# UNIVERSITY OF ARKANSAS AT LITTLE ROCK WILLIAM H. BOWEN SCHOOL OF LAW

Academic Rules

Last Revised October 2026

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# I. GENERAL DUTIES OF STUDENTS

## A. Presumptive Knowledge of Rules and Announcements

1. A student is presumed to know all the academic rules and all other requirements and rules of the UALR William H. Bowen School of Law.
2. A student is under an obligation to read regularly the notices posted on the official glassed-in bulletin boards or on the website, placed in student mailboxes, or delivered to students' email accounts. Students will be on constructive notice of any matter announced by any of the above methods.

## B. Burden to Comply with Academic Rules

1. The burden is on the student to demonstrate compliance with all requirements.
2. This includes such matters as following up on written petitions and making certain that granted petitions are signed by the Associate Dean for Academic Affairs.
3. A student is responsible for keeping track of the student's own residency credits pursuant to these rules, as well as credit hours for graduation.
4. Any misrepresentation by a student in submitting petitions or other matters with respect to the academic rules will be deemed a violation of the Code of Student Conduct as well as the academic rules.

# II. GRADUATION REQUIREMENTS

## A. Course Requirements

To receive a J.D. degree, students must earn at least 90 credits with an overall grade point average of at least 2.3. Additionally, students must meet the following requirements:

1. Students must earn credit for all required courses, which include
    a. All courses in the required sequence as set forth in Appendix A;
    b. Business Associations is required for students graduating after 2026;
    c. A course satisfying the Upper-Level Research requirement.
2. Students must satisfy the Upper-Level Writing Requirement, as explained in part II.B.

3. Students must satisfy the Experiential Learning requirement (ELR).. The ELR consists of four components:
    a. RWA I and RWA II;
    b. Lawyering Skills I and Lawyering Skills II;
    c. An upper-level research course; and
    d. At least three credit hours in a legal clinic, externship, or practicum.
4. Students must satisfy the Bar Preparation Skills requirement, as explained in part II.C.
5. A student who matriculated at the law school after September 1, 2022, must complete at least 12 hours of Professional Development Programs (PDP), including a Resume Preparation PDP and a Class Planning PDP.
6. Students must earn at least 60 hours in courses at this law school. (Revised 5/13/2013)
7. Not more than 25 percent of the credit hours earned in courses at this law school and presented to meet the requirements for the degree may be of grades from 1.7 through 2.2. (Revised 1/24/2012)
8. Not more than ten of the credit hours presented for graduation shall represent credit for "co-curricular" activities, e.g., Law Review, Independent Study, Moot Court Travel Team, Trial Competition Travel Team, externships, faculty research assistance, or other similar activities designated as co-curricular by the curriculum committee. (Revised: 5/11/09, 5/9/14)
9. Not more than ten of the credit hours presented for graduation may have been earned in courses assessed on a pass/fail (or credit/no credit) basis, except for credit earned in Law Review. (Revised 5/11/2015; 4/11/2016)
10. Students who begin at this law school must have attended mandatory first-week sessions or applied for and received an exemption from the Associate Dean. (Revised 3/12/18)

## B. Upper-Level Writing Requirement

1. The purpose of the Upper-Level Writing Requirement is to have each student individually complete at least one rigorous extended piece of legal writing (in addition to those in RWA). Research, analytical, organizational, and other writing skills are important components in the preparation of any quality product of legal writing. The Upper-Level Writing Requirement requires each student to demonstrate his or her ability to apply each of these skills in producing one substantial, cohesive piece of legal writing prior to graduating from law school. The complete Upper-Level Writing Policy can be found in Appendix B.

## C. Bar Preparation Skills Requirement

1. Students matriculating at the law school after July 1, 2020 who meet any of the following criteria must satisfy the Bar Preparation Skills Requirement to graduate:
    a. Began their degree as full-time students and have a cumulative GPA of 2.8 or lower after two regular semesters (fall and spring), OR
    b. Began their degree as part-time students and have a cumulative GPA of 2.8 or lower after three regular semesters (fall and spring) OR
    c. Transferred to Bowen from another institution and were ranked in the bottom quartile (25%) of their class at their prior institution.
2. Bar Preparation Skills Requirement
    a. Students must enroll in and pass all of the following to graduate.
        i. Writing for the Bar Exam
        ii. Advanced Bar Preparation,
        iii. All bar-tested courses
    b. Bar-tested courses are defined as follows:
        i. For students who graduate in 2026: Sales, Business Associations (BA), and Remedies.
        ii. For students who graduate in 2027 or later: First Amendment, Remedies, Sales, and Family Law. (BA is a required course for all students who graduate after 2026.)

(Adopted 5/9, 2016. Revised 5/2020, Revised 11/2025)

## D. Other Requirements

1. A student must complete the Child Maltreatment Mandatory Reporter training required by Arkansas Code Annotated § 6-61-133 (2007). The Associate Dean for Academic Affairs is responsible for ensuring that the child maltreatment training is provided at the Law School. (ADOPTED: 4/11/14)

## E. Degree with Honors

Students shall be eligible for an honors designation based on cumulative grade point average as follows:

a. Summa Cum Laude – 3.70 and above

b. Magna Cum Laude – 3.50 to 3.6999
c. Cum Laude – 3.30 to 3.4999

(ADOPTED 10/4/2013)

### F. Time Limit for Completion of Degree

Students must complete their degree requirements within seven years after first enrolling. (Revised: 9/9/04; 5/11/09)

