automatically dismissed from the law school for academic deficiency and shall not be eligible for reinstatement. Any student whose cumulative grade point average falls below 1.60 at the end of the first year, shall be automatically dismissed from the law school for academic deficiency and shall not be eligible for reinstatement.
2. Any student whose cumulative grade point average falls below 2.00 shall be put on academic probation. Any student on academic probation will have one semester to raise the cumulative grade point average to the required level of 2.00 or be automatically dismissed from the law school for academic deficiency. If a probationary student successfully raises the cumulative grade point average to the required level at the end of the probationary period but subsequently falls below 2.00 again, the student shall be automatically dismissed from the law school for academic deficiency. A student on academic probation may not work or engage in significant law school extracurricular activities.
3. Any student who has been dismissed because of an academic deficiency but whose cumulative grade point average is at least 1.90 shall be allowed to petition the faculty for reinstatement for one additional semester on academic probation (the reinstatement semester), but such student may be reinstated only once. If a student is reinstated and does not achieve a cumulative grade point average of 2.00 or higher at the end of the reinstatement semester, and at the end of every subsequent semester, the student shall be dismissed from the law school and shall not be eligible for reinstatement.
4. The faculty shall reinstate a student only when it determines that there is a strong likelihood that the student will have a cumulative grade point average of 2.00 or higher at the end of each semester thereafter.

5. A student may initiate a petition for reinstatement by preparing a written petition addressed to the faculty and submitting it to the Associate Dean for Academic Affairs. The petition must describe the student's academic circumstances; state extraordinary circumstances, if any, that caused the academic deficiency; and indicate why and how the student expects to make sufficient improvement to have a cumulative grade point average of 2.00 or higher at the end of every semester thereafter. The student is entitled to make a personal appearance before the faculty when it considers the petition, to answer questions, and to offer argument on behalf of the petition. If the faculty decides to reinstate the student, it may attach such conditions to its decision as it deems to be in the best interests of the student and the law school under the particular circumstances involved. The faculty's decision on the petition for reinstatement shall be final and not subject to reconsideration.
6. "Reinstatement" is used in contrast to "readmission," which is the process of allowing a student to re-enter the school (under then-current admission standards) as a first- semester student, forfeiting all credits previously earned. The process of readmission is covered by § 07.9.

C. Dismissal for Grades of F, FW, WF or NP

1. Any student who receives three or more grades of F, FW, WF or NP (in any combination) shall be dismissed from the law school regardless of his or her cumulative grade point average, subject to paragraph C(3) below.
2. Any student who receives a grade of FW in two or more courses shall be dismissed from the law school, subject to paragraph C(3) below. Note that a student who receives a final grade of FW had the opportunity to petition the Academic Standards Committee for relief from that grade under Policy 7.4(B)(4).
3. Students subject to dismissal under this paragraph are eligible for reinstatement under paragraph 7.4(B)(5). The appeal should fully explain the extraordinary circumstances, if any, that resulted in each of the failing grades. This "safety-valve relief" policy contemplates that reinstatement will rarely, if ever, be granted under this paragraph.

D. Summer Intensives

No student with a cumulative GPA under 2.25 is eligible to take any summer intensive.

§ 07.9 READMISSION

- A. In the absence of exceptional circumstances demonstrated to the Admissions Committee, a student who has been dismissed from the law school for academic reasons and has not been reinstated pursuant to § 07.8 may apply to be readmitted to the law school only after at least two years have elapsed since the dismissal. However, if a student voluntarily withdraws after the fall semester of the student's first year, prior to the drop/add deadline in the spring semester, the student may apply to be readmitted after at least one year has passed. The readmission decision shall be made by the Admissions Committee under then-current admission standards. Any student readmitted under this section who does not achieve a GPA of at least 2.0 in the first semester is academically dismissed without right of appeal, probation, or reinstatement.

- B. A student who has been dismissed from the law school for academic reasons and who is readmitted to the law school shall forfeit all credits previously earned and shall be admitted as a first-year, first-semester student. The grade point average of a student who has been readmitted shall be based only on the work attempted since readmission. However, the transcript of a student who has been dismissed for academic reasons shall continue to reflect the courses attempted, the grades earned, and the dismissal of the student from the school for academic reasons.

#### § 07.10 STUDENTS WITH LL.M. DEGREES FROM ABA-APPROVED LAW SCHOOLS

- A. Each applicant to the J.D. program who has previously earned an LL.M. in an ABA- approved law school must furnish with the application a recent LSAT score. Once admitted, the student is expected to complete the law school's full-credit J.D. program with all of its concomitant requirements. Advanced standing for credits earned in an LL.M. program will not be granted.
- B. The Associate Dean for Academic Affairs may grant a waiver from re-enrolling in certain courses successfully completed as an LL.M. student (e.g., Contracts I). In such an instance, the student will still be required to complete 90 credits by substituting elective courses for any courses that were waived.
- C. This policy does not preclude the Associate Dean for Academic Affairs from granting up to 30 advanced-standing credits for law work completed in an undergraduate program in a common law system (e.g., England or Australia). See ABA Standard 507.

#### § 07.11 ACADEMIC RANKING OF LIBERTY UNIVERSITY SCHOOL OF LAW STUDENTS

- A. At the end of each semester, students who have begun law school at Liberty University School of Law shall be ranked academically based on their cumulative GPAs according to the guidelines herein. Students who transfer to Liberty University School of Law with credits from other schools shall not be ranked. Liberty students visiting at another school shall not be ranked.
- B. Final rankings shall be determined based on all those students in a class who have completed their degree requirements by the end of the spring semester of a given year.

#### § 07.12 GRADUATING WITH HONORS

- A. Graduation Honors. The law school shall designate the top ten percent of each graduating class magna cum laude and those in the top 15 percent cum laude. The faculty may also award a degree summa cum laude to a student who is one of the top two in the graduating class and whose academic performance warrants the awarding of the special honor. All honors are awarded based on final spring grades. A student visiting at another law school will be awarded honors based upon all grades earned at Liberty and the other institution. However, the inclusion of any visiting student in the awarding of Honors will not affect honors awarded to any other student. Honors will be awarded as though the visiting student was not included in the class ranking.

- B. **Course Honors.** A professor may designate one or more students who earn the highest grade in a course for a certificate of honor. Students who receive course honors will have a designation appear on the academic transcript.
- C. **Dean's Honor Roll.** Law students who achieve a semester average in the top 15% of their class shall be awarded Dean's Honor Roll, provided that the student has received no grades of I or NP. Liberty students visiting at another institution are not eligible to be included in the Dean's Honor Roll.
- D. **Certificate of Skills Completion, Proficiency, and Excellence.** Any student who receives a passing grade in LS I, LS II, LS III, LS IV, and LS V (if taken prior to the spring semester of the student's 3L year) shall be awarded a Certificate of Skills Completion. Any student who receives a grade of B– or better in LS I, LS II, LS III, LS IV, and LS V (if taken prior to the spring semester of the student's 3L year) shall be awarded a Certificate of Skills Proficiency. Any student who receives a grade of B+ or better in LS I, LS II, LS III, LS IV, and LS V (if taken prior to the spring semester of the student's 3L year) shall be awarded a Certificate of Skills Excellence. A student will only receive the Certificate for the highest level earned. A notation of the highest award earned shall also be included on the student's official transcript.

Students that complete LS V as a visiting student at an approved law school during their third year will be awarded Certificates as though they had completed the course at LUSOL. The Registrar's Office, in conjunction with the Director of the Center for Lawyering Skills, will be responsible for determining which students are eligible for the award each spring.

#### § 07.13 RIGOROUS WRITING REQUIREMENT

- A. The Rigorous Writing Requirements will normally be satisfied by completion of Lawyering Skills II and any upper level writing course designated to satisfy the rigorous writing requirement, with a passing grade on the major written component of those courses. In the event that the Rigorous Writing Requirement is not satisfied in those courses, it shall be met in compliance with the following requirements.
  - 1. **General Requirements.** Students may satisfy the Rigorous Writing Requirement by the production of one or more documents in which the students engage in complex, critical analysis of legal issues. The assignment or assignments must challenge the student's organizational, research, problem-solving, and writing abilities. Satisfaction of the Rigorous Writing Requirement should enhance the student's educational experience and may involve interdisciplinary work, the integration of theory and application, skills and values, or advocacy of a particular position. Satisfaction of the Rigorous Writing Requirement must involve a close working relationship between the student and a faculty supervisor. The number of credits shall be no fewer than two and no greater than three. The list of courses qualifying for the Rigorous Writing Requirement will be published with the course schedule each semester.
  - 2. The Rigorous Writing Requirement may be satisfied by the student's production of any of the following:
    - a. A document or documents in connection with an upper level course or seminar

b. A Directed Research paper

3. Requirements for § 07.13.A.2.a. The supervising faculty member must affirm to the Associate Dean for Academic Affairs that the document production required in the course or seminar satisfies the General Requirements of the Rigorous Writing Requirement. In meeting this burden, the supervising faculty member need only submit the course syllabus clearly indicating the document or documents to be produced and the number of hours of credits. Continuing approval under this requirement is available for recurring courses.
4. Requirements for § 07.13.A.2.b. Student proposals must include a detailed topic description and an estimate of the time requirement for completion of the project. The supervising faculty member shall require an outline and a draft in addition to the final paper. The supervising faculty member and student shall meet on a regular basis to discuss the progress of the paper.
5. No faculty member may supervise more than two Directed Research projects in one semester without the prior approval of the Associate Dean for Academic Affairs. All Directed Research papers will be graded. The supervising faculty member will notify the student in advance of all requirements for the project.
6. Although a faculty supervisor's judgment as to the length of papers that will satisfy the Rigorous Writing Requirement through Directed Research will generally be determinative, no work product of fewer than 25 pages (12-point type and double-spaced) will satisfy the requirement.

B. Certification

1. Each faculty member supervising a Directed Research paper for student satisfaction of the Rigorous Writing Requirement must complete the following certification upon completion of the paper:

I certify that \_\_\_\_\_ (name of student) has satisfied the Rigorous Writing Requirement.  
The paper was turned in on \_\_\_\_\_ (date) and received a grade of \_\_\_\_\_.

2. Each faculty member supervising a student's Rigorous Writing Requirement through an upper level course or seminar shall certify:
  - a. The list of all students in the upper level course or seminar
  - b. That all students on the list met all of the requirements of the Rigorous Writing Requirement
  - c. The grade received on each Rigorous Writing Requirement paper
3. All certifications must be submitted to the Registrar when the faculty member's grades are due at the end of each semester.

§ 07.14 INDEPENDENT STUDY

- A. The goals of the independent study shall be to enhance the student's research, legal analysis, and



writing skills. Any student desiring to use the independent study to satisfy the Rigorous Writing Requirement must meet the requirements of § 07.13.

- B. Students who have completed two years of law school and received a 2.75 GPA in the most recent full semester (fall/spring) grades reflected on their transcript may, upon approval of the Associate Dean for Academic Affairs, earn course credit for independent study under the supervision of a full-time professor.
- C. The student may earn credit for only one independent study while in law school. The independent study shall be for one or two credit hours.
- D. The paper must be at least ten pages (12-point type and double-spaced) in length for each credit hour granted, excluding footnotes and endnotes. The paper shall show evidence of thorough research and sound analysis and shall be footnoted or endnoted in a form approved by the supervising professor.
- E. The following procedures shall apply:
  - 1. Before a student is given approval to do the independent study, the student shall submit to the supervising professor a 100 – 200 word executive summary of the proposed paper, explaining the nature of the subject and planned coverage. After obtaining approval from the professor, the student shall then apply to the Associate Dean for Academic Affairs for permission to do the study. The application shall include the approval from the supervising professor.
  - 2. The student shall submit an outline of the proposed paper, which the supervising professor shall examine and approve.
  - 3. Before submitting the final paper, the student shall submit at least one draft of the paper which the supervising professor shall critically examine.
  - 4. Before submitting the final paper, the student shall confer with the supervising professor at least twice, and more times if required by the professor.
- F. No professor may supervise more than two independent studies per semester.

#### § 07.15 NO PRIVATE RIGHT OF ACTION

Nothing contained in this section or any other section of the handbook shall be interpreted to create or entitle any student to a private right of action or a private remedy.

## **Section Five: STUDENT SERVICES**

### **I. THE OFFICE OF STUDENT AFFAIRS GENERAL INFORMATION**

The purpose of the Office of Student Affairs is to enhance the quality of life of students in order to facilitate academic achievement, while in attendance at Liberty University School of Law ("Liberty Law"). The curriculum at Liberty Law is rigorous and is designed to mold students into legal professionals. The commitment to preparing excellent lawyers, however, goes beyond the classroom. Therefore, The Office of Student Affairs will offer services to help meet the emotional, spiritual, social, physical, and academic needs of students. During the first semester, the Director of Student Affairs meets with each student to ascertain individual goals and interests. The Office of Student Affairs maintains an open-door policy to guide and advise students on personal and spiritual matters.

The Director of Student Affairs also serves as Liberty Law's focal point for student conduct matters. The Director is Liberty Law's principal advisor to the Student Bar Association (SBA) and works with the SBA to facilitate various student organization events as well as the Prayer Mentor program. Additionally, the Office of Student Affairs administers the process for student employment requests.

### **II. NEW STUDENT ORIENTATION**

During new student orientation, students will be introduced to a variety of student services including the School of Law's Academic Support and Legal Writing Centers, campus resources for student health and wellness, emergency services, the Personal Code of Honor, the Academic Honor Code, student organizations, the Career & Professional Development Office, and administrative staff available to answer any questions related to these services.

