

Drake University Law School

Handbook Supplement

2017-2018

The following Handbook changes have been approved and will be incorporated into the Handbook at the end of the Spring 2018 term.

January 26, 2017

5.1.1 A.B.A. STANDARD 310 POLICY

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

1. Regular Classroom Course

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

2. Seminar Course

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

3. Non-Clinical Skills Course

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

4. Mock Trial or Moot Court Course

Reading and studying assigned case files, researching law applicable to assigned case files, writing documents related to assigned case files, revising written documents related to assigned case files, holding

practice sessions, consulting with fellow team members, consulting with the team coach or advisor, and participating in competition(s).

5. Law Journal Course

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

April 20, 2017:

9.1.3 RETAKING COURSES

Students who receive a "D+" or below in a required course must retake the course and receive a grade higher than a "D+" in order to graduate. Students retaking a required course may only retake the course one time. When a student is required to retake a course under this rule, the student must enroll in the course in the next spring or fall semester in which that course is offered. In compelling circumstances, the Associate Dean may allow a student to retake the course in a later semester. This rule does not prevent a student from retaking the required course if it is offered in the summer. **In addition, ordinarily, a student will be required to retake the course with a different professor from the one with whom the student took the original class, unless the Assistant or Associate Dean decides otherwise.** The grade received in the initial taking of the class, as well as the grade earned in retaking the class, will be calculated into the student's grade point average. (amendment effective beginning with Fall 2016 grades)

April 20, 2017:

5.1.1 "WRITING ACROSS THE CURRICULUM"

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

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

The writing assignment will count toward a student's grade in the manner the instructor deems appropriate. *(Effective Fall 2017)*

August 24, 2017:

9.1.1 (c) SPECIAL ACADEMIC STATUS

A student whose CGPA is between 2.0 and 2.3 will not be permitted to participate in a leadership position in extra or co-curricular activities **unless the student obtains a waiver of this rule from the Assistant Dean**

(such a waiver will not allow the same student to be a leader of more than one organization at a time), must have their schedules approved by the Associate Dean or Assistant Dean for Academic Services and must attend PLA in the spring semester of the 1L year. These students will be considered “in good standing” and no notation of special status will be made on their transcript.

September 12, 2017:

The following language will be added with regard to students switching from MJ or Professional Certificate program to JD program:

5.9 SCHOLARSHIP FOR DRAKE MJ OR CERTIFICATE HOURS

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

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

September 26, 2017 (non-substantive changes - does not require curriculum committee or faculty approval per Mansfield)

12.3.1(c)6 (MJ) and **12.3.1(c)5** (LLM) - Change course title CBPA BLAW 250 from “Business Law” to “**The Law of Business Organizations.**”

12.3.1(d) Change CBPA BLAW 250 from “Business Law” to “**The Law of Business Organizations.**”

(d) PREVIOUSLY AND CONCURRENTLY COMPLETED COURSEWORK

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

If a student is concurrently enrolled in the Compliance and Risk Management MJ, LLM, or Professional Certificate program, and another Drake program (such as MBA or MPA, but not including the J.D. program) the three required CBPA Compliance courses (Operational Risk Management, Negotiation and Conflict Resolution, and ~~Business Law~~ **The Law of Business Organizations** (BLAW 250) (~~currently called Accounting and the Law~~)) will be credited towards the student’s Compliance degree/certificate even if the student is also given credit for the course towards the student’s other degree, so long as the student receives a grade of B- or higher in the course.

September 12, 2017:

6.6 ADD POLICY

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

October 19, 2017

Rule 12.3.1(c)5

Change the Compliance professional certificate program requirements from “The Regulatory Process” to “The Regulatory Process **or Administrative Law**”

October 19, 2017

Replace language at **Rule 12.3.1(a)(1)** with the following:

(1) JD and MJ Credits

Any current J.D. student who decides to withdraw from his/her J.D. and is admitted to seek an M.J. in Compliance in Risk Management may be given credit for up to 3 credits taken during the student’s J.D. studies at Drake at the discretion of the Program Director, in consultation with the Associate Dean. The grade in any JD course for which credit is given in the MJ program will be included in the MJ GPA.

November 16, 2017

1 ADMINISTRATION

1.1 DEAN

The Dean of each college is the chief academic and administrative officer.

This appointment is made with faculty and other participation as provided in the Academic Charter (Article XVIII). The Dean is responsible to the President of the University.

1.2 ASSOCIATE DEAN FOR ACADEMIC AFFAIRS

The Associate Dean ~~for Academic Affairs~~, holding the academic rank at the Associate or Full Professor level, ~~maintains responsibilities expected of the Dean~~ however, the Associate Dean is considered the second chief administrative officer of the College or unit and serves as the official administrative representative of the college in the absence of the Dean. The Associate Dean ~~for Academic Affairs~~ is an ex-officio member of the Curriculum Committee.