## III. ELIGIBILITY FOR BAR CERTIFICATION

To be eligible for certification to take the bar exam in any jurisdiction, a student sitting for the winter exam must complete all graduation requirements by the date fall semester grades are due. A student sitting for the summer exam must complete all graduation requirements by the date spring semester grades are due. (Adopted 1/23/2012)

## IV. CURRICULAR STANDARDS

### A. Course Selection

1. All students must enroll in required courses in the semester and in the sequence prescribed in the required curriculum, set forth in Appendix A.
2. Deviations from the required curriculum will not be permitted except with the permission of the Associate Dean for Academic Affairs.
3. No student may enroll in and attend a course requiring a prerequisite if the student has not already completed the prerequisite, except with the approval of the Associate Dean for Academic Affairs, after consultation with the faculty member teaching the course.
4. No student may earn more than a total of two hours credit in Independent Study, and no student may enroll for more than one hour of Independent Study in any single academic year, except that the Associate Dean for Academic Affairs may allow two hours in special cases. The Independent Study Course Rules are attached as Appendix F.

### B. Required Credits and Hours

1. The required curriculum is set forth as Appendix A to the Academic Rules and is incorporated by reference. In addition, Research, Writing & Advocacy I is a prerequisite to Research, Writing & Advocacy II. (revised 4/9/15)
2. Each Law School course taught in a traditional classroom format must meet the following credit-hour requirements:
    a. Consistent with ABA Standard 310, a credit hour is an amount of work that reasonable approximates not less than one hour of classroom or direct faculty instruction time (including the final exam) for 15 weeks, plus two hours of out-of-class student work per week for 15 weeks (including studying for the final exam).
    b. For purposes of Standard 310, 50 minutes of classroom or direct faculty instruction equates to one hour, and 60 minutes of out-of-class student work equates to one hour. Thus, one credit hour requires the equivalent of 750 minutes of in-classroom work (including the exam) plus 1800 minutes of out-of-class work. In other words, a credit hour requires at least 42.5 hours of work: 12.5 hours in the classroom or taking the final exam, and 30 hours outside of class, preparing for class or for the final exam.
    c. All other Law School courses (including clinics, externships, independent study, distance learning courses, research assistance, and courses earning co-curricular credits) must meet the following credit-hour requirements:
        i. A credit hour for these courses is an amount of work that reasonably approximates at least an equivalent amount of in-class and out-of-class work (42.5 clock hours) engaged in relevant academic activities, including simulation; filed placement; clinical, co-curricular, and other academic work leading to the award of credit hours. There is no minimum amount of in-class instruction time required for these courses.
        ii. Students in these courses must maintain and submit a log of time spent in relevant out-of-class academic activities
    d. New course proposals must include a justification for the number of credits to be awarded that includes out-of-class work to be assigned, as well as the time to be spent in class sessions)
    e. The law school shall regularly review all relevant data, including the number of hours reported on student timesheets and student evaluations; course descriptions; and syllabi, to ensure the work assigned reasonably approximates the amount of work required per credit hour. (Adopted 11/2016, Updated 2/2026)

## C. Regular And Punctual Attendance

1. Regular and punctual attendance is required in all courses.
2. A student who fails to maintain regular attendance may be excluded from
    a. The school by the faculty, or
    b. From the course by the instructor, or
    c. both.
3. Prompt and regular attendance and preparation, or lack thereof, and class participation may be considered by the individual faculty member in regard to grades and by the faculty and the Dean in regard to honors, awards, scholarships, recommendations, and similar matters.
4. At the beginning of the course, specific attendance, preparation, and class participation requirements shall be established by the instructor, communicated to the students, and made known to the Associate Dean for Academic Affairs.
5. The recommended attendance policy is that a student may not be absent for more than 12% of the total class time.
6. Except as otherwise provided in this rule, all instructors must be properly prepared for each class and must start punctually and conduct each class at the time and dates scheduled by the Associate Dean for Academic Affairs
7. An instructor may cancel class and instead provide an alternative method of instruction when:
    a. in advance of the class, the instructor (i) has received an accommodation through the human resources department permitting class cancellation, or (ii) requests and receives approval from the Associate Dean for Academic Affairs to cancel the class; or
    b. an emergency or other unforeseen circumstance prevents the instructor from conducting the class at the scheduled time. The instructor shall notify the Associate Dean for Academic Affairs as soon as possible of the reason for canceling the class and the instructor's anticipated alternative method of instruction
8. To request approval to cancel a class under Section 7.a) the following procedures apply:
    a. Under section 7(a)(i), an instructor shall complete the formal accommodation process required by the human resources department. The instructor may only rely on the requested accommodation after it has been approved by the human resources department. The instructor shall provide a copy of the

accommodation to the Associate Dean for Academic Affairs as soon as possible after the accommodation is granted and at the beginning of each subsequent semester as long as the accommodation is operative.

b. Under section 7(a)(ii), an instructor shall notify the Associate Dean for Academic Affairs as soon as possible of the reason for canceling the class and the instructor's anticipated alternative method of instruction. The instructor must demonstrate the instructor's request does not constitute an abuse of the privilege to cancel class and the instructor's request does not impose an undue burden on the students. It is presumed that canceling class does not constitute an abuse of the privilege to cancel class and does not impose an undue burden when the canceled class is only the first cancellation of the semester in the course. The Associate Dean for Academic Affairs shall consider the instructor's request and then notify the instructor whether the request to cancel the class is approved.