### **III. SUPPORT PROGRAMS**

#### **ACADEMIC SUPPORT PROGRAM**

The Academic Support Program assists law students in achieving their full academic potential. The Academic Support Program is administered by the Director of Academic Support. This program is designed to help students with class preparation, class participation, and post-class review prior to taking law school examinations. Throughout the academic year, the Academic Support Program holds workshops on such topics as case briefing, note taking, time and stress management, outlining, and exam preparation. The Academic Support Program also offers one-on-one meetings to assist students in the assimilation of course material and the application of classroom knowledge in preparation for final examinations. Additionally, the Academic Support Program offers limited study sessions for first and second year law students during the fall and spring semesters. The Academic Support Program also provides training to assist students with bar examination preparation.

## **CENTER FOR LEGAL WRITING**

The Center for Legal Writing, administered by the Director of the Center for Legal Writing, assists law students in developing their legal writing skills. The Center's program is designed to help students develop their legal writing skills through issue-spotting practice problems, graded practice problems, writing exercises, and one-on-one tutorial sessions. The Director of Academic Support and the Director of the Center for Legal Writing work closely together to provide substantive review and application of the law.

During the first year, students are provided with weekly practice problems that correlate with the review sessions offered by the Director of Academic Support. Once a student has completed the practice problem, the problem is reviewed and a one-on-one meeting is scheduled with the student. During this meeting, feedback is provided to help students improve their legal analysis and basic writing skills.

The Center for Legal Writing provides assistance to second- and third- year students through one-on-one meetings. The Center also provides various workshops throughout the year to help students improve their basic writing and critical thinking skills. The workshops focus on paragraph formation, grammar, punctuation, and active sentence structure.

The Center for Legal Writing provides valuable assistance to third-year students and recent graduates who are preparing for a bar examination.

## **IV. THE OFFICE OF THE REGISTRAR**

A. The Registrar's Office is open Monday through Friday, 8:00 a.m. to 5:00 p.m.

B. The following services are provided by the Registrar's Office:

- Class registration
- Enrollment verification
- Degree verification
- Transcript production and maintenance
- Student academic progress updates
- Issuance of student examination numbers
- Administration of examinations
- Maintenance of students' permanent records
- Management of approvals, registration, and records for the Dual Degree Program

C. Family Educational Rights and Privacy Act (FERPA)

1. Liberty Law receives funds from the U.S. Department of Education. According to the U.S. Department of Education, the Family Educational Rights and Privacy Act (FERPA) is a Federal law (20 U.S.C. § 1232g; 34 CFR Part 99) that protects the

privacy of student education records, and applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

2. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:
  - a. A student has the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for students to review the records. Schools may charge a fee for copies. Any request for inspection must be made in writing to the Associate Dean for Administration and Student Development and the Registrar. The Registrar will make arrangements for access and notify the student of the time and place when the records may be inspected. If the records are not maintained by the Registrar, the Registrar will advise the student of the correct official to whom the request should be addressed.
  - b. A student has the right to request that a school correct records that he or she believes to be inaccurate or misleading. Any request to amend a record must be in writing and addressed to the school official responsible for the record. This request to amend must clearly identify the part of the record the student believes to be incorrect and specifically explain why the record is inaccurate or misleading. If the school decides not to amend the record, the student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information. (Note: a request to correct the record may not be used to contest a grade given in a course. There is a separate grade appeal process to address that concern.)
  - c. Generally, schools must have written permission from the student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR §99.31):
    - (1) School officials with legitimate educational interest;
    - (2) Other schools to which a student is transferring;
    - (3) Specified officials for audit or evaluation purposes;
    - (4) Appropriate parties in connection with financial aid to a student;
    - (5) Organizations conducting certain studies for, or on behalf of, the school;
    - (6) Accrediting organizations;
    - (7) To comply with a judicial order or lawfully issued subpoena;
    - (8) Appropriate officials in cases of health and safety emergencies; and
    - (9) State and local authorities, within a juvenile justice system, pursuant to specific state law.

3. Schools may disclose, without consent, “directory” information such as a student’s name, address, email address, telephone number, date and place of birth, honors and awards, dates of attendance, degree and awards received, previous schools attended, and similar information. If a student does not wish this information to be released, the student must file a written request with the Registrar by September 1 of each academic year.
4. A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by Liberty Law to comply with the requirements of FERPA. Any complaints should be addressed to: Family Policy Compliance Office, U.S. Dept. of Education, 600 Independence Avenue, Washington, DC 20202-4605.

## V. BANK MOBILE CARD

- A. For information concerning the refund process, refer to the Refund Policy of the Financial Aid Guide (Section Two of this handbook). If the timing of the refund disbursement creates a financial hardship for a student, he/she may apply for an advance from the School of Law coordinator of Financial Aid.
- B. For lost cards and additional information, see BankMobile’s [webpage](#).

## VI. FLAMES PASS

- A. **DEFINITION.** All on-campus Liberty University students are issued a Flames Pass, the official campus ID card. The Flames Pass is used to access Flames Cash, meal plans, authorized campus buildings, campus events and recreation, and student discounts. Students may obtain their Flames Pass by visiting the ID & Campus Services Office with a government-issued photo ID. For quicker service, students may submit a photo and verify their identity via the Photo Upload Application on the Card Services website. Upon receipt of the Flames Pass, students should go to Access Control to receive access to the law school.
- B. **LOST CARD.** If a student learns that his/her Flames Pass is missing, he/she should immediately suspend it to prevent fraudulent use by:
  - Contacting ID & Campus Services at 434-582-7771 or [CampusServices@liberty.edu](mailto:CampusServices@liberty.edu).
  - Visiting the [Flames Pass Portal](#) and selecting “Report Lost Flames Card.”

A student should visit ID & Campus Services in person with his/her found Flames Pass to reactivate it.

- C. **FLAMES CASH.** Flames Cash is a prepaid declining balance account that is accepted at Liberty University and a variety of merchants. For a complete list of participating locations, visit the Card Services website.

## D. ID AND CAMPUS SERVICES CONTACT INFORMATION AND LOCATION

Montview Student Union, Room 1720

Hours: 8:00 a.m.–6:00 p.m., Monday–Thursday

8:00 a.m.–5:00 p.m., Friday

Closed for convocation

(434) 582-7771

[CampusServices@liberty.edu](mailto:CampusServices@liberty.edu)

[Liberty.edu/ID&CampusServices](http://Liberty.edu/ID&CampusServices) | [Liberty.edu/FlamesPass](http://Liberty.edu/FlamesPass)

[Facebook.com/FlamesPass](https://Facebook.com/FlamesPass)

## VII. WORK REQUEST

The expected workload for a student enrolled in Liberty Law's Juris Doctor program is at least 60 hours per week. Law students who wish to work during the semester must sign and submit a [School of Law Work Request Form](#) to the School of Law Director of Student Affairs. The form must be signed and submitted *each semester* of expected employment.

### Employment and Academic Workload Policy

The rigors of legal education, particularly for first-year students, are such that any employment is discouraged. If necessity requires employment, first-year students must receive prior written approval from the dean to be employed.

After the first year of law school, a student may not be employed more than 20 hours per week in any week in which the student is enrolled in more than 12 class hours. Second-year or third-year law students working 20 hours or less must submit a signed certificate each semester they are employed stating that they have read the employment policy and agree to comply with it. If financial circumstances require a 2L or 3L student to be employed in excess of 20 hours, the student must receive prior written approval from the dean to be employed.

## VIII. STUDENT HEALTH SERVICES

Neither Liberty University nor Liberty Law offers health insurance coverage to students or their families. However, law students may obtain partial health coverage through the [American Bar Association's Law School Division](#). To acquire information about the available insurance plans and/or to apply for coverage, law students should visit the [American Bar Association's Law School Division insurance benefit website](#). Contact the Liberty Law ABA Student Representative of the SBA if further assistance is needed.

### Student Health Fee

Your physical and emotional well-being directly impact not only your academic performance, but also every aspect of your life at Liberty. Having convenient access to the health care you need, as well as preventive care, can make all the difference —no more putting off going to the doctor because of the cost!

Liberty University and its counseling program are partnered with nationally recognized CVFP-Medical Group to provide students with quality medical and mental health services, health promotion, and preventive care. A \$150 student health fee built into tuition and fees each semester will cover a wide variety of services in our Student Health Center, including:

- Physician, nurse practitioner, and physician's assistant office visits
- Acute care visits
- In-office lab tests and diagnostics (including blood draws, EKGs, and basic X-rays)
- Annual physicals
- Chronic disease management for asthma, diabetes, auto-immunedisorders, and other long-term conditions
- Coordination of care with specialists
- Preventive care visits
- Nutritional and health coaching
- Up to six counseling sessions per year
- Unlimited visits to the Student Health Center

These services will be available to full- and part-time students and will be provided by licensed physicians, midlevel providers, nurses, X-ray technicians, medical assistants, and counselors who are committed to caring for you and your health.

We believe that every student should be able to seek the quality care they need without delay. This new program will eliminate many costs not covered by primary health insurance, including co-pays and co-insurance. Some specialized lab procedures or diagnostic testing may fall outside the scope of the services provided and require a small fee;\* and while scheduled visits may be canceled that day, there is a \$10 charge for simply not showing up. But every effort will be made to keep costs at a minimum, and additional charges will be billed directly to your primary health insurance through the CVFP-Medical Group's central billing office.

Liberty is committed to your good health—and to ensuring that the health care you need is there for you when you need it.

*\*All charges for excluded services will be personally covered by the patient. Excluded services include visits to CVFP Diagnostic or Immediate Care centers or the emergency room, hospitalizations, inpatient care, fiberglass casts, splints, DME, allergy shots, B12 injections, all vaccines/immunizations (influenza vaccine only one included in health fee), services performed outside the Student Health Center, specialist services, or counseling above the allotted six visits per year. Some durable medical equipment may be available for limited use at no charge.*

**For any questions regarding the Student Health Fee, please contact**  
**[studenthealthrecords@liberty.edu](mailto:studenthealthrecords@liberty.edu)**

**Liberty University Student Health Center (LUSHC)**

The Liberty University Student Health Center is a family and occupational medical service available to all students, staff, and faculty and their families at Liberty University. Medical care at the Health Center is provided by Central Virginia Family Physicians (CVFP), an established independent practice with nine regional family practice offices and three urgent care facilities. The LUSHC is located in the bottom of Commons 3, 1606 Regents Pkwy.

Hours: 8:00 a.m.–5:00 p.m. Monday–Friday (no weekend hours)

If you have an emergency after hours and are located on campus, contact LUPD at ext. 3911 or (434) 592-3911. If you are off campus, go to the nearest emergency department or dial 911 from your telephone.

LUSHC encourages appointments to be made, but understands that urgent issues do come up. Students may walk into the clinic and will be assessed by a nurse as to the level of care needed. To schedule an appointment, please call (434) 338-7774.

## **IX. STUDENT HEALTH AND WELLNESS**

The Office of Internal Affairs serves as the primary point of contact for student well-being and is responsible for distributing information on health and wellness resources. Liberty Law provides a list of health and wellness resources on the [Student Services](#) webpage. These resources include a list of practical tips for the maintenance of student health and wellness, options for mental health screening, and on-campus health and wellness resources.

On-Campus Health and Wellness Resources include:

### **A. Office of Student Affairs**

The law school experience goes beyond the classroom to include areas such as emotional, spiritual, social, and physical strength. The Office of Student Affairs provides a safe place where students know they can share their concerns and struggles discreetly. You can contact the Director of Student Affairs, Mrs. Sarah O'Brien, at [secarter1@liberty.edu](mailto:secarter1@liberty.edu) and (434) 592-3396.

### **B. Live Healthy Liberty**

Liberty University offers many resources to promote holistic wellness for a healthy campus. See the options available on the university's Student Affairs [webpage](#).

### **C. Campus Recreation**

Campus Recreation provides a diverse list of student activities, intramural sports, and recreational facilities for students. These are all great activities in which students may engage to maintain both their mental and physical health. For more information about the many student events, activities, and facilities provided by Campus Recreation please visit their [website](#).



#### D. Student Counseling Services

Student Counseling Services seeks to provide individualized assessment and care for the Liberty University student populace. Whether you're encountering a difficult situation, an immediate crisis, or have an ongoing mental health concern, the office's licensed professional counselors and other staff are available to help you. The office places a high priority on student confidentiality. For more information about the services provided by the Student Counseling Services or to request an appointment please visit their [website](#) or call (434) 582-2651.

#### E. LU Shepherd

[LU Shepherd](#) exists to develop *Champions for Christ* by fostering a holistic community through peer mentorships, pastoral care, and life-skills training. For more information about the services provided by LU Shepherd, please call (434) 592-5411.

#### F. CARE Team

The [CARE Team](#) (Collaborate, Assess, Resource, Empower) exists to promote the safety and well-being of the university community. Working in conjunction with other university departments – such as the Office of Residence Life, Student Counseling Services, LU Shepherd, the Office of Community Life, and the Liberty University Police Department (LUPD) – we employ a case management model to connect students to the appropriate resources, in order to meet the unique needs of each individual, and seek to prevent the escalation of concerning behaviors.

#### G. Commuter Food Pantry & Swipe Out Hunger Program

Liberty University offers resources to assist students struggling with food insecurity. The [Commuter Food Pantry](#) offers non-perishable food and hygiene options for students in need. Additionally, students can apply to the [Swipe Out Hunger Program](#), which provides 20 on-campus meal swipes.