(Updated 11/16/17)

1.2.2 ASSOCIATE DEAN FOR INFORMATION RESOURCES AND TECHNOLOGY

The Associate Dean for Information Resources and Technology serves as the director of the law library and is responsible for overseeing law school technology. This is a tenure-track position with professional rank commensurate with the hiring policy and standards of the Law School. Responsibilities include all aspects of the Law Library administration, including personnel management, budgeting, preparation, and monitoring of collection development policy, and all other aspects of law library planning. Information technology responsibilities include planning law school technology innovations, coordinating technology replacements and enhancements, working with University IT managers and campus planners on law school needs, and communicating priorities to University IT personnel assigned to the law school.

Directing the law school's first-year Legal Research program is included in the position's teaching responsibilities. The direct report is to the Dean.

(Updated 11/16/17)

1.3 ADMINISTRATIVE STAFF

1.3.1 ASSISTANT DEAN FOR STUDENT SERVICES

~~Responsibilities of~~The Assistant Dean for Student Services is responsible for various administrative duties including but not limited to, counseling students, assisting with course scheduling, ~~include~~ final exam scheduling, orientation for new students, ADA accommodations and registration.~~Additional responsibilities include planning and implementing continuing legal education programs and seminars for attorneys and legal assistants~~ The Assistant Dean for Student Services reports to the Associate Dean for Academic Affairs.

(Updated 11/16/17)

1.3.2 ASSISTANT DEAN FOR ACADEMIC SERVICES

~~Responsibilities of the Assistant Dean for Academic Services include providing academic support services, fostering diversity initiatives for current students, and assisting international students and programs. The Assistant Dean for Academic Services reports to the Associate Dean.~~

1.3.2 BUDGET MANAGER

The Budget Manager works directly with the Dean to prepare the Law School budget and discharge the administrative responsibilities of the Dean's office. These include assistance in the annual preparation of ABA reports and AALS materials; coordination with the appropriate offices and personnel in publishing the Law School reports, newsletters and directories; general bookkeeping and supervision of bookkeeping tasks on operating and endowment accounts; responsibility for special events; responsibility for physical aspects of Cartwright Hall; and recruitment, evaluation and supervision of the clerical staff.

(Updated 11/16/17)

1.3.3 ASSISTANT DEAN FOR ~~DIRECTOR-OF~~ ADMISSION AND FINANCIAL AID

The Director of Admission and Financial Aid has primary responsibility for working with the Admission & Scholarship Committee, of which the Director is a voting member, and evaluating applicant files in accordance with standards established and criteria articulated by the Committee. Responsibilities also include involvement in student recruitment, and assembling admission data, records and statistics. The Director reports to and works with the Associate Dean for Academic Affairs and with him or her to plan and monitor the admission budget. The Director works with the Associate Dean for Academic Affairs and the Admission & Scholarship Committee to design and implement its scholarship program and coordinate financial aid packaging.

(Updated 11/16/17)

~~1.3.4 ASSISTANT DIRECTOR OF ADMISSION AND FINANCIAL AID~~

~~The Assistant Director of Admission and Financial Aid represents the Law School as its primary recruiter at Law School Forums, collegiate fairs and selected colleges and universities, and assists the Director of Admission and Financial Aid to carry out the duties of that office.~~

1.3.4 DIRECTOR OF CAREER DEVELOPMENT

The Director of Career Development is primarily responsible for managing all aspects of the Career Development Office (CDO), from student programming, resources and services to employer outreach. The Director develops marketing materials for the office, as well as prepares reports and publication. In addition, the Director is available for individual career counseling sessions with students and alumni and plans and presents workshops on an array of career development skills and topics.

(Updated 11/16/17)

1.4 EXECUTIVE DIRECTOR OF LEGAL CLINICS AND EXPERIENTIAL LEARNING CLINICAL PROGRAMS

This office is a tenure-track, or a full-time contract position under Section 2.10 of the Faculty Handbook, with professional rank commensurate with the hiring policy and standards of the Law School. The Executive Director's duties include the planning, development, implementation, evaluation and administration of all clinical programs and internships and externships. The Executive Director may undertake teaching and student supervisory duties, but these duties must be directly related to the Clinic. This is a twelve-month appointment.

(Updated 11/15/12; 11/13/17)

November 16, 2017

Rule 9.7 STUDENT GRIEVANCES

Any grievance not covered by another procedure* shall be made to the Associate Dean, or to the Dean if the grievance pertains to the Associate Dean, or to the Provost if the grievance pertains to the Dean. The Law School will then follow a procedure that parallels Rule 8.5.6 to the extent advisable given the subject matter of the grievance.

**A claim of grading misconduct should be filed in accordance with Rule 8.5.6. of the Law School's Student Handbook. A claim of sexual harassment or harassment based on race, color, national origin, creed, religion, age, disability, sex, gender identity or sexual orientation should be filed with the Director of Human Resources.*