9. Instructors must provide an alternative method of instruction for all classes that do not meet at the scheduled time. Permissible alternative methods of instruction include the following
    a. Rescheduling and conducting the class at a time that is convenient for most of the students in the course and approved by the Associate Dean for Academic Affairs;
    b. Providing an online, asynchronous class session, which includes a method to check student attendance and participation;
    c. Providing a recorded class session, which includes a method to check student attendance and participation;
    d. Requiring students to observe judicial or legislative proceedings, with a requirement that students submit to the instructor a written assignment reflecting on their learning from their observations
    e. Having the class supervised or taught by a member of the full-time faculty
    f. Other methods approved by the Associate Dean for Academic Affairs.
10. This Rule does not apply when the instructor conducts required (i) individual conferences with each student in the course, (ii) lawyering skills simulations, (iii) oral arguments, or (iv) other comparable activities as part of the course plan described in the syllabus.
11. If the law school is closed due to weather, health, or other emergency circumstances, the Associate Dean for Academic Affairs may waive in

whole or in part the requirement in this Rule to provide an alternative method of instruction for canceled classes, as long as every course meets ABA Standards for classroom instruction. Any such waiver shall apply equally to all instructors. (Modified 3/2025)

## D. Maximum and Minimum Number of Hours for Which Students May Register

1. Maximum Number of Hours
    a. A full-time student may not register for more than 16 credit hours in either the fall or spring semester, or for more than 1 credit hour in any single week during a one-week intersession. For the final semester of law school study, a full-time student may enroll for a maximum of 17 credit hours. (Revised 5/11/2015; 11/14/16)
    b. A part-time student may not register for more than 12 credit hours in either the fall or spring semester or for more than 1 credit hour in any single week during a one week intersession. (Revised 5/11/2015; 11/14/16, 4/14/2025)
    c. Full-time and part-time students may not register for more than 6 credit hours during the summer term. The Associate Dean for Academic Affairs, however, may allow a student to take up to 8 credit hours during summer term if that student certifies that he or she is working no more than 20 hours per week during the summer term. Full-time students who matriculated before fall 2017 may take up to 9 credit hours in the summer. (adopted 11/14/16)
    d. Credit hours earned in courses which are held during an intersession (for example, between the end of the summer term and the beginning of the fall semester) do not count for purposes of the limits on the number of credit hours for which a student may register in either the fall or spring semester. (Revised 5/11/2015).
    e. Overloads will never be allowed under any circumstances.
    f. A student's total number of registered credit hours in a semester or intersession shall include all credit hours in academic courses for which the student is registered, including credit hours for which the student is registered at other institutions, not only credit hours offered by the law school.
2. Minimum Number of Hours.
    a. A full-time student shall not register for fewer than 10 credit hours.

b. A part-time student shall not register for fewer than 8 credit hours, in either the fall or spring semester.
c. The Associate Dean for Academic Affairs may approve a petition to register for fewer hours.
d. Any student who registers for more than 12 credit hours is considered a full-time student and must comply with Rule IV E (Rule Governing Student Employment).

## E. Rule Governing Student Employment

1. Because the curriculum in the full-time division is designed to occupy substantially all of a student's working hours
    a. A first-year full-time day student is not allowed to work for an employer other than the University of Arkansas Little Rock, including the law school, and for no more than 10 hours per week when school is in session.
    b. A student shall not engage in employment for more than 20 hours per week in any semester in which the student is enrolled in more than 12 class hours.
2. Each student who registers for more than 12 credit hours shall
    a. Certify compliance with this rule in the manner prescribed by the Associate Dean for Academic Affairs, and
    b. Must disclose whether and by whom the student is employed or expects to be employed during the semester.
3. The Law School will publicize this 20 hour per week maximum to employers.
4. Any student who works or will work more than 20 hours per week shall not register for or continue to be enrolled in more than 12 credit hours. (Revised 9/9/04, effective 8/15/05)

## F. Rules Governing Transfer from One Division to The Other and Governing Course Registration in The Division in Which a Student Is Not Enrolled

1. Classes for full-time students are scheduled during the day, and classes for part-time students are scheduled during the evening.
2. A student who has been admitted to either the full-time or part-time division may not register for a course or courses offered in the other division unless
    a. The course is designated as open to all students or
    b. In the case of a non-required course, the closed registration period has ended, and there are still openings in the course.

3. A student who has been admitted to either the full-time or part-time division shall not transfer to the other division unless
    a. The student petitions the Associate Dean for Academic Affairs and the petition is granted.
    b. First year part-time students shall not transfer divisions.

## G. Rule with Respect to Withdrawal from Courses

1. During the first five class days of a semester, a student may enter or withdraw from an upper-year class by following the procedures prescribed by the Office of Student Records of the law school
2. After the fifth class day of a semester, a student
    a. Must have the written permission of the instructor and the Associate Dean for Academic Affairs to enter or withdraw from a class and
    b. File such written permission with the Office of Student Records of the law school.
3. A student will not be allowed to withdraw from a course
    a. After the final examination for that course has commenced, or
    b. In the case of a course without a final examination, (i) after the final deadline for the submission of coursework if such deadline falls before the last day of classes, or (ii) after 5:00 p.m. on the last day of classes for the semester in which the student registered for the course. (Revised: 3/14/2014)
4. First year part-time students shall not drop a course.
5. First year full-time students shall not drop courses except
    a. When transferring from the full-time to the part-time division, and
    b. The student remains enrolled in the part-time curriculum. (Revised: 5/11/09)

## H. Auditing of Courses by an Enrolled Law Student

1. With the approval of the Associate Dean for Academic Affairs and the faculty member involved, an enrolled law student will be permitted to audit a law course; that is, to take a course without receiving either a final grade or credit.
2. No student taking a normal load of credit courses may audit more than one additional course
3. No student carrying a partial load may audit more courses than would constitute a full load giving such audit courses one-half normal credit.
4. An auditor is held responsible for regular attendance and for all course work except examinations.