#### Off-Campus Resources include:

##### A. Virginia Judges and Lawyers Assistance Program

[Virginia Judges and Lawyers Assistance Program](#) (VJLAP) provides confidential, non-disciplinary assistance to members of the legal profession and law students in Virginia who are facing mental health concerns, substance abuse, or professional impairment. The organization provides assistance through a network of professional staff and attorney volunteers who provide mentorship, peer support, counseling for families, and establish structured recovery programs.

For the last several years, VJLAP has graciously offered to be available at the law school. Students will be notified via email and marketing slide of opportunities to meet with the Clinical Director on site at the law school throughout the academic year. A representative from VJLAP is typically available monthly.

VJLAP 24-Hour Help Line: 1-877-545-4682

[VJLAP Mental Health Self-Test](#)

##### B. Lynchburg Parks and Recreation

The City of Lynchburg has over 850 acres of parkland and the most unique urban trail systems in the state. Whether you are into sports, festivals, or exercising, Lynchburg has something to fit your personality. [Lynchburg Parks & Rec](#) has more information about the many parks and activities in the region.

**C. President's Council of Fitness, Sports, and Nutrition**

The President's Council seeks to provide quality information regarding physical activity and good nutrition. Their website provides resources that can assist a student in learning about a healthy diet. For more information about simple positive changes you can make to your diet, please visit the [council's website](#).

**D. National Suicide Prevention Lifeline**

The National Suicide Prevention Lifeline is a 24-hour, toll-free, confidential suicide prevention hotline available to anyone in suicidal crisis or emotional distress. You can reach this hotline by dialing 1-800-273-8255.

**X. PARKING AND PUBLIC SAFETY**

**A. PARKING DECALS**

1. Any motor vehicle (including motorcycles, motorbikes, and mopeds) or bicycle operated or parked on property owned or controlled by Liberty University must display a valid Liberty University parking permit or pass. The type of permit or pass indicates the areas in which a vehicle must be parked.
2. Students must register for their parking permits or passes with the [Liberty University Police Department](#). The Police Department provides a registration site in a prominent place on campus during the first few weeks of school for students to obtain their parking permits or passes. To receive a permit, the online registration form must be completed and submitted electronically.
3. Students must abide by all parking rules and regulations as stated on the [Liberty University Police Department](#) webpages.

**B. LIBERTY UNIVERSITY POLICE DEPARTMENT (LUPD)**

1. The Liberty University Police Department (LUPD) provides 24-hour-a-day patrol protection of police, security, and emergency medical services to the campus, parking lots, residence halls, and other properties owned or controlled by the university.
2. LUPD officers are duly sworn with full law enforcement powers and responsibilities, identical to those of the local police or sheriff's department in any local community.
3. LUPD reminds students that safety is a community responsibility. A truly safe campus can only be achieved through active participation of all persons who reside, work, study, or visit on campus.

#### 4. LUPD Contact Information:

- a. On-campus Emergency Services (Police, Fire, EMS): 592-3911.
- b. Non-Emergency and Escort Service: 592-7641.

### C. PERSONAL ACCIDENTS

In the event of an accident on the campus of Liberty University, students must call LUPD at (434) 592-3911 immediately and report the accident.

**Student Accident Insurance.** As of August 1, 2015, Liberty University, through the Office of Risk Management, provides a \$10,000 accident insurance policy benefiting all **residential students** attending the Lynchburg, Virginia campus. Coverage is not available to online students.

While this coverage is not intended to be a substitute for the student's primary health insurance, it will respond, subject to the terms and conditions of the policy, to accidental injury sustained by the residential student when there is no coverage or when the student has co-payments or deductibles remaining after having filed with their primary insurer.

Students are covered for accidental injuries including those related to intramural sports, official club sports and intercollegiate sports on a 24/7 worldwide basis subject to the terms, conditions, and limits of coverage found in the policy. For more information, students and parents should click [this link](#) for the claims administrator.

## XI. STUDENT ORGANIZATIONS

- A. **PARTICIPATION.** Participating in a student organization is an excellent way to meet fellow students and other legal professionals and to benefit from programs aimed at increasing the understanding of specific areas of the law. The Office of Student Affairs and the Student Bar Association are committed to assisting the action of organizations that both reflect the diverse goals of students and enhance the Liberty Law's unique mission.
- B. **STUDENT BAR ASSOCIATION (SBA).** Students are responsible for the formation and administration of their own governmental structure, the election of officers, and, subject to faculty approval, the content of the SBA Constitution and bylaws. The SBA shall endeavor to reflect the diverse interests of the student body and to encourage student interaction among students holding various viewpoints.
- C. **CRITERIA FOR STUDENT ORGANIZATIONS.** To be recognized as a Liberty Law student club or organization, a group should meet the requirements outlined in the SBA Constitution, Article XIV and Section II of its By-laws. Recognized student clubs or organizations must request and receive permission from Liberty Law's Office of Student

Affairs before they may meet on campus, advertise, distribute or post materials, or use any University or law school facilities for their activities or events. No student organization shall be approved, recognized or permitted to meet on campus, advertise, distribute or post materials, or use University or law school facilities if the statements, positions, doctrines, policies, constitutions, bylaws, platforms, activities or events of such organization, its parent, affiliate, chapter or similarly named group (even if the similarly named group is not the actual parent, affiliate or chapter) are inconsistent or in conflict with the distinctly Christian mission of the University, the law school, the Academic Honor Code, the Personal Code of Honor, or the policies and procedures promulgated by the University or Liberty Law. The University and Liberty Law reserve the right to refuse the use of their facilities for any reason to any student club, organization, activity, or event.

Consistent with the Academic Honor Code and the Personal Code of Honor, all students, student organizations, and faculty and staff of Liberty University and Liberty Law have a responsibility to uphold the moral and ethical standards of this institution and personally confront those who do not.

## **XII. DINING SERVICES**

Various dining options are available at numerous locations on the main campus and in Green Hall where the law school is located. Resident and commuter meal plans are available. [Liberty University Dining Services](#) offers more information.

## **XIII. STUDENT MAILBOXES, LOCKERS, AND BULLETIN BOARDS**

- A. **LOCKERS.** Storage lockers are provided by the law school as a courtesy to the students. Locker use is optional. The student is responsible for purchasing a standard padlock to keep the locker's contents secure. Liberty University School of Law will not be responsible for lost items or items stolen from the lockers. Each student utilizing a locker has an affirmative duty to report any damages to the locker to the Director of Student Affairs.

The student must keep the locker clean and in good working order. If a locker requires repair due to damage caused by the student assigned to the locker, the student shall be responsible for all repair costs. Any materials or belongings left behind by a student after voluntary or involuntary withdrawal, or the student's graduation, become property of Liberty Law.

If a student uses a locker without registering with the Director of Student Affairs and secures it with a lock, the lock will be cut off. The contents will be retained by the Office of Student Affairs or placed in a designated lost and found receptacle.

- B. **STUDENT BULLETIN BOARDS.** All materials posted on bulletin boards must first be approved by the Director of Student Affairs. Good judgment is expected in submitting materials for posting. The Office of Student Affairs reserves the right to deny any material

that is deemed inappropriate for Liberty Law's environment and to remove any outdated materials.

#### **XIV. UNITED STATES POSTAL SERVICE**

The Liberty Postal Services Office, located in Green Hall, is a full-service United States Post Office. The hours of operation are 8:00 a.m. to 7:00 p.m. Monday through Friday and 10:00 a.m. to 2:00 p.m. Saturday; the post office is closed on Sunday during the semesters. On weekdays, it closes from noon until 1:00 p.m. (for lunch) and during Convocation. Hours may vary during breaks.

#### **XV. UNIVERSITY BOOKSTORE**

The Liberty University Bookstore is housed within a full service Barnes and Noble Bookstore located on the main campus. Listing of merchandise and services as well as store hours can be found at [Liberty Bookstore](#).

#### **XVI. COMPUTER REQUIREMENTS, USE, AND SUPPORT**

##### **A. COMPUTER REQUIREMENTS**

1. Liberty Law students utilize laptop computers to organize their notes, create case briefs and outlines, complete assignments, and take exams.
2. Liberty University's [IT Marketplace](#) provides computer specifications for students who currently own or wish to purchase a computer. Liberty Law recommends that law students consult this website for updated recommendations for hardware and software to achieve optimum computer performance and network support.

##### **B. PURCHASING A COMPUTER**

1. Liberty University has agreements with computer manufacturers to offer special pricing for Liberty students. For more information, visit the [IT Marketplace](#).
2. Laptop computers are utilized by law students due to their portability, usefulness in class, wireless capability anywhere in the law school, and use during exams. However, students are not required to purchase a laptop for law school attendance. We do not recommend purchasing a Chromebook for use during law school as they are incompatible with the software utilized for exams.

##### **C. PURCHASING SOFTWARE**

The University's [IT Marketplace](#) provides up to 80% off normal retail of Microsoft software for

Liberty University students and law students.

#### **D. CLASSROOM COMPUTER USAGE**

1. Only portable computers may be used in the classroom.
2. Classrooms are equipped with electrical outlets (two per table) and wireless capabilities to accommodate the use of laptop computers during class.
3. Use of printers in the classroom is prohibited.
4. Computer volume should be set so that no audible signal is heard.
5. Screen savers should be set to a black screen (“none”).
6. Professors reserve the right to prohibit all laptop usage in classrooms, subject to any disability accommodation. When a professor permits the use of laptops, if the use of a computer causes a disruption in the classroom, the professor may require that such usage be discontinued. Internet searches unrelated to any classroom activity is prohibited. Participation in social media or use of instant messaging is forbidden in class.

#### **E. LIBERTY UNIVERSITY PROVIDES COMPUTER SUPPORT TO LAW STUDENTS**

##### [HelpDesk](#)

Users: All Students  
Contact: 434-592-7800  
Hours: Check website or call for current hours of operation.  
Location: GH 1539

#### **F. LIBERTY LAW EXAMINATION SOFTWARE**

1. The law school offers students the opportunity to type midterm and final examinations in a secured word-processing environment using [Exam4 software](#). (This is the same software chosen by the Virginia Board of Bar Examiners for the Virginia bar examination). Exam4 blocks disallowed materials, protects the examination with frequent autosaves and backups, and encrypts the examination file for security. All students who elect to type their examinations must use the Exam4 software. Instructions for downloading, installing, and testing the software are provided two weeks before law school exams begin.

2. Exam4 URL for supported operating systems:

<http://www.exam4.com/support/#hardware>

## G. LIBERTY LAW STUDENT PRINTING SERVICES:

1. Printing on Campus:

- There are only two printer names on the Liberty University campus.
  - [\\lups01\HP-B&W](#) (for black and white printing)
  - [\\lups01\HP-Color](#) (for color printing)
- Print jobs sent to HP-B&W can be printed from *any student printer on campus*.
- Print jobs sent to HP-Color can be printed from *any color student printer on campus*.
- To print from your personal device, visit [Liberty Helpdesk DIY](#) page and search “Printing” to find step by step directions.
- Once print job is sent, log into a printer using your LU username and password and tap “Release Print Job” to print.
- For all questions pertaining to printers or printing accounts, please call Liberty’s IT Helpdesk at 434-592-7800 for assistance.

2. Student Printer Locations:

- Law Library Computer Lab
  - Black and white printer (*can also be used to make copies and scan documents to email*)
  - Color printer (*print only*)
- Phase 3 area
  - Black and white printer (*print only*)

3. Printing Fees (Subject to change):

- 4.5¢ per sheet for black and white
- 35¢ per sheet for color
- Print costs are charged to and billed directly to your Liberty account.
- Liberty University is not responsible for print charges associated with the following types of issues:
  - Blank pages
  - Dissatisfaction with print results as a result of user-defined settings
  - Jobs that result in an unexpectedly large number of pages

## **XVII. DRESS CODE**

The School of Law requires its students to maintain a neat, modest, well-groomed appearance whenever the student is in the Law School or at any off-campus educational site.

The professional attire dress code is to be maintained whenever school is in session on the campus, including but not limited to, the administration areas, classrooms, library, and court rooms from 8:00 a.m. until 5:00 p.m. Monday through Friday.

For all students, the University-issued identification badge must be carried at all times.

### **A. PROFESSIONAL ATTIRE FOR WOMEN**

Acceptable professional attire for female students will be conservatively fitting blouses, sweaters and jackets with skirts, full-length dress slacks, khaki-style pants, or dresses; and dress sandals or shoes. The length of skirts must be long or approximately at (or just above) the knees. Skirt and dress slits must be conservative, and midriffs may not be exposed. No visible straps or cleavage on tops. All clothing must be modest. Hats are not permitted.

### **B. PROFESSIONAL ATTIRE FOR MEN**

Acceptable professional attire for male students will be sport coats (optional), collared or button down shirts, polo shirts, sweaters/vests, ties (optional), dress slacks, khakis, socks, and oxfords or loafer style shoes. Hats and sneakers are not permitted.

### **C. GENERAL APPEARANCE GUIDELINES FOR ALL STUDENTS**

The exhibition of “non-traditional” jewelry (i.e., wearing of earrings by male students, nose or belly-button piercing by any student) is unacceptable. Reasonable efforts shall be made to cover tattoos. Facial hair should be neatly trimmed. Hairstyles will be in an appropriate fashion for a professional look.

### **AFTER-HOURS, WEEKEND DRESS CODE**

Casual dress will be permitted in the law school after 5:00 p.m. on weekdays and all day on Saturday and Sunday. Casual dress consists of neat, clean, modest attire and shoes. Any messages or images on attire should be consistent with general school guidelines. Swimming pool attire should be modest for men and modest, one-piece suits for women.

## **XVIII. STUDENT POLICIES**

### **A. MANDATORY EVENTS**

Students missing mandatory events (professionalism series, court visits, etc.) are subject to



reprimand and/or other penalties as the Associate Dean of Student Development and/or the Director of Student Affairs may direct. Such penalty may include (but is not limited to) community service hours, late registration, and/or remedial training as directed. Failure to comply with the terms of an imposed penalty may result in the loss of good standing with the law school.

## **B. FOOD AND DRINK IN THE CLASSROOMS AND OTHER LAW SCHOOL FACILITIES**

Food is permitted in the student cafés and classroom 1740 (during student organization meetings) only. Additional mealtime accommodations include Tilley Café located in the Tilley Student Center in Green Hall. Beverages in approved containers are permitted in all classrooms and law school facilities except the Supreme Courtroom. Only hard-sided containers with screw top or pressure-closing lids are approved containers. Vending machine type cans or bottles and cardboard, plastic or Styrofoam cups with or without plastic lids are not approved containers. Water in plastic containers with screw-top lids is permitted in law school facilities such as classrooms, Ehrhorn Library, and the Supreme Courtroom. Water bottle dispensers may be found at the water fountains.

## **C. STUDENT EMAIL POLICY**

### **1. Anti-Spam Policy**

Spam is unsolicited bulk electronic mail. Spamming is the distribution of unsolicited bulk electronic mail.

Liberty University prohibits the distribution of unsolicited bulk electronic mail to more than twenty-five users. This limitation includes the total aggregate of emails which covers a similar subject matter or theme even though they are sent in separate bulk transmissions to fewer than twenty-five users. In other words, this limitation is exceeded if a sender either acts alone or in concert with another to send more than one email covering a single subject matter or theme and where the total aggregate of all emails total more than twenty-five. This policy does not apply to the use of Blackboard or to private email list servers.

The Office of the President of Liberty University and the administration and faculty of Liberty Law maintain the right to send unsolicited bulk electronic mail to its law students pursuant to this policy.

### **2. Approved Bulk Electronic Mail**

The Liberty Law Student Bar Association (SBA) may send bulk electronic mail to announce the time and location of SBA sponsored or related activities, and such email may discuss the various subjects related to the SBA and its activities and may solicit

responses from the student body relevant to its activities. All other bulk electronic mail must be presented to the Director of Student Affairs and approved for distribution before being sent to other students, faculty, or staff. Mailing advertisements, general personal statements or comments, and bulk email used to propagate personal views that foster division or defame or tend to defame another student, staff, faculty, or the institution of the University or Liberty Law are not approved uses of Liberty University's electronic mail system.

Thomas Road Baptist Church, Liberty University, Liberty Law, and any affiliated ministry or entity of any of them, may send bulk electronic email to the students, faculty, and staff so long as the email is approved by a person acting under authority and with authorization to send such email.

### 3. How to Send Bulk Emails to Students

When sending authorized bulk emails to students, the sender should place the recipient email addresses in the "Bcc" section and then place the sender's email address in the "To" section. This method of sending emails will protect the confidentiality of the students. If a student replies, the response will come back to the sender but will not be distributed to the other email recipients.

**The Academic Honor Code, Personal Code of Honor, Policy on Students with Disabilities, Racial Harassment, Sexual Harassment, and Nondiscrimination Policies are all found in Section Eight of this handbook.**

## **Section Six: LAW LIBRARY**

### **I. LAW LIBRARY USE**

Ehrhorn Law Library provides the students, faculty, and staff of Liberty University School of Law with ready access to a specialized collection of print and electronic legal resources. Other Liberty University faculty members and graduate students may access the law library for legal research by showing their Flames Pass at the Circulation Desk. Liberty University undergraduate students may use the law library for faculty-directed legal research assignments with prior approval of the Director of the Ehrhorn Law Library or the Associate Librarian for Access and Emerging Technologies.

The law library facilities are also available to members of the bar, the judiciary, and scholars needing access to the unique collections at the law library. All visitors must present a bar identification and/or photo identification at the Circulation Desk.

### **II. HOURS OF LIBRARY OPERATION**

Monday–Friday, 7:00 a.m. to midnight

Saturday, 10:00 a.m. to 10 p.m.

Sunday, 2:00–8:00 p.m.

This schedule may change during exams, holidays, and summer. All variations to the schedule are published in advance and are posted at the law library entrance and on the website.

Law students have 24-hour badge access to the library. After-hours study is also available in the law student study center. During this after-hours period, students are asked to please keep the following protocol in mind for security purposes:

- Only persons affiliated with the law school should be allowed to enter the law library.
- The doors to the law school or library should not be propped open under any circumstances.
- LUPD should be contacted for emergencies and other safety concerns:
  - Emergency: 434-592-3911
  - Non-emergency: 434-592-7641
- Students are prohibited from going behind the Circulation Desk.
- The dry erase markers and materials will be on the library counter for use in the study rooms; and materials should be returned, and walls wiped down after use.

### **III. LIBRARY SERVICES**

#### **A. REFERENCE SERVICES**

Librarians are available for reference assistance during regular work hours. Reference questions can also be directed via email to our “Ask a Librarian” service at [lawref@liberty.edu](mailto:lawref@liberty.edu) or by using the Research Assistance Request Form on the law library website under Services to Law Students.

Circulation Desk staff can also assist with locating materials.

#### **B. ONLINE CATALOG**

Books and other materials in the collection can be located by searching the law library’s online catalog, located through any web browser at <https://www.liberty.edu/law/law-library>. The online catalog displays whether an item is on the shelf, on reserve, checked out, on order, or recently received.

#### **C. INTERLIBRARY LOAN**

Although the law library maintains an excellent collection of legal and law-related materials, some books needed for research projects may need to be borrowed from other libraries. Interlibrary loan requests can be made at the Circulation Desk. Requested material typically requires seven to ten days to arrive by mail. Borrowers will be charged for any fines or other fees assessed by the lending library if an item is late, damaged, or not returned at all.

### **IV. GENERAL POLICIES**

Like the classroom, the law library is a focal point for law school community cooperation. For three years law students will be using library resources alongside their classmates, many of whom they will encounter throughout their professional lives. It is essential that law students share these resources and refrain from inappropriate, offensive, or unfair conduct. The law library policies are subject to change at any time as required. These rules and procedures apply only to the Ehrhorn Law Library. The Jerry Falwell Library may have different rules and procedures.

#### **A. QUIET**

To be conducive to study and research, the law library needs to be quiet. Conversations with other patrons are to be kept to a minimum and kept as soft-spoken as possible. Cell phones and all other electronic devices are to be kept on their silent settings. Patrons should alert a librarian or staff member about others who are causing a disturbance.

## **B. FOOD AND DRINK**

The Ehrhorn Law Library wants to provide all patrons with a comfortable and welcoming study environment.

Library users who consume food or drinks in the law library must do so in a manner that maintains a clean, safe library and that minimizes the risk of damage to library books, equipment and other property.

We allow beverage consumption in the law library so long as beverages are in containers with lids.

We allow "judicious" food consumption in the library. Please use good judgment and be respectful and considerate of other patrons when consuming food in the library. While food is allowed in Collaborative and Quiet areas of the library, patrons are expected to be considerate of others. In the interest of safety, small appliances are not permitted at student study carrels. These include, but are not limited to, personal refrigerators, coffee makers and Keurigs, and appliances intended to cook or otherwise prepare food. The student lounge (Phase III Commons) is available for those wishing to store and/or prepare food as well as for the consumption of foods that are not conducive to the study environment. The law library staff reserves the right to require that a patron consume food outside of the library if that patron's food consumption is disturbing the study environment for other library patrons. Failure to comply may result in loss of library privileges or other disciplinary action.

Please discard all wrappers and empty containers, clean up after yourself, and report any food or beverage spills to library staff so that we can alert our maintenance crews.

## **C. AVAILABLE STUDY AREAS**

The library provides ample study space for students. Large study tables, individual study carrels, and a variety of soft seating options are available for student use throughout the library. No personal items may be left in those study areas (assigned study carrels are excepted). The library maintains an open seating policy where seating is not assigned or reserved.

Law Library carrels are assigned by class level at the beginning of each fall semester and must be cleared of personal items at the end of each semester. Please contact the library before classes begin for details or consult the library webpage.

Group study rooms are for the sole use of law students. All others will be asked to vacate the group study room. Group study rooms are intended for collaborative work between two or more law students. Individual law students may use an available group study room, but will be asked to study elsewhere if a group needs to use the room. No personal items may be left in the group study rooms.

All personal items left in a group study room or in an individual study carrel before or after carrel assignment, will be collected and available for retrieval from the library's lost and found at the library's circulation desk for a limited time.

#### **D. CODE OF HONOR**

Conduct within the law library is governed by the Liberty University School of Law Academic Honor Code and Personal Code of Honor.

### **V. CIRCULATION POLICIES**

Due to the specialized nature of the law collection, many materials may be used only in the law library. The following are examples of items that do not circulate outside the law library: statutes, session laws, reporters, citators, digests, encyclopedias, microforms, individual volumes from multi-volume treatises, loose-leaf services, reference materials, periodicals, and reserve materials.

#### **A. GENERAL CIRCULATION**

Books from the circulating collection can be checked out by law students for three (3) weeks. In order to check out law library materials, a valid Flames Pass must be presented. Due dates are printed on a slip at the time of check-out. Circulating materials may be renewed once unless there is a hold on the item. Renewals can be performed in person at the Circulation Desk, online (<http://adfontes.liberty.edu/vwebv/login>), or over the telephone during regular library hours. All materials are subject to recall once the original borrowing period has expired. Materials needed for course reserve are subject to recall at any time.

#### **B. RESERVE MATERIALS**

Reserve materials must be requested at the Circulation Desk. Materials are on reserve due to high demand or at the request of a faculty member for a particular course. Most reserve materials may be borrowed for four hours. Reserve materials should be used only within the library.

#### **C. MISSING MATERIALS**

For material not found at the appropriate location in the law library, the Circulation Desk has missing item forms. A search will be made for the missing item, and the student will be contacted when the item has been located.

### **VI. FINES**

A. Overdue fines are assessed according to the following schedule:

1. Reserve materials: \$1 per hour for each hour that the item is returned late; \$30 maximum.
  2. Non-reserve books: 20 cents per day; \$10 maximum.
  3. Lost books: Items more than 45 days overdue will be considered lost and the student will be charged for the replacement.
- B. Borrowing privileges will be suspended when a student has accrued fines of \$50 or more OR has more than three (3) overdue books checked out. Borrowing privileges will be restored once the item is returned and the fine is paid. Interlibrary loan materials are also subject to late fines, at the discretion of the lending library. See III.C. Interlibrary Loan on page 2, Section Six, Law Library, for details.

## **Section Seven: CAREER SERVICES AND ALUMNI AFFAIRS**

The Center for Career and Professional Development (CCPD) provides comprehensive support services and resources to help current students and alumni explore and discover their career options and goals. We also help students prepare for interviews, perfect résumés, locate professional opportunities, and obtain internships, externships and post-graduation positions. Students are encouraged to begin interacting with CCPD from the start of their first year in law school, and to continue to work closely with the office throughout law school and their careers.

CCPD uses 12Twenty, a comprehensive, customizable, data-driven software platform to enhance the services it provides. Students and alumni use 12Twenty to search job postings for internships and post-graduation positions, submit application documents for review by CCPD's career professionals, make appointments for individual counseling sessions, register for on campus interviews and CCPD programs and events, and apply for posted positions. The 12Twenty Resource Library contains valuable information regarding career development, searching for internships and permanent positions, best practices, and copies of documents frequently used by CCPD, students and alumni. Employers create accounts which allows them to directly access the software to post positions, review applications, and request campus visits and on campus interviews.

We offer a comprehensive program of career and professional development activities including personalized career coaching, résumé and cover letter workshops, job and career opportunity postings, ongoing résumé and cover letter reviews, interview skills training and mock interviews, and guidance on engaging with professionals in the legal and business fields. Employers may visit Liberty Law School to participate in various events such as on-campus interview (OCI) sessions, and may also request résumé collection services and other recruitment assistance. Attorneys and business professionals often visit the law school to share their professional insight, expertise and career development advice with the student body. CCPD also plans special functions that offer valuable networking opportunities for students, alumni, and employers.

Liberty Law School's career professionals continually meet with prospective employers, and attend bar association meetings, conferences, and workshops (along with other events) to establish positive relationships which create career opportunities for our students. Students may work as interns, externs and summer associates in public and private sector legal and business organizations, including law firms, non-profit organizations, in-house counsel offices, judge's chambers and governmental entities. During the academic year, students may seek part-time employment and internship opportunities. CCPD encourages all students to consider full-time employment or externships during the summer months, to increase their knowledge of the profession and make valuable connections. Liberty Law students and graduates work in various roles across the nation, both during the summer and upon graduation.



## **ALUMNI AFFAIRS**

It is the goal and desire of Liberty Law School to continue a relationship with all students beyond their time in law school. Following graduation, every alumnus automatically becomes a lifelong member of the Liberty Law Alumni Association (LLAA), which works in conjunction with CCPD to support and guide alumni throughout their careers.