5. No audit course may be counted as credit toward a degree.

## I. Rule Regarding Courses Taken for Credit at Other Institutions

1. Prior approval required. Students wishing to take courses for credit toward our degree at another law school shall apply to the Associate Dean for permission to do so before the student enrolls in such course and provide information on the specific course or courses to be taken. Such prior approval will be required to receive credit toward our degree for such courses.
2. Standards for Approval of Courses. The Associate Dean may deny approval or grant approval only for a reduced number of transfer credit hours in the following circumstances:
    a. Transfer credit shall be denied for courses in subjects not comparable to courses offered at this school and not considered by the Associate Dean for Academic Affairs to be of substantial value as preparation for entry into the legal profession.
    b. The number of hours of transfer credit granted for any course taken at another law school may be limited to such number of semester hours as are granted for a comparable course offered at this school, or, in the case of a course not comparable to any course offered at this school, to such number of semester hours as the Associate Dean deems appropriate;
    c. The amount of transfer credit granted for any course will not exceed the semester hour credit (or the semester hour equivalent for quarter hour credit) earned at the school where the course was taken; and
    d. Credit hours granted for study at a law school accredited by the state in which it is located but not by the American Bar Association may not exceed one-third of the total required by this school for its J.D. degree, and credit hours granted for study at a law school which is not a member of the Association of American Law Schools may not exceed 42 hours.
3. Minimum grade required. Transfer credit will be granted only for courses in which the student earned a grade at or above the grade point average necessary to remain in good standing at the school where the course was offered. Credit will be granted for courses taken on a “credit/no credit” basis, only for courses in which the student earned a “credit” (Revised 1/23/2012).
4. Grade point average, class rank, honors, and prizes.
    a. Transfer credits are treated as pass-fail credits, so they are not included in the computation of cumulative grade point average for purposes of class rank, honors, and other prizes.

b. Students with transfer credit will remain eligible for general class ranking, honors, and prizes so long as they complete 56 hours of credit at this institution.

## J. Treatment of Cumulative Averages of Students Admitted with Advanced Standing

1. Students admitted with advanced standing, i.e., students who do not complete at least 56 hours at this law school, will not be given a class rank based on cumulative weighted average and will not be eligible for prizes or awards based thereon
    a. For purposes of employment only, such students shall be given their average on the work done at this law school and an indication if they desire as to what "constructive rank" such an average would be given if all work has been done here.
    b. For graduation honors based on cumulative weighted averages, such students shall be considered on the basis of their work at this institution if they have completed 56 hours here.
2. As outlined in the Law Review Handbook, transfer students, under appropriate circumstances, may be considered for selection by the Law Review.

## K. Duty to Take Examinations and Complete Course Work as Scheduled

1. Students are expected to take final examinations when scheduled and complete other course work as assigned and as due.
    a. An examination schedule is posted before the beginning of each examination period.
    b. Ordinarily, all students will be required to take examinations at the time indicated on the schedule.
    c. If the examination schedule creates an extraordinary hardship for a student, e.g., exams scheduled at conflicting times, two exams scheduled on the same day, or three exams scheduled on three successive days, the student should request as quickly as possible a rescheduled examination time from the faculty member involved.
    d. If such an extraordinary request receives the permission of the faculty member, the examination may be rescheduled at a time agreed upon.

e. The faculty member shall communicate the date and time of all rescheduled exams to the Associate Dean for Academic Affairs.

2. If, once the examination period has begun, a student is unable to take a final examination when scheduled or in a timely manner complete other course work as assigned or as due by reason of illness or other suddenly arising imperative cause, the student should, before the examination is scheduled, or work due, inform the faculty member involved.
3. If a prior excuse has been given and a student has received permission to take an examination at other than the scheduled time, the examination will be rescheduled and taken at that time.
    a. If a grade is not available at the time grades are entered for the term, with the permission of the faculty member, a grade of “I” for “incomplete” will then be entered in the student’s record.
    b. Ordinarily, a student will have no more than 90 days from the end of the examination period to complete the work or receive an “F”(1.2) in place of the “I.”
4. Consequences of missing scheduled examination.
    a. General rule: If a student fails to appear for a final examination at the proper time without giving the required prior notice to the faculty member and having been given permission not to appear by the faculty member involved, the student will be given an "F" (1.2) for the course unless the student can show that the failure to give prior notice was due to a physical incapacity to do so.
    b. Exceptions. The following are exceptions to the general rule stated above:
        i. If the student fails to appear for a final examination on account of illness or other suddenly arising imperative and is unable to communicate the request for postponement of the examination to the faculty member due to a physical incapacity to do so, which physical incapacity is documented by the student to the satisfaction of the faculty member, then the faculty member is permitted to waive the general rule.
        ii. If the student fails to appear for a final examination without permission and under circumstances other than those described above, the faculty member is permitted to allow the student to withdraw from the course or take the exam at the discretion of the faculty member when:
            1. The faculty member concludes that the student's failure to appear was not the result of an intentional effort on the student's part to avoid receiving a low grade in the course or to avoid taking the exam at the scheduled time and