Programming and services offered include regional alumni events, five and ten-year class reunions, student mentoring opportunities, career support and achievement recognition, continuing legal education (CLE) credits, United States Supreme Court admissions opportunities, and opportunities to give financially. The purpose of the programming and services offered is to enrich the professional and personal lives of alumni, provide opportunities for networking, and build the capacity of the LLAA.

## **Section Eight: ADMINISTRATIVE POLICIES AND PROCEDURES**

### **I. PREAMBLE**

Liberty University School of Law (“Liberty Law”) is comprised of a network of students, alumni, faculty, staff, and supporters that together form a community based upon the truth of the Bible. This truth defines our view of community and what values we seek to affirm through our honor codes. At the core of these codes are two key concepts: a belief in the dignity of all persons and an insistence on the existence of objective truth. These concepts are further defined in our foundational statements, including our [Doctrinal Statement](#), our [Philosophy of Education and Mission Statement](#), the Statement of Professional Ethics for the Faculty, and our Law Student Handbook. Together, these statements situate Liberty Law within the long tradition of university culture, which in its beginnings was distinctively Christian, designed to preserve and advance truth.

Anyone, whether Christian or non-Christian, who shares our values and goals, is welcome in our community. We want all students to feel comfortable in our community of learning, and we extend to all of our students our personal and academic resources, with the goal of fostering spiritual growth, character development, and the ability to gain knowledge of the theory and practice of law.

While we understand that not everyone will agree with the statements that follow, we do expect our students to respect and uphold these standards by abiding by the Personal Honor Code and the Academic Honor Code while enrolled at Liberty University. Abiding by the principles and behaviors established in these codes contributes to the success of our students and the strengthening of the Liberty community.

### **II. ACADEMIC HONOR CODE**

#### **A. PREAMBLE**

The Liberty University School of Law Academic Honor Code is an integral part of the law school community. This community consists of individuals of diverse backgrounds and experiences dedicated to obtaining a superior legal education in fidelity to the Christian faith expressed through the Holy Scriptures. Central to preserving this community is the personal commitment of students to conduct themselves in a manner that reflects the highest ideals of moral virtue and professionalism. To this end, the Academic Honor Code sets forth the disciplinary procedures that apply when academic misconduct by a law student is alleged to have occurred. All students are charged with notice of this Academic Honor Code and the mechanism for its enforcement.

## B. ACADEMIC MISCONDUCT

Academic misconduct includes, but is not limited to, plagiarism, cheating, and falsification.

### 1. Plagiarism

Plagiarism is the intentional or reckless failure to give sufficient attribution in traditional academically accepted form to the words, ideas, or data of others that the student has incorporated into work the student submits for academic credit, publication, qualification for a law school organization, or other benefit and that may reasonably mislead the reader as to the true source of the words, ideas, or data. To avoid the appearance of plagiarism, students must conscientiously provide sufficient attribution. Attribution is sufficient if it adequately informs the reader of the true source of the words, ideas, or data. Footnote references alone are not sufficient if material is incorporated within the text verbatim or virtually verbatim. Students who have any question whether they have provided sufficient attribution are responsible for obtaining guidance from their professor or other person to whom they are submitting their work.

### 2. Cheating

Cheating is a form of dishonesty in which a student attempts to give the appearance of a level of knowledge or skill that the student has not obtained, gives unauthorized aid, or wrongly takes advantage of another's work product. Examples include, but are not limited to:

- Copying from another person's work on an examination or an assignment; or
- Allowing another student to copy any portion of one's work on an examination or an assignment using unauthorized materials or giving or receiving any other unauthorized assistance on an examination or an assignment; or
- Taking an examination or completing an assignment for another, or permitting another to take an examination or to complete an assignment for the student; or
- Failing to immediately stop when the proctor of an exam being administered to the student announces the time allotted for the exam is concluded.

### 3. Falsification

Falsification is a form of dishonesty in which a student misrepresents the truth, invents facts, or distorts the origin or content of information used as authority. Examples include, but are not limited to:

- Dishonestly answering or providing information in the law school application process; or
- Citing a source that is known not to exist; or
- Attributing to a source ideas and information that are not included in the source; or
- Citing a source in support of a proposition that is known not to support such proposition; or
- Citing a source in a bibliography when the source was neither cited in the body of the paper nor consulted; or
- Intentionally distorting the meaning or applicability of data; or
- Inventing data or statistical results to support conclusions.

### **C. AFFIRMATIVE DUTIES**

As future lawyers with the duty under the appropriate state standards governing professional conduct to report ethical violations, Liberty law students have the affirmative duty to report promptly to a member of the faculty or administration all circumstances they have reason to believe constitute a violation of the Academic Honor Code. Breach of this duty shall itself constitute a violation of the Academic Honor Code.

If requested by any party to a proceeding referenced in § 8, it is the duty of every law student to give testimony or evidence relevant to any alleged violation of the Academic Honor Code, and breach of this duty shall itself constitute a breach of the Academic Honor Code.

### **D. PROCEDURE FOR INVESTIGATION, ADJUDICATION, AND SANCTION OF ACADEMIC HONOR CODE VIOLATIONS**

#### **1. Processing Allegations**

When an alleged violation of the Academic Honor Code has been reported to the faculty or administration, the Associate Dean for Academic Affairs (Academic Dean) shall be informed of the allegation. Any member of the administration, faculty, or staff having knowledge of a violation of the Academic Honor Code shall likewise communicate the violation to the Academic Dean.

#### **2. Admission of Violation of Academic Honor Code by Student**

Where an alleged violation of the Academic Honor Code arises and the student admits the infraction, the Academic Dean may address the allegation in the first instance and may refer the matter to the Dean of the law school with his findings and recommendations without referring the matter to the Conduct Review Committee (CRC). The Dean of the Law School may resolve the matter in the same manner as if the CRC had found by clear and convincing evidence that the student had violated the Academic

Honor Code and submitted to the Dean of the Law School its finding.

### 3. Referral to Conduct Review Committee

Where the student alleged to have violated the Academic Honor Code does not admit the allegation and the Academic Dean believes probable cause exists to support the allegation, the Academic Dean shall timely refer the matter to the Conduct Review Committee (CRC) in the manner provided herein.

## **E. DEAN OF LAW SCHOOL NOT DISQUALIFIED FOR CONSULTATION**

The Academic Dean may discuss with the Dean of the law school an alleged student violation of the Academic Honor Code for advice, counseling, or other intervention even if a student has not admitted guilt to an allegation. Neither referral of the alleged misconduct of a student to the Academic Dean nor action by the Dean of the law school pursuant to the provisions of § 8. III. disqualifies the Dean of the law school from future action in the matter should it proceed through the CRC.

## **III. PERSONAL CODE OF HONOR**

### **A. PREFACE**

A chaste, honorable, and virtuous life encompasses many principles, including, but not limited to, respect for authority, respect for the human dignity of others, respect for all institutional policies, avoidance of physically threatening or violent acts towards others, and personal self-control. A violation of these or similar principles may result in serious disciplinary action or, where appropriate, may prompt pastoral counseling. The Personal Code of Honor sets forth the disciplinary procedures that apply when non-academic misconduct by a law student is alleged to have occurred. Students are charged with notice of this Personal Code of Honor. New students shall be required to sign a statement indicating that they have received and read the Personal Code of Honor.

### **B. CONDUCT THAT UNDERMINES THE SAFETY, MISSION, OR REPUTATION OF THE SCHOOL**

Acts that may reasonably undermine the safety, mission, or reputation of the law school or university are violations of the Personal Code of Honor. Examples of such acts include, but are not limited to:

- Commission of a crime or an intentional tort; or
- Violations of institutional policies, including standards of dress; or
- Conduct that may reasonably tend to cause public embarrassment to the law school, the university, or their representatives, students, or employees; or

- Knowingly filing false reports of violations of law school rules, except that no sanction shall follow from reports made in good faith.

### C. SEXUAL, PHYSICAL, OR VERBAL MISCONDUCT

Respect for the dignity of each individual as a person created in God's image is fundamental to the institutional culture desired at Liberty University School of Law. Misconduct that is contrary to the teachings of the Christian faith and constitutes a violation of the law school's Personal Code of Honor includes, but is not limited to:

- Sexually-oriented joking or comments; or
- Unwelcome touching or any touching of a sexual nature; or
- Sexually-oriented comments about an individual's body; or
- Offensive or crude language directed at individuals or a group of individuals; or
- Display of objects or pictures that depict nudity or are otherwise sexual in nature; or
- Persistent, unwanted attempts to change a casual or friendly relationship into a romantic or more intimate one; or
- Verbal or physical abuse; or
- Non-marital sexual relations or the encouragement or advocacy of any form of sexual behavior that would undermine the Christian identity or faith mission of the University constitute morally inappropriate sexual misconduct and constitute violations of this Personal Code of Honor.
- Cohabiting with a member of the opposite gender, who is not the law student's spouse or family member, either for the purpose of engaging in a sexual relationship, or in a manner which gives the appearance that the law student is engaging in a sexual relationship. Law students are encouraged to know and abide by common-sense guidelines to avoid the appearance of impropriety.

Violations of the racial or sexual harassment policies within this Student Handbook shall constitute *prima facie* violations of this Personal Code of Honor. Further, sexual discrimination is covered under Title IX, which is also a violation of this Personal Code of Honor as well as the Liberty Way. Section X of this document outlines Law School procedures relating to Title IX misconduct. The Liberty University Office of Equity and Compliance is responsible for developing and administering the University's [Discrimination, Harassment, and Sexual Misconduct Policy](#).

### D. ABUSIVE OR THREATENING CONDUCT

Liberty University School of Law is committed to providing students and employees a safe environment. Therefore, any words, actions, or behavior intended to cause physical injury (to others or self), threaten any individual, or cause an individual to have reasonable fear for his or her safety will not be tolerated.

**E. PORNOGRAPHY**

Involvement with pornographic, erotic, obscene, indecent, or other similarly offensive materials, expressions, or conduct is inconsistent with the Personal Code of Honor and the Christian faith. Use of the university's computing network to obtain or distribute pornographic material constitutes a violation of the Personal Code of Honor.

**F. PROHIBITED SUBSTANCES**

The law school seeks to provide a contraband-free, healthy, and safe learning environment. To this end, no student may misuse legal drugs or other legal medications; or use, possess, distribute, or sell alcohol, illegal drugs or other legally defined contraband, or tobacco products.

**G. PROCEDURE FOR INVESTIGATION AND DISPOSITION OF VIOLATIONS OF THE PERSONAL HONOR CODE****1. Evaluation of Allegation**

Students may report observed incidents they believe demonstrate violations of this policy to the Associate Dean of Administration and Student Development or to the Director of Student Affairs. When an alleged violation of the Personal Code of Honor has come to the attention of the faculty, staff, or administration, that allegation shall be referred to the Associate Dean of Administration and Student Development, who will compile and review relevant information pertaining to the situation and report to the Dean, Campus Police, or other LU authorities if deemed necessary. If the Associate Dean of Administration and Student Development determines that the matter falls under the purview of Title IX, the matter shall be referred to the LU Executive Director of Equity and Compliance/Title IX Coordinator and investigated/disposed according to the policies and procedures stipulated in § 8.X of this Handbook. Otherwise, the Associate Dean of Administration and Student Development shall determine whether the case would best be resolved by counseling or is sufficiently serious to merit formal disciplinary procedures.

**2. Admission of Personal Code of Honor Violation by Student**

Where an allegation of the breach of the Personal Code of Honor is serious enough that the Associate Dean of Administration and Student Development believes counseling alone is insufficient to resolve the matter and the student admits the alleged violation, the Associate Dean of Administration and Student Development shall refer the matter to the Dean of the law school without referring the matter to the CRC. The Dean of the Law School may resolve the matter in the same manner as if the CRC had found by clear and convincing evidence that the student had violated the Personal Code of Honor and submitted to the Dean of the Law School its finding.

### 3. Referral to Conduct Review Committee

Where the student does not admit violating the Personal Honor Code and Associate Dean of Administration and Student Development believes probable cause exists that the student has violated the Code, which, if true, merits discipline, the Associate Dean of Administration and Student Development shall timely refer the matter to the Conduct Review Committee (CRC).

### 4. Dean of Law School Not Disqualified for Consultation

The Associate Dean of Administration and Student Development may discuss with the Dean of the law school an alleged student violation of the Personal Code of Honor for advice, counseling, or other intervention even if a student has not admitted guilt to an allegation. Neither referral of the alleged misconduct of a student to the Associate Dean of Administration and Student Development nor action by the Dean of the law school pursuant to the provisions of § 8.II disqualifies the Dean of the law school from future action in the matter should it proceed through the CRC.

## H. DISCIPLESHIP CONTRACT

The Dean or his designee shall have the authority to issue a Discipleship Contract requiring specific actions be taken by the student. These steps may include but are not limited to:

- Meeting with a counselor in the Student Counseling Office to receive an evaluation and recommended plan of care that will be submitted to the Dean or his designee for review; or
- Receiving a psychological evaluation from a licensed counselor at the student's expense, when required by extraordinary circumstances; or
- Meeting with a mentor for a designated length of time.

A student that does not comply with the requirements as outlined in the Discipleship Contract will be in violation of the Personal Honor Code.

## I. INTERIM SUSPENSION

The Dean shall retain the authority to impose an Interim (immediate) Suspension if such action is necessary to preserve the safety of persons or property. In this instance, the student will be afforded an Interim Suspension Review and the opportunity to show why the student's continued presence on campus does not constitute a threat to the student, others, or property.

### 1. Procedures

- a. Notification. The Dean or his designee will immediately send an Interim Suspension Letter that states that the student is suspended from the law school



and/or banned from entering the law school. If deemed necessary, the Campus Police will be contacted to determine if a ban from campus is needed. The Ban from Campus notice will be included with the Interim Suspension Letter if this is the case. Any bans from the law school and/or the campus will be in effect immediately upon issuance of the notice. The law school will work with the student to provide an alternative means of instruction and no absences accrued during this period will count against the student.

- b. Request for Review. Upon receipt of the Interim Suspension Letter, the student may request a review of the suspension by submitting a request to the Dean. The student will be given the opportunity to demonstrate why his/her continued presence on campus does not constitute a threat to themselves, others, or property. As part of the review, the student may be required to submit to an immediate medical/psychological evaluation at his/her expense.

## 2. Review

During the time of any class activities (including examination periods), the Interim Suspension shall remain in effect for up to five days until the CRC shall meet and determine whether the Interim Suspension shall remain in effect. Outside of the time of any class activities (including examination periods), the Interim Suspension shall remain in effect for up to 30 days or five days from the first day of classes of the next semester, whichever is sooner until the CRC shall meet and determine whether the Interim Suspension shall remain in effect. The CRC shall act on an expedited basis and the CRC shall have discretion to order the parties to appear by electronic means. The Dean or his designee shall have the burden of demonstrating that the Interim Suspension shall remain in effect.

## IV. CONDUCT REVIEW COMMITTEE

### A. COMPOSITION

#### 1. Not Less Than Three Members; Special Appointments

The Conduct Review Committee (CRC) shall consist of not less than three faculty members appointed by the Academic Dean. Members of the CRC shall serve until replaced. In the event that a member recuses himself, identifies a conflict of interest, or is otherwise unable or unwilling to serve regarding a specific referral/case to the CRC, the member may be replaced for that referral by the Academic Dean's special appointment of another faculty member, or if none are available, by any member of the faculty or staff of Liberty University, or any licensed attorney of any state, or a state or federal judge.

## 2. Two Members Can Fulfill Duties

Although normally the CRC will commence its duties in every case with not less than three members, the CRC may fulfill its duties with two members, provided that both members agree on the CRC's findings.

## **B. FINDINGS, RECOMMENDATIONS, SANCTIONS, RECORDS**

### 1. CRC Findings and Recommendations

In each case, the CRC shall make a single finding for each alleged violation contained in the Complaint as defined in § 8.V.E. – the student committed the alleged violation or insufficient evidence was presented to permit a finding that the student committed the alleged offense by clear and convincing evidence. Where the CRC finds that the student committed one or more of the alleged violations, the CRC may prepare written recommended sanctions. Members of the CRC are encouraged to agree on the recommended sanctions, but each member may recommend different sanctions. The CRC shall provide its written findings and any recommendations to the Dean of the law school, the Associate Dean who made the referral, and the student.

### 2. Recommended Sanctions

#### a. Recommendations Unlimited

Where the CRC finds a violation, the CRC may recommend to the Dean of the law school any action that its members determine appropriate, including, but not limited to, an academic penalty where a breach of the Academic Honor code has occurred (such as a failing grade); written reprimand; probation, with or without specified conditions, which may include denying participation in co-curricular or extra-curricular activities; suspension from academic participation for a specific period of time or until the occurrence of specified conditions; dismissal from the School of Law; or other sanctions.

#### b. Sanction Considerations When Plagiarism Found

When determining what sanctions to recommend when plagiarism has been proved, the following factors, among others, shall be relevant: the student's intent to mislead the reader; the degree of recklessness; the quantity of the plagiarized material relative to the author's entire work; and the relative materiality of the plagiarized material.

### 3. Findings by Majority Vote

The CRC shall timely make its findings by majority vote.

## **V. CONDUCT REVIEW COMMITTEE PROCEDURES**

### **A. PROCEDURE APPLICABILITY**

The same procedures that apply regarding an alleged violation of the Academic Honor Code apply to an alleged violation of the Personal Code of Honor.

### **B. RIGHT TO PARTICIPATE**

The student charged with a violation; any professor or instructor in whose course, seminar, or activity any of the alleged misconduct occurred; and the Associate Dean who referred the matter to the CRC shall have the right to testify, call witnesses, and present any other relevant evidence to the CRC before it deliberates to make its findings and recommendations. The CRC members who participate in the proceedings shall deliberate in the absence of all non-members.

### **C. PRELIMINARY REFERRAL SUMMARY BY ASSOCIATE DEAN**

Prior to filing a charge with the CRC that alleges a violation by a student, the Associate Dean of Administration and Student Development, in a matter under the Personal Honor Code, or the Academic Dean, in a matter under the Academic Honor Code, shall provide a summary of the alleged facts, relevant issues, and alleged violations of the applicable code. Ordinarily, student names will not be disclosed to the CRC at this stage of the proceedings. However, students do not have a right to anonymity, and knowledge of a student's identity prior to the student's being charged does not disqualify a CRC member from participating in the CRC determination. The appropriate Associate Dean shall present this statement to the CRC for its preliminary determination of whether purported facts warrant review of the matter as a disciplinary proceeding. If the CRC declines review, the matter will be returned to the appropriate Associate Dean for such non-disciplinary action as the Associate Dean deems appropriate.

### **D. THE CHARGING COMPLAINT**

If the CRC determines that it will review the matter as a disciplinary proceeding, the CRC will inform the appropriate Associate Dean who shall prepare a complaint (the "Complaint"), which shall contain (i) a statement that the student is alleged to have violated the Academic Honor Code, the Personal Honor Code, or both, (ii) a summary statement of the alleged facts, (iii) specification of the violation(s) suggested by the alleged facts, (iv) notice of the relevant code sections, (v) notice of these and any other applicable procedures, and (vi) the names of the CRC members.

## **E. FILING THE COMPLAINT, SERVICE ON THE STUDENT, AMENDED COMPLAINTS**

### **1. Filing the Complaint**

The Complaint shall be provided to the Chairperson or Acting Chairperson of the CRC. In the absence or unavailability of the Chairperson, the Academic Dean shall designate a member of the CRC Acting Chairperson for the purpose of receiving the Complaint. The recipient shall write on the Complaint the date and time the Complaint was received, and this shall constitute filing the Complaint with the CRC.

### **2. Service of the Complaint on the Student**

An exact copy of the filed Complaint reflecting the filing date shall be provided to the student by any means. If the Postal Service is the only method of service used to convey a copy of the Complaint to the student, the time provisions of the disciplinary review process shall commence no sooner than the fifth day after the Complaint was mailed unless the student waives this provision. If electronic, hand, or overnight delivery is used to provide a copy of the Complaint to the student, the instance of initiating the delivery of the copy to the student shall commence the time provisions within this section.

### **3. Amended Complaints**

The CRC may authorize the filing of Amended Complaints. An Amended Complaint shall replace the prior Complaint or prior Amended Complaint, and the Amended Complaint shall be provided to the student charged. The CRC shall determine whether an Amended Complaint contains a substantive change for which due process requires invocation of the response times contained within this section, and should the CRC determine that an Amended Complaint contains a substantive change that requires invocation of the response times, it will notify both the appropriate Associate Dean and the student, thereby commencing the response provisions contained herein.

### **4. Student Response to Complaint/Amended Complaint**

When an Amended Complaint asserts a substantive change from the previously filed Complaint or Amended Complaint, the student shall respond to the Amended Complaint in the same manner as is required for the initial Complaint, and the time for the student's response shall be the same as provided for the initial Complaint in paragraph § 8.V.H. unless waived by the student. The student's failure to file a timely Response to the Complaint or an Amended Complaint that the CRC has determined contains an additional substantive change constitutes an admission of the allegations asserted in the document.

## **F. CRC RECOMMENDATION OF DISMISSAL**

The CRC may, at any time after the Complaint is filed, recommend to the Dean of the law school that the Complaint be dismissed without further consideration. The recommendation to dismiss the Complaint shall not toll the disciplinary process. The process shall continue until the Dean of the law school accepts the recommendation.

## **G. COMPUTING TIME**

The day of the event or act prompting a filing with the CRC or other person or entity provided for within § 8 shall be excluded from computation of time limits for filing responses, motions, exceptions, documents, findings, recommendations, or any other filings contemplated by this section. The last day of a period for filing shall be included except that where the last day falls on a Saturday, Sunday, or holiday recognized by Liberty University, it shall not be included. For example, if the final date for filing a document falls on a Saturday, Sunday, or holiday recognized by Liberty University, the final date for filing such document shall be the next university business day. If the final date for filing a response or document does not fall on a Saturday, Sunday, or holiday recognized by Liberty University, Saturdays, Sundays, and holidays shall not be excluded in determining the final date for filing.

## **H. STUDENT'S RESPONSE TO THE COMPLAINT/AMENDED COMPLAINT**

### **1. Student Response to Complaint**

The student may respond to the Complaint within five days of the applicable provisions of service as provided in paragraph E by filing a Response. The Response shall be submitted to the Chairperson or acting Chairperson (selected in the same manner as provided in § 8.V.E.1.) of the CRC, and a copy of the Response shall be provided to the Associate Dean who filed the Complaint or to the person designated by the Dean of the law school, if any, in the event that the Associate Dean is unavailable.

### **2. Content of Response**

The Response, or amended Response, may deny the alleged violations, assert facts that rebut the summary of facts contained in the Complaint, assert facts relevant to the charge, assert mitigating factors, or disclose other information that may relate to sanctions.

### **3. Request for Additional Time to File Response**

The Chairperson or acting Chairperson (selected in the same manner as provided in § 8.V.E.1.) shall have sole discretion to grant the student's initial request for additional time to file a Response, but the extension of time shall not be greater than seven days unless

the majority of the members of the CRC approve the extension. Additionally, the CRC may permit the filing of amended Responses at such time as the CRC shall determine.

#### **4. Student Request for Evidentiary Hearing**

The student charged may request in written form provided to the Chairperson or Acting Chairperson (selected in the same manner as provided in § 8.V.E.1.) of the CRC an evidentiary hearing pursuant to Paragraph I below, which shall be made on or before the date for submission of the Response. The request for a hearing may be stated in the Response.

### **I. MOTION TO STRIKE A CRC MEMBER**

The student charged may move to strike for cause any member of the CRC by filing a written motion to strike with the Associate Dean who filed the complaint. The motion shall be filed on or before the date that the Response to the initial Complaint is due. The motion shall state the exact reasons that support striking a CRC member for cause. The appropriate Associate Dean shall determine whether to grant or deny the motion. Should the appropriate Associate Dean grant the motion, the appropriate Associate Dean may appoint a replacement for the member struck. Any person appointed as a replacement to the CRC may also be challenged for cause within two days of the appointment, and such motion shall be considered in the same manner. In the unlikely event that all faculty members are stricken for cause, the appropriate Academic Dean may appoint any member of the law school staff, any member of the University faculty or staff, any attorney licensed in any state, or any state or federal judge who is willing to serve.

### **J. CRC MAY CONDUCT HEARING ON OWN MOTION**

If the student charged does not request a hearing, the CRC may, on its own motion, conduct a hearing, to include testimony and such other relevant information that it deems appropriate; or, without testimony, consider the Complaint, any Response submitted thereto, and any other relevant information, determine whether a violation of the Code has occurred, and make findings and recommendations, which shall be provided in writing to the Dean of the law school, the appropriate Associate Dean, and the student.

### **K. NOTICE OF HEARING**

Should the CRC conduct a hearing as requested by the student charged, or on its own motion, notice of the date, time, and location of the hearing shall be provided to the student and the appropriate Associate Dean sufficiently in advance to permit them time to prepare.

## **L. LIST OF WITNESSES, ROLES OF PARTICIPANTS AND CONDUCT OF HEARING, AND EXCLUSION OF NON-TESTIFYING WITNESSES AND NON-PARTICIPANTS**

### **1. List of Witnesses**

Two days before the scheduled hearing, the Associate Dean and the student shall file the names of all witnesses they desire to appear at the CRC hearing. The CRC has authority to waive this provision for good cause shown. The list of witnesses shall be made available to the Associate Dean and the student upon request. The person desiring a witness at the hearing is responsible for the witness' timely appearance.

### **2. Roles of Participants and Conduct of Hearing**

The CRC Chairperson, or acting Chairperson, shall preside at the hearing, subject to the direction of a majority of the CRC. The CRC has the primary role of calling and questioning witnesses and determining whether other evidence will be received. The CRC shall determine what questions are relevant, and each member of the CRC is entitled to question all witnesses. The appropriate Associate Dean may question all witnesses called by the CRC or the student, call additional witnesses, and offer other relevant evidence. The student is entitled to be present during the hearing with or without an advisor, and the student may question all witnesses called by the CRC or the Associate Dean, call additional witnesses, and may present other relevant evidence.

### **3. Exclusion of Witnesses and Non Participants**

Upon request of the student or the Associate Dean who filed the Complaint, or on its own motion, the CRC may exclude witnesses from the hearing when the witness is not testifying. The CRC may exclude all other persons not involved in the proceedings at its discretion.