2. The student has never been allowed to withdraw from a course pursuant to this rule.

## L. DISTANCE LEARNING POLICY

1. Purpose: This policy is designed to guide the law school in developing, delivering, and evaluating distance learning education consistent with the American Bar Association's accreditation standards for law schools.
2. Definitions
    a. Distance Education means an educational process characterized by the separation, in time or place, between instructor and student.
    b. Distance Learning Course ("D.L. Course") means a course in which more than one third of the contact minutes of course instruction occurs outside the regular classroom. A D.L. Course is a discrete product of developed material, including a syllabus, introductory material, articulated learning goals, assigned materials (such as readings, podcasts, weblinks, text assignments, and prepared PowerPoints), assignments, and assessment mechanisms. A D.L. Course is a completed unit that may be taught multiple times.
    c. Distance Learning Class ("Class") means a version of a D.L. Course that is delivered to students by a Teaching Faculty member. A Class may be delivered asynchronously or synchronously as defined by Sections 2.g and 2.h. A single D.L. Course may have multiple Classes.
    d. Course Developer means the person who designs and prepares a D.L. Course by developing appropriate materials, activities, and assessments tied to specific learning goals. A Course Developer may be a faculty member with specific content knowledge, learning specialist, a technical expert, or any combination of knowledgeable persons who work together to develop a D.L. Course.
    e. Teaching Faculty means a person who executes and delivers a Class. Teaching Faculty interact with students and provide feedback, assessment, and other appropriate material.
    f. Distance Learning Program Administrator ("Program Administrator") means the Associate Dean for Academic Affairs, who shall oversee the Distance Learning Program and who is responsible for training faculty, developing D.L. Courses, evaluating D.L. Courses, and reviewing D.L. Courses for quality on an ongoing basis
    g. Asynchronous means a method of delivering a D.L. Course at one time that allows students to complete coursework at different times using email, discussion boards, listservs, wikis, video or audio posts, and other

technology that allows students and Teaching Faculty to communicate with one another at different locations and times.

h. Synchronous means a method of delivering a D.L. Course using two-way communication technology with virtually no time delay, in which Teaching Faculty and students are in different physical locations while communicating with one another in real time.

i. Hybrid or Blended D.L. Course means a D.L. Course that includes both live, in-person teaching sessions as well as Asynchronous or Synchronous distance learning sessions.

3. Requirements for All D.L. Courses

   a. Each D.L. Course must be designed to use the technological resources available at the law school, supportable by the law school, and reasonably available to students.

   b. Each D.L. Course must identify student learning outcomes consistent with American Bar Association Accreditation Standards for Law Schools, including appropriate methods of assessment and evaluation of student progress toward learning outcomes.

   c. Each D.L. Course must include interactive tools and course design elements that allow Teaching Faculty and students interactive opportunities that equal or exceed the interaction that occurs in a traditional live, in-person classroom setting.

   d. Ownership of intellectual property rights for Technology-Enhanced Course Materials (TECM) developed for each D.L. Course or Class shall be determined consistent with UALR Policy No. 209.2.

   e. Each D.L. Course must include an effective process for verifying identity of students registered in the D.L. Course, including a secure login and pass code, and other technologies and practices that effectively verify that the student who registers for a Class is the same student who participates and whose work is assessed by the Teaching Faculty.

   f. All D.L. Courses must be approved by the Curriculum Committee, even if already offered in the residential law school curriculum.

4. Requirements for All Classes

   a. Each Class must meet the minimum design requirements of a D.L. Course as described in section 3 of this policy.

   b. Each Class must protect student privacy consistent with the Family Education Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA). For that reason, all distance learning Classes must be provided from secure sites, and all D.L. Course elements that require student identification will be limited to those sites.

c. Each Class must require enrolled students to access the Class using a unique login and password issued to the student consistent with the law school's standard student verification protocols.
d. Each required examination for a D.L. Course that does not permit students to use outside materials (such as open book exams) must be proctored by appropriate personnel or by using available technology.
e. Each Class, and any subsequent modification to a D.L. Course delivered as a Class, belongs solely to the law school, subject to Section 3.d of this Policy and UALR Policy No. 209.2 on Intellectual Property.
f. If the law school uses student work developed or presented in a Class for marketing purposes, the law school shall obtain a perpetual nonexclusive license for use of student work on a case-by-case basis.

5. Requirements for Faculty
    a. Faculty members who develop a D.L. Course, or who teach any Class, shall participate in mandatory technology and distance learning teaching training.
    b. Teaching Faculty shall participate in and monitor D.L. Course delivery for at least the number of contact hours consistent with the number of credit hours the law school has allocated to the D.L. Course.
    c. Teaching Faculty must answer student questions and concerns during the period each D.L. Course is offered by the close of business on the next business day after the question is submitted. If a Teaching Faculty member is unable to attend to a D.L. Course for more than a 24-hour period, the Teaching Faculty member will alert students in advance. If the Teaching Faculty member will be unavailable to students for more than three days, the faculty member will alert the students and the Program Administrator in advance. A Teaching Faculty member who is unavailable due to an emergency must alert the Program Administrator at the first reasonably possible opportunity.
    d. Teaching Faculty must provide regular and concrete feedback on student effort and performance in the D.L. Course.
6. Requirements for Students
    a. Each student who participates in a Class must participate in a mandatory orientation program for the purpose of training students in using the technology and to familiarize students with Distance Learning protocols and etiquette.
    b. Each student may take a maximum of 9 D.L. Course credits toward the J.D. degree. A student may not enroll in a D.L. Course (a) to fulfill any first-year curriculum requirement or (b) before earning 28 credits toward the J.D. degree.

c. Teaching Faculty members, the Program Administrator, or other authorized law school personnel may monitor and review student work in a D.L. Course or Class.
d. Each student enrolled in a D.L. Course shall comply with the Code of Academic Conduct in each Class and in all other relevant aspects of the Distance Learning program.

7. Oversight and Administration
    a. The Program Administrator shall oversee all aspects of the Distance Learning program, including the creation of D.L. Courses, delivery of Classes, and ancillary student experiences. The Program Administrator shall ensure systematic, valid, and reliable evaluation of all D.L. Courses and Classes to consistently improve quality of content and delivery.
    b. The Program Administrator shall ensure regular monitoring of Teaching Faculty activity, including faculty interactivity with students, regular feedback, and assessment methods.
    c. The Program Administrator shall develop a plan for administering the Distance Learning program that provides students access to financial aid, business offices, learning support, library, student services, and other services comparable to those provided to students enrolled in residential law school courses.
    d. The Distance Learning program shall provide reasonable accommodations to students with disabilities as required by the Americans with Disabilities Act.
    e. All law school policies and academic rules apply to D.L. Courses and Classes, except as otherwise specifically provided in this policy.
8. Emergency: In an emergency that implicates the law school's ability to deliver its residential curriculum in its normal course, the Program Administrator shall set appropriate guidelines for distance learning that may be used in other ways that are not governed by this policy. (Adopted March 9, 2015)

## M. Syllabus Policy

1. Definition. A Syllabus is "a concise statement of the main points of a course of study or subject.
2. Policy. On or before the first day of a scheduled law school course, the assigned faculty member shall provide a complete syllabus to each student enrolled in the course. The syllabus may be posted on the law school's website, posted on the course website, or provided to students in hardcopy on the first day of class.

3. Contents. Each course syllabus should fully disclose the faculty member's expectations and requirements of the students enrolled in the course and must include the following:
    a. the university-approved course prefix, number, description, and any course prerequisites
    b. course objectives, including relevant student learning outcomes, which may be incorporated by reference
    c. course requirements, including required and recommended textbooks, resources, and references
    d. a list and description of student assignments and activities, which may be tentative
    e. an academic integrity statement
    f. an attendance policy and any late or make-up work policy, where relevant
    g. the course grading policy
    h. the method and scheduled hours the faculty member will be available to students for office hours
    i. the university-approved inclement weather policy
    j. the university-approved disability statement
4. This policy is consistent with the UA Little Rock Syllabus Policy, now contained in Syllabus, Office Hours, and Regular and Substantive Contact Policy 404.8, adopted January 19, 2018. The law school is exempt from UA Little Rock's current Credit Hour Policy (404.11). In addition, seminars offered by the law school are not ad hoc courses within the meaning of policy 404.8.
5. Modifications. Any changes to the contents of the syllabus should be made in writing and distributed to students enrolled in the course in a timely manner. (Adopted April 9, 2015, Revised November 12, 2018)

## V. ACADEMIC STANDARDS

### A. Grading

1. Instructors shall assess the scholastic achievements of their students. (revised 5/12/17)
2. The law school gives each instructor the option to allow students to type their exams. If an instructor allows typing, students must use a software program

approved for this use by the Associate Dean for Academic Affairs. This policy does not apply to courses with take-home exams or papers.

3. The following standards apply to the grading of student work:
    a. When practicable and in the students' best interests, written work must be graded according to procedures designed to assure that during the grading, the identity of the student writer remains unknown to the grader.
    b. Courses where the students' written work may not be anonymous include skills courses, clinic courses, seminars, and supervised research.
    c. In other courses, the procedures described below allow for an adjustment of final grades to take into account class attendance and/or performance in the following manner:
4. The Office of Admissions and Records will provide each instructor with a list of the student exam numbers for each course.
5. Instructors will grade examinations by exam numbers.
    a. Instructors will submit grades to the Office of Admissions and Records by exam number.
    b. Faculty assistants will then adjust grades where student identification for an adjustment is necessary.
    c. The Office of Admissions and Records will enter the grades on the students' records.
    d. When practicable, work should be graded with a rubric or other equivalent written guidance setting forth for students the instructor's substantive expectations for the work.
    e. Class participation alone must not make up more than 10% of a student's final grade in a course. However, in seminar courses an instructor may increase the allocation of class participation to as much as 30% of a student's final grade if that instructor provides written guidance to students on how both the quality and quantity of class participation is scored. (revised 5/12/2017)
6. Grades are to be assigned by numerical value and numerical values shall be used in computing GPA. (Adopted 4/14/2011) (Revised 3/11/19)
7. An instructor shall not change a student's grade after submitting his or her final grades to the registrar except for a computational error or for a clerical error in recording the grade or to change a grade of Incomplete to a final letter grade. (Revised 12/14/04)
8. Minimum Required GPA to Remain in Good Standing. To remain in good standing, a student must maintain a GPA of at least 2.30. (Adopted 4/14/2011)
9. Failing Grades
    a. Grades from 1.2 to 1.6 constitute failing grades in all courses. If a student receives a failing grade, the student will not receive credit for the course.

b. If a course is required, a student who fails the course must retake and pass the course. (Adopted 4/14/2011) (Revised 5/11/2020)

10. RWA I
    a. Students who receive below a 2.3 in RWA I will be enrolled in RWA I-Enhanced rather than RWA II. A student must receive a grade of 2.3 or higher in RWA I or RWA I-Enhanced to enroll in RWA II.
    b. In RWA I Enhanced a professor may not award a grade from 1.7 to 2.2. (Adopted 12/10/18) (Revised 5/11/2020)
11. Pass/Fail Courses. Courses taught on a pass/fail basis are exempt from the mandatory and recommended means. (Adopted 4/14/2011)