## **M. DUTY TO COOPERATE**

The student charged has a duty to cooperate in the disciplinary process. The student's failure to cooperate may result in the CRC concluding inappropriate motive and may affect the CRC's decisions regarding the truth of the allegations. Additionally, the student's failure to cooperate with the process may result in the CRC reporting the misconduct to the Dean of the law school for summary disposition, which may result in the imposition of sanctions as the Dean of the law school shall determine appropriate. The student's duty to cooperate includes, but is not limited to, answering relevant questions truthfully and not disrupting or interfering with the process.

## **N. A DUTY OF ALL STUDENTS**

In addition to all other duties articulated or implied, students who are not charged by Complaint with a breach of either the Academic Honor Code or the Personal Code of Honor have a duty to respond truthfully and provide all relevant information to the Associate Dean or his designee who inquires about allegations that, if true, would constitute a violation of either Code. Additionally, students who are called to testify at any hearing have a duty to testify fully and truthfully. Breach of these provisions constitutes a violation of the Personal Code of Honor.

## **O. CONDUCT AND ORDER OF PROCEEDINGS**

Formal evidentiary rules are not applicable, and the CRC shall determine the introduction of evidence and the conduct of hearings. The hearing shall generally proceed in the following order, although the CRC has authority to modify the order of the proceedings as it may determine:

1. Opening statements
2. Evidence supporting the allegation
3. Evidence opposing the allegation
4. Rebuttal evidence (if any)
5. Argument
6. Deliberation and findings by the CRC as to whether the accused student has committed the alleged misconduct
7. If appropriate, additional evidence in aggravation, mitigation, or extenuation
8. Arguments regarding appropriate sanctions
9. Deliberation and decision by the CRC regarding recommended sanctions

## **P. STANDARD OF PROOF AND CONSIDERATION OF STUDENT'S PRIOR RELEVANT BEHAVIOR**

The CRC shall find by majority vote whether each charge of a Code violation has been proven by clear and convincing evidence. The CRC may consider the student's past behavior when determining the truth of the allegations at the hearing and its recommendations for sanctions.

## **Q. CRC'S FINDINGS AND RECOMMENDATIONS**

The CRC shall provide the Dean of the law school its findings and recommendations and shall provide a copy of both to the student and to the Associate Dean who filed the Complaint. If the CRC finds that the student committed the offense as charged, within two days after the findings and recommendations have been provided to the student, the student may file with the Dean of the law school written exceptions contesting the CRC's findings, recommendations, or both.

Regardless whether the student has filed exceptions to the CRC's recommendations, the Associate Dean who filed the charges may file with the Dean of the law school exceptions to the CRC's recommendations.



## **VI. DEAN OF THE LAW SCHOOL**

### **A. FINAL RESOLUTION**

#### **1. Discretion**

Upon receipt of the CRC's findings and recommendations and exceptions filed by the student and the Associate Dean, if any, the Dean of the law school shall determine the final disposition of the matter. The Dean of the law school has discretion to accept or reject the CRC's findings of violations or the CRC's recommendations, or both. If the Dean of the law school accepts the CRC's finding of a violation, the Dean may assess such penalty that he shall determine appropriate. The Dean shall not have authority to reject the finding of the CRC that a violation of the Academic Code or the Personal Honor Code did not occur.

#### **2. Record of Misconduct**

The Dean of the law school, in addition to any other penalty assessed, may direct that records of the imposed discipline be retained in a student's file either temporarily or permanently, noted on transcripts, or be disclosed to the appropriate state bar entity responsible for assessing the character and fitness of applicants to the state bar. The Dean of the law school may make known the CRC's findings and recommendations and other relevant information that does not violate state or federal law to any other entity, internal or external to the law school, in response to public assertions by the student or any other person.

#### **3. Dean of Law School Fulfilling Role of Professor**

Where the Dean of the law school, in the role of professor, perceives a conflict of interest, he shall recuse himself and not finally decide the matter. The Dean of the law school may recuse himself for such other reasons as he shall determine. Where the Dean of the law school has recused himself or for any other reason cannot perform the duties of Dean of the law school, the findings and recommendations of the CRC shall be referred to the faculty for its decision, which shall act in the capacity of and with the authority of the Dean of the law school regarding the matter.

#### **4. Final Decision**

The Dean of the law school shall make a final determination in the matter within ten days following receipt of any exceptions to the CRC's findings and recommendations, and if no exceptions are filed, within ten days from the deadline for filing student exceptions as provided in paragraph § 8.IV.Q. A copy of the Dean of the law school's decision shall be provided to the charged student, the Associate Dean who filed the Complaint, and the CRC. Should the Dean of the law school fail, or refuse, or be unable to decide and

articulate a final decision in writing within the ten days following receipt of the CRC's findings and recommendations, the matter shall be referred to the faculty for its decision.

## **VII. REINSTATEMENT**

A student who is dismissed or suspended from the law school for violation of either the Academic Honor Code or the Personal Code of Honor may not return to the law school unless reinstatement is granted. If the opportunity to return was not forbidden in the dismissal/suspension letter, the student must submit a written request to the Dean of the Law School. The student is to provide a thorough account of the actions that led to the dismissal or suspension, what actions have been taken to rectify the behavior, and a proposed strategy for successfully continuing studies at Liberty University School of Law. This request should also address all stipulations, if any, made by the Dean in the dismissal/suspension letter that was not addressed by the other requirements of the written request.

Additionally, the student will be required to submit a current:

- Letter of recommendation from a counselor or civic leader; and
- Letter of recommendation from a pastor.

The Dean will consider reinstatement only after the aforementioned information is received. Reinstatement will be subject to all stipulations made by the Dean.

This process does not guarantee reinstatement. The decision by the Dean will be final and will not be subject to appeal.

## **VIII. NON-DISCRIMINATION STATEMENT**

View the university's non-discrimination statement and the School of Law non-discrimination policy [online](#).

## **IX. SEXUAL HARASSMENT, DISCRIMINATION, AND ASSAULT**

### **A. POLICY**

Liberty University is committed to providing a safe and non-discriminatory learning, living, and working environment for all University community members. Liberty University does not engage in unlawful discrimination or harassment on the basis of race, color, ancestry, religion, age, sex, national origin, pregnancy or childbirth, disability, or military veteran status in its educational programs and activities, which includes admissions and employment.

The *Sexual Misconduct* and *Nondiscrimination and Equal Opportunity* policies are key

components of effectuating the University's mission and its obligation under the law. A copy of the policies can be found here: [Sexual Misconduct Policy](#) and [Nondiscrimination and Equal Opportunity Policy](#). Inquiries regarding the application of OEC policies can be directed to the Title IX Coordinator.

In accordance with Liberty's Christian values and its role as an educational institution, the University strictly prohibits the following Prohibited Conduct, which are further defined in the above policies:

- Sexual Harassment
  - Quid Pro Quo
  - Hostile Environment
- Sexual Assault
- Dating Violence
- Domestic Violence
- Stalking
- Sexual Exploitation
- Retaliation and Interference with Process
- Complicity
- Attempt to Commit Prohibited Conduct
- Discrimination (based on an individual's legally protected class status)
- Discriminatory Harassment (based on an individual's legally protected class status)

These policies apply to all faculty, staff, and students, both on and off campus, and are enforced by Liberty University's Office of Equity and Compliance (OEC). For more information about your rights and options or to report sexual misconduct or any other type of Prohibited Conduct listed above, please contact the OEC.

Title IX Coordinator  
Liberty University's Office of Equity & Compliance  
Green Hall, Suite 1845k  
(434) 592-4999  
[oec@liberty.edu](mailto:oec@liberty.edu)

OEC Website: <https://www.liberty.edu/title-ix/>

You may also report Prohibited Conduct online: <https://www.liberty.edu/title-ix/speak-up/>

### Responsible Employee

All employees are responsible for knowing and following the *Sexual Misconduct Policy* and *Non-Discrimination/Equal Opportunity Policy*. To enable Liberty to respond effectively and to prevent future instances of Sexual Misconduct, certain Liberty employees who are not Confidential Resources are designated as Responsible Employees. Generally, Responsible Employees include employees who have been given the duty of reporting acts of Sexual Misconduct to the Title IX Coordinator by the University and employees who a student could

reasonably believe have the authority to take action to redress Sexual Misconduct or a duty to report it.

At Liberty, Responsible Employees include all OEC staff, Residential Faculty/Adjunct Professors/Deans, Online Faculty/Adjunct Professors/Deans, Athletic Coaches (NCAA & Club Sports), Resident Assistants, Resident Directors, LU Shepherds, Resident Shepherds, Graduate Assistants, LUPD, and Office of Community Life (OCL) staff. Responsible Employees who obtain or receive information regarding a possible violation of the *Sexual Misconduct Policy* must report that information to the Title IX Coordinator. Reports must be made as soon as possible, be in writing, and include all relevant details needed to assess the situation. This includes, to the extent known, the names of the Complainant, Respondent, and other individuals involved in the incident, as well as any known relevant facts, including the date, time, place, and circumstances of the incident. All other Liberty employees who are neither Confidential Resources nor Responsible Employees and who receive such information in the course of their employment position or duties are strongly encouraged to report possible violations of the *Sexual Misconduct Policy* to the Title IX Coordinator.

Employees who receive Reports should not attempt to “investigate” the allegation or require the reporting individual to provide all the details surrounding the alleged Sexual Misconduct. To the extent the reporting individual provides detail, that information should be provided directly to the Title IX Coordinator. The Report should be kept private and not shared with any other individual. If the employee is uncertain whether the information should be reported to the Title IX Coordinator, the employee should seek guidance from the Title IX Coordinator before providing the Title IX Coordinator with any identifiable information regarding the Report. Moreover, the employee should not treat the Complainant, the Respondent, a Witness, or any other individual involved in the underlying incident any differently following the Report than they would have had there been no report. Failure of a Responsible Employee to report allegations of Prohibited Conduct to the Title IX Coordinator may result in disciplinary action.

### Reporting Prohibited Conduct

No person will suffer Retaliation as a result of engaging in protected activity under the *Sexual Misconduct* or *Non-Discrimination/Equal Opportunity* policies. Protected activity generally includes filing a complaint of Prohibited Conduct, participating in any related process or otherwise opposing unlawful discriminatory conduct. See Section 6.8 of the *Sexual Misconduct Policy* for the full definition of Retaliation, including examples of protected activities.

## B. REPORTING AND ADMINISTRATIVE PROCEDURES

1. The School of Law will follow Liberty University’s reporting and administrative procedures for Sexual Harassment, Discrimination and Assault. Those procedures may be found [here](#).
2. The Law School Dean, the LU Executive Director of Equity and Compliance/Title IX

Coordinator, and/or their designee(s) may conduct interviews with the complainant and respondent at any time deemed necessary during the investigation process.

3. All formal investigations will go to a Liberty University Office of Community Life Conduct Review Committee (CRC) for a decision on the outcome of the reported misconduct based on the investigation and recommendation of two or more Title IX Investigators assigned to the case. The evidentiary standard for a finding of responsibility is “preponderance of the evidence” (more likely than not). Both the reporting party and the accused will be notified of the commencement of a formal investigation, referral to the LU Community Life CRC, the outcome of the investigation and LU Community Life CRC, the procedures for appealing the outcome, any changes to the outcome, and when that outcome will become final. Per LU Title IX procedures, the final authority rests with the SoL Dean / appropriate LU Vice President.

### **C. SELF-REPORTING**

Liberty University strongly encourages students to report instances of sex-based discrimination, sexual harassment or any sexual misconduct involving students. Therefore, students who provide information about sex-based discrimination, sexual harassment, sexual misconduct, dating violence, domestic violence or stalking involving students will be treated as a self-report for disciplinary purposes for any violation of the School of Law Personal Honor Code in connection with the reported incident. (Self-reporting means that students will not be held responsible under the Personal Honor Code for their own conduct violations, to which they admit to committing when reporting an alleged Title IX incident.)

Cooperating witnesses will be subject to Restorative Practices with the Law School and/or LU Office of Community Life for student development purposes. Accused parties (respondents) that are found not responsible for the alleged conduct, may also be subject to Restorative Practices for violations of the School of Law Personal Honor Code for student development purposes. Additionally, reporting parties (complainants) can work with the LU Office of Equity & Compliance to participate in the most appropriate restorative measures based on the circumstances of the reported information.

### **D. INTERIM MEASURES AND REASONABLE ACCOMODATIONS**

Liberty University reserves the right to take necessary measures to respond to an allegation of harassment, discrimination, or assault in order to protect students’ rights and personal safety. Such measures include, but are not limited to, the issuance of a No Contact Agreement, class or employment schedules, or interim suspension or restrictions on campus pending a Liberty University Conduct Review Committee (CRC). Failure to adhere to these parameters or any protective order will be investigated as a School of Law Personal Honor Code violation, and will be referred to School of Law Dean. The LU office of Community Life will advise the complainants of the availability of protective orders, and of LUPD’s authority to investigate

violations of protective orders. Complainants will also be advised of LU's authority to investigate protective order violations as violations of the School of Law Personal Honor Code.

## **E. SANCTIONS**

Any student of Liberty University School of Law, who engages in sex-based discriminatory behavior is subject to disciplinary action which will depend upon the facts and circumstances of each particular situation, which could result in dismissal from Liberty University. Since Liberty University takes such reports seriously, where the results of an investigation reveal a complaint of sex-based discrimination or sexual misconduct to be frivolous or groundless, the individual having made such a complaint may be subject to disciplinary action. The sanctions include: community service, discipleship agreements, behavioral counseling, possible fines ranging up to \$500, or administrative withdrawal—minimum two semesters out, and Transcript Notation as required by Virginia law.