## B. Mandatory Grade Curve (Adopted 4/14/2011)

1. Mandatory Mean in All Courses with 9 or More Students.
    a. For all courses with 9 or more students, the mean GPA for the course must fall between 2.9 and 3.1, with a recommended target GPA of 3.0, subject to the following proviso. (amended 12/10/18)
        i. If the mean GPA of all students enrolled in the course—based on prior course work at the law school—is lower than 2.9 or higher than 3.1, the permissible grade range for the course shall expand to encompass the students' incoming mean GPA average, plus 0.1 GPA points if the incoming mean GPA average is greater than 3.1, and minus 0.1 GPA points if the incoming mean GPA average is lower than 2.9. For example, if the combined GPA of the students enrolled in a course is 3.2, then the GPA range for the course is 2.9 to 3.3. If the combined GPA of the students enrolled in a course is 2.8, then the GPA range for the course is 2.7 to 3.1. The registrar shall distribute the total mean GPA of each class to the professor teaching the class by the last day of final exams. (UPDATED 3/2026)
        ii. The mandatory mean does not apply to the Legal Externship course (effective fall 2014).
    b. The mean GPA shall be calculated based upon the final grade for the course, including mid-terms, class participation, and any other graded assignments; it is not calculated using just the final exam, final paper, or other final project, unless that is the only manner in which the students are evaluated.
    c. The grades of students who receive an incomplete are not included in calculating the mean GPA for a course.

    d. For RWA courses taken by repeating students—Spring RWA I and Fall RWA II—if a course enrolls 9 or more students, the mean GPA of the final grades must be 3.1 or lower. (Adopted 12/10/18)
2. Recommended Mean in Courses with 1 to 8 Students and Clinical Courses (including the Legal Externship Course).
    a. For all courses with 1 to 8 students (required or elective) and all clinical courses (including externships), the mean GPA for the course should fall between 2.9 and 3.1, with a recommended target GPA of 3.0, subject to the same proviso applicable in courses with 9 or more students.
    b. The grades of students who receive an incomplete are not included in calculating the mean GPA for a course.
3. For all courses otherwise required to comply with the mandatory mean, the instructor teaching the course may petition the Assessment Committee, the Curriculum Committee, and the Associate Dean for an exemption from the mandatory mean. The exemption is only available if all of the following requirements are met:
    a. The instructor exclusively uses criterion-referenced assessments to determine students' final grades in the course. Criterion-referenced assessment measures student performance against a fixed set of written descriptions of what students should be expected to know and do, and it articulates levels of performance. It requires detailed rubrics and is therefore distinguished from grading keys that are used to assign scores to exams.
    b. The instructor uses at least three criterion-referenced assessments in the course. In addition, assessment through multiple choice quizzes or exams cannot count for more than 45% of the final grade.
    c. An instructor seeking an exemption from the mandatory mean must be able to justify each rubric and each of the descriptions of levels of performance. This justification must point to specific data, most often drawn from past grading experiences compliant with the mandatory mean. If all three bodies approve the petition for an exemption from the mandatory mean, the exemption is valid beginning in the following semester.
    d. An exemption granted to an instructor for a particular course shall be reviewed by the Curriculum Committee after its third use and shall not be used again without renewal, unless the review is scheduled during the semester the course is offered a fourth time. In this instance, the course may be taught for a fourth time under the original exemption. The Curriculum Committee's review may include seeking explanation for, or plans for addressing, any recurring, significant deviation from the mandatory mean or any deviation from the requirements for the original

exemption. A renewal requires a majority vote of the Curriculum Committee. Further renewals will follow the same timetable and the same review process. (Revised 3/12/18)

e. This foregoing process for exemptions from the mean shall be reviewed by the Curriculum Committee and the Assessment Committee Fall 2022, with results reported to the faculty during the academic year of 2022-2023. (Revised 5/12/2017)

4. The registrar shall distribute the total mean GPA of each class to the professor teaching the class by the last day of final exams.
5. Multiple Sections of the Same Course. When a professor teaches multiple sections of the same course and administers the same assessment tool (or tools) in each section – e.g., the same final exam – the professor must apply the mandatory curve across both sections as if the two sections together constitute a single course. Thus, for example, professors teaching two sections of RWA are required to treat the two sections as if they are a single class. There are five courses excepted in part from this policy. If the professor is teaching both the day and night sections of Property I, Property II, Civil Procedure I, Civil Procedure II, Constitutional Law, or Legal Profession, the professor need not treat the day and night Sections as if they are a single course. (revised 5/12/2017)
6. Turning in non-complying grades constitutes failure to turn in grades for purposes of the Late Grade Policy.
7. Enforcement Mechanism. If a professor turns in non-complying grades, the grades are returned to the professor. The professor must then re-curve the class. If the professor chooses not to comply, the Associate Dean for Academic Affairs shall act in his or her discretion to bring the grades into compliance, such as by setting the curve based on the professor's raw scores.
8. Transcript and Website Notation. A short description of the law school grading system and curve shall be conspicuously placed on the back of all official transcripts. (Revised 9/12/2011) The full grading system shall be available on the website. A link to that location shall be included in the transcript notation.

## C. Academic Probation

1. If after a student's second regular semester (fall and spring), their cumulative GPA falls below 2.60, the student will be placed on academic probation. A student on academic probation shall retain such status until such time as the student's cumulative GPA rises to or above a 2.60.