With the exception of cases involving sexual violence, a student can be subject to participation in Restorative Practices with a willing reporting party or a surrogate victim when appropriate.

## **X. POLICY ON STUDENTS WITH DISABILITIES**

### **A. POLICY**

Liberty University School of Law is committed to providing reasonable accommodations to students with disabilities in order to facilitate equal access for students with disabilities to university and law school programs, events, and services. The School of Law complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, which prohibit organizations from preventing an otherwise qualified individual with a disability access to or participation in their services, programs, and activities. The School of Law recognizes physical and mental disabilities that include mobility, sensory, health, psychological, and learning disabilities.

### **B. DEFINITIONS**

According to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, a disability is a physical or mental impairment that substantially limits one or more of the major life activities of an individual, a record of such impairment, or being regarded as having such an impairment.

### **C. PROCEDURES**

#### **1. Request and Application Period:**

**A student at Liberty University School of Law seeking accommodation for a**

**disability must file all necessary paperwork with the law school's Office of Academic Support before 5:00 p.m. on the Monday of the fifth week of law school classes.** The student must submit an application form to the Director of Academic Support, detailing the nature of the disability and accommodations requested. These application forms are available on the School of Law [Disability Accommodations](#) webpage. Although a student's failure to contact the Office of Academic Support on a timely basis may result in the denial of accommodation requests, the Dean of Liberty University School of Law has the authority to waive this deadline upon provision of adequate documentation and on a case by case basis. A student that misses the deadline and believes he or she has a disability is encouraged to meet with the Director of Academic Support to submit an application for a disability accommodation and to request a waiver of the deadline.

2L and 3L students requesting accommodation are required to register their disability with the Office of Academic Support each school semester, unless otherwise noted. 1L students requesting accommodation are required to register their disability with the Office of Academic Support only during the fall semester.

## 2. Documentation:

A student applying for a disability accommodation is required to meet with the Director of Academic Support for further instructions concerning the necessary documentation that the student must submit to receive a disability accommodation.

## D. EVALUATION

Once the student has submitted the appropriate documentation to the Director of Academic Support, the Director of Academic Support will contact the Coordinator of the Liberty University Office of Disability Accommodation Support, and the Coordinator will analyze the documentation to determine if the student meets the definition of a disability, as determined by Section 504 of the Rehabilitation Act of 1973 and the ADA. If the student meets the definition, the Coordinator of Disability Accommodation Support and the Director of Academic Support will make a recommendation as to the type of reasonable accommodation(s) that may be offered. A student may not receive each and every accommodation recommended by a professional submitting documentation. If the documentation submitted for a disability is deemed incomplete or inadequate to determine the existence of a disability or the extent to which a student is affected by a documented disability, the law school may require a supplemental assessment of the disability by a medical practitioner. The cost of supplemental assessment will be borne by the student.

## E. ACCOMMODATIONS

1. The need for and selection of a reasonable accommodation will be determined on an

- individual basis, taking into account the nature and extent of the student's disability or disabilities, the fundamental nature of the academic program or activity, and whether the accommodation would impose an undue burden, financially or administratively, on the School of Law. The School of Law will make a good faith effort to provide reasonable accommodation to the student with a disability; however, it is not required to provide the most comprehensive accommodation(s) requested by the student. A student may not receive every accommodation recommended by a medical practitioner.
2. The Director of Academic Support and Coordinator of Liberty University Office of Disability Accommodation Support will review all documentation provided by a student and reach a consensus as to what constitutes reasonable accommodations for a given student with a disability. Student needs will vary according to the individual course requirements and the nature of the disability. The student's professor may be consulted before any proposed accommodation is finalized. However, the actual disability will not be disclosed to any professor unless the student agrees in writing to waive the right to have his or her disability kept private.
  3. Accommodations will not be made that would reduce academic expectations or standards or eliminate essential components of any course.
  4. After appropriate and reasonable accommodations have been determined, a written plan of accommodation will be prepared and signed by the Associate Dean for Administration and Student Development. A copy will be placed in the student's file.
  5. Where appropriate, a Faculty Contact Sheet will be completed and given to a student's professors to inform them that a given accommodation must be made in the classroom. A copy will be placed in the student's file.
  6. Students with a documented disability may contact the Director of Academic Support in the School of Law who works with the university's Office of Disability Accommodation Support (ODAS) for arrangements for academic accommodations. For all disability testing accommodation requests (i.e., quieter environment, extended time, oral testing, etc.), the Testing Center (Religion Hall 119) is the officially designated place for all tests administered outside of the regular classroom. However, Liberty University School of Law normally offers Law Students the opportunity for disability testing accommodation at various locations on site within the School of Law. The student's testing location will be assigned by the Registrar after consultation with the Director of Academic Support at the School of Law.
  7. The Registrar's Office will maintain for its own lawful purposes confidential records of accommodations provided to students, including documentation submitted to verify student disabilities. When any student graduates or otherwise ceases to be enrolled, the student shall have the right to have returned to him or her by first class



mail any original medical document that he or she submitted to the law school in support of his or her request for accommodation. The student's request shall be submitted in writing and shall be made within ninety (90) days after the student graduates or otherwise ceases to be enrolled. The Registrar's Office assumes no responsibility to maintain any document after the said ninety (90) days have passed and assumes no responsibility for the loss of any document. The Registrar's Officer reserves the right to keep a copy of any document returned to the student and to use such copy for any lawful purpose.

## **F. APPEALING A DECISION**

A student who has been denied any accommodation may appeal the decision within 30 calendar days of the date the denial is issued. First, the student must file with the Director of Academic Support a written response to the denial of accommodation and may file additional medical or diagnostic documentation with the written response. The student will then meet with the Director of Academic Support and the Coordinator of Liberty University Office of Disability Accommodation Support for reconsideration of the application. Within seven days of this meeting, the Director of Academic Support and the Coordinator of Liberty University Office of Disability Accommodation Support will issue a joint opinion on the appeal. If the request for accommodation is again denied, the student may request a final appeal, by written letter to the Director of Academic Support, within seven days of the date the original appeal is decided. This final appeal will be made to the Dean of the law school and scheduled at the Dean's earliest convenience.

## **XI. NONDISCRIMINATION POLICIES**

Liberty University is a Christian academic community in the tradition of evangelical institutions of higher education. It is controlled by an all evangelical Christian Board of Trustees, has a Statement of Doctrine that, among other things, affirms the authority of the Holy Scriptures, has a published Statement of Purpose, and has a published Statement of Professional Ethics, each of which is distinctly Christian. Its admissions and employment policies directly relate to its purposes and its identity as a Christian institution and are protected by the United States Constitution.

### **Admission of Students**

Liberty University School of Law, in accordance with its [Doctrinal Position](#), [Mission and Values](#), and [Student Personal Code of Honor](#), does not engage in unlawful discrimination or harassment because of race, color, ethnicity, ancestry, religion, age, sex, national origin, pregnancy or childbirth, disability, or veteran or military status in its educational programs and activities. Liberty University School of Law maintains its Christian mission and reserves its right to make decisions on the basis of religion to the extent that applicable law respects its right to act in furtherance of its religious objectives. Specifically, the School of Law is bound by the Liberty University Doctrinal

Position and the teaching of the traditional biblical definition of gender, which is that humans are created by God either biologically male or female from the womb, as well as the traditional biblical definition of marriage, which is that it is only between a natural-born man and a natural-born woman. Conduct contravening this traditional biblical definition of gender or marriage is inconsistent with the Liberty University Doctrinal Position and the Bible. Consistent with these teachings, the School of Law makes all decisions, including hiring, admissions, disciplinary, and retention, with regard to conduct or other actions that undermine essential elements of the University's Christian values and beliefs, including standards of conduct related to sexual orientation, gender, as well as gender identity and expression.

### **Career Services Nondiscrimination Policy**

The Law School firmly expects that employers will not engage in unlawful discrimination. The American Bar Association Standard 205(d) states: Non-discrimination and equality of opportunity in legal education includes equal employment opportunity. A law school shall communicate to every employer to whom it furnishes assistance and facilities for interviewing and other placement services the school's firm expectation that the employer will observe the principles of non-discrimination and equality of opportunity on the basis of race, color, ethnicity, religion, national origin, gender, gender identity or expression, sexual orientation, age, disability, or military status in regard to hiring, promotion, retention, and conditions of employment.

A copy of the Liberty University School of Law's Non-discrimination Policy is also provided to all prospective employers.

## **XII. STUDENT FEEDBACK AND COMPLAINTS**

### **A. GENERAL**

At Liberty University School of Law, we value the feedback of students to help improve the quality of our Program of Legal Education. Through class representatives, students are able to bring matters to the attention of the faculty and administration through the Student-Faculty Relations Committee.

The Student Handbook also provides specific procedures to report certain actions or appeal specific decisions. These procedures can be found in the following places in the Student Handbook:

Section Four of the Student Handbook contains Academic Policies and Procedures from the Law Faculty Handbook:

1. Section 7.4: Appeal a decision that withdraws a student from class due to excessive absences.

2. Section 7.7: Appeal a final grade.

Section Eight of the Student Handbook:

3. Parts I–VIII contain the Academic Honor Code, Personal Honor Code, procedures for the investigation of those alleged violations, and appeals from any decision of the Conduct Review Committee in academic and personal honor code matters.
4. Part IX contains procedures to report racial harassment.
5. Part X contains procedures to report sexual harassment, discrimination, or assault.
6. Part XI contains procedures to appeal decisions concerning disability accommodations.

## **B. ABA STANDARDS**

For all other matters that relate to a significant problem that directly implicates the school's program of legal education and its compliance with the American Bar Association Standards and Rules of Procedure for Approval of Law Schools, a written document containing the following information should be submitted to either the Associate Dean for Administration and Student Development or the Dean:

1. The student shall submit a written complaint containing the following information to either the Dean or the Associate Dean for Administration and Student Development:
  - a. Student name, postal address, and telephone number.
  - b. Student email address.
  - c. Specific ABA standard to which the student's complaint relates. The ABA Standards and Rules of Procedure for Approval of Law Schools can be found here:  
[http://www.americanbar.org/groups/legal\\_education/resources/standards.html](http://www.americanbar.org/groups/legal_education/resources/standards.html)
  - d. A recitation of the facts supporting the complaint stated with specificity as to dates, times, people involved, and any other relevant information, including details regarding the behavior, program, or process that is the subject of the complaint.
  - e. A statement of reasons supporting any assertion that the facts stated in the complaint implicate the law school's compliance with the ABA standards specified in the complaint.

## 2. Procedure

- a. Within 10 days of receiving the complaint, the Dean or Associate Dean for Administration and Student Development shall inform the faculty of the complaint and refer it to the appropriate faculty committee. In the event the complaint does not fall within the purview of any standing committee, the Dean or Associate Dean for Administration and Student Development shall appoint an ad hoc ABA Compliance Committee to consider the complaint.
  - b. The committee shall investigate the complaint and report its written findings and recommendations to the faculty within 30 days of receipt of the complaint by the committee.
  - c. The faculty shall then decide what, if any, action should be taken and what communication shall be made to the student.
  - d. If the committee finds the school is not in compliance as alleged in the complaint, the Dean or the Associate Dean for Administration and Student Development shall notify the Provost of the noncompliance and the faculty's recommended action.
3. All complaints shall be kept for seven (7) years or until the next review by the Accreditation Committee.
  4. ABA Standard 504: 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.

## C. NO PRIVATE RIGHT OF ACTION

Nothing contained in this Section or any other Section of the handbook shall be interpreted to create or entitle any student to a private right of action or a private remedy.

## Appendix A

## Information for International Students

**International Student Homepage:** [www.liberty.edu/casas/international-student-center](http://www.liberty.edu/casas/international-student-center)

Liberty University offers various services to international students to help them connect, succeed, and grow. These services are provided by the International Student Center (ISC).

### INTERNATIONAL STUDENT CENTER

The ISC opened its doors in the spring of 2004 to meet the needs of the growing body of international students at Liberty University. Since that time, the ISC staff has sponsored more than 50 events per year to celebrate international students and their cultures as well as provide opportunities for international students to visit sites of local interest. The International Student Center is the primary location for information and activities for current international students. Foreign student advisors, the international retention specialist, the international student program coordinator, the international student accounts representative, and international student health insurance representative are all housed in the International Student Center.

- **Location:** Second floor of DeMoss Hall, Room 2232
- **Hours:** 8:00 a.m.–4:30 p.m., Monday–Friday

### INTERNATIONAL ORIENTATION

International Orientation is held the week before the start of classes each semester. It is designed to help students learn about and adapt to life in the United States and at the university. The orientation also informs students about their immigration status in the U.S. and how to maintain a legal status. This orientation can be done online before Set Your Sails Orientation.

### HEALTH INSURANCE

Health insurance coverage is mandatory for all international students. Liberty University offers a Student Health Insurance program at a reasonable cost to all international students who are enrolled in a residential program of study. An insurance fee is charged to the account of all international students, including Canadian students. (See the [policy information](#).)

### INTERNATIONAL STUDENT STATUS

Questions regarding such things as International Student Status, visas, or work authorization may be directed to the ISC at (434)-592-4118 or emailed to [MyStatus@liberty.edu](mailto:MyStatus@liberty.edu).

### CONTACT INFORMATION

International Student Center Liberty University  
1971 University Blvd.  
Lynchburg, VA 24515 (434)592-4118 [isc@liberty.edu](mailto:isc@liberty.edu)