2. Any student on academic probation is required to meet with the Assistant Dean for Student Affairs each semester to develop and implement an academic improvement plan.
3. The academic improvement plan must be certified by the Assistant Dean for Student Affairs before the student may be allowed to register for the next semester's classes. (Adopted 5/2020, revised 2/2026)

## D. Exclusion and Readmission

1. Academic dismissal
    a. General rule: A student will be automatically dismissed from the school if either:
        i. After completing one semester of work at this school, the student's cumulative grade point average (GPA) is less than 1.80 in all courses taken at this school; or
        ii. After completing two semesters of work at this school or any time thereafter, the student's cumulative GPA is less than 2.30.
    b. Effect of academic dismissal on student currently enrolled: Dismissal of a student pursuant to subparagraph V D 1 a (i) shall take effect immediately. Immediate dismissal is required even if, at the time it is determined that dismissal is required, the student is enrolled in classes; and even if the student petitions for readmission.
2. Eligibility to petition for readmission following academic dismissal:
    a. A student dismissed for academic deficiency may submit an application for readmission to the Admissions Committee.
    b. Readmitted students approved and admitted by the Admissions Committee shall begin their legal studies anew. A readmitted student will receive no credit for courses completed prior to readmission, and grades previously earned will be disregarded in computing the student's grade point average (GPA).
3. Eligibility to petition for readmission following administratively dismissal. A student who has been administratively, but not academically, dismissed may apply for readmission to the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs will determine whether and on what terms to readmit the student. (Revised 4/2023)

## E. Rules for Deferral of Admission, Leave of Absence, or Withdrawal

1. Definitions.

a. Deferral of Admission means a delay in enrollment as a first-year student until the following academic year.
b. Leave of Absence means a temporary absence from the Law School upon specific conditions and for a specific duration as established by the Associate Dean of Academic Affairs.
c. Withdrawal means an indefinite or permanent voluntary departure from the Law School without completing requirements for graduation.

2. Deferral of Admission. A student who has not completed one semester's work may petition the Associate Dean for Academic Affairs to defer admission until the following fall semester, subject to the following conditions.
    a. The student must show good cause for deferral of admission.
    b. Upon a finding of good cause, the Associate Dean for Academic Affairs shall grant the petition
3. Leave of Absence. Any student in good standing who has completed one semester's work or more may petition the Associate Dean for Academic Affairs for a leave of absence, subject to the following conditions.
    a. A former student who has withdrawn from the Law School may not later petition for a leave of absence
    b. The student must show good cause for a leave of absence
    c. Upon a finding of good cause, the Associate Dean for Academic Affairs shall grant the student a leave of absence for a specific duration, subject to specific conditions as stipulated by the Associate Dean for Academic Affairs
    d. Any leave of absence granted in accordance with these rules does not alter or affect the rule that a candidate for the J.D. degree must complete all course requirements for graduation within seven years of the student's initial enrollment.
    e. A student who has completed one semester's work or more and either (i) overstays a leave of absence, or (ii) stops attending classes without being granted a leave of absence, will not be considered in good standing at the Law School. Such a student will be administratively withdrawn and must petition the Associate Dean for Academic Affairs for readmission.
4. Withdrawal.
    a. To withdraw from the Law School, a student must complete and submit a Withdrawal Form to the Associate Dean for Academic Affairs for approval.
    b. A former student who has withdrawn from the Law School and who seeks to be admitted again must file a new application. The Admissions Committee will consider the new application under the admission policy in effect at the time of filing. In determining whether the applicant

qualifies for admission, the Admissions Committee will consider the applicant's previous academic record.

c. A student who withdraws from the Law School before completing one semester's work may not later petition for deferral of admission.

5. Credit for Work Previously Completed. A former student who withdraws from law school after completing one semester or more, and who is later admitted to the Law School, may apply to the Associate Dean for Academic Affairs to receive credit for work previously completed in a law school course for which a final grade was given.
    a. The Associate Dean will base the decision to award credit upon the quality of the work completed and the length of time elapsed since its completion.
    b. The Associate Dean will not award credit for courses in which the student earned a grade below the grade-point average necessary to remain in good standing at the law school where the course was offered, or for any course work completed more than two academic years before the year of admission to the Law School. (Revised 3/2014)

## VI. MISCELLANEOUS PROVISIONS

### A. Waiver of Rules

1. Any provision of these Academic Rules can be waived or modified by the Dean or the Dean's designee (who may be an individual or a standing or ad hoc committee of the faculty) if the Dean or the Dean's designee determines that failure to waive or modify such provision would place the Law School in violation of law.
2. Before waiving or modifying any provision pursuant to section A 1 of this Rule, the Dean or the Dean's designee should consult with any appropriate committee of the faculty (not including the student members of such committee), or with any appropriate ad hoc committee, to the extent such consultation is practicable and would not place the Law School in violation of law.
3. After waiving or modifying any provision of the Academic Rules pursuant to section A 1 of this Rule, the Dean or the Dean's designee should notify the faculty of any such waiver or modification, to the degree such notification can be given without placing the Law School in violation of law. For example, the faculty might be advised that a particular Academic Rule had been waived or modified without naming the student on whose behalf such waiver or modification was granted.

### B. Effective Date

1. These rules shall go into effect on August 26, 2002.
2. Revisions to these rules will go into effect on the date of their approval by the faculty or on some other date as specified by the faculty.

| | |
|---|---|
| **Revision Dates** | 9/9/04, 12/14/04, 6/05/06, 3/13/07, 4/10/07, 3/11/08, 5/11/09,11/9/09, 04/14/2011, 09/12/2011, 1/23/2012, 5/14/2012, 6/29/2013, 10/4/2013, 3/14/2014, 4/11/2014, 5/9/2014, 8/18/2014, 3/9/2015, 4/9/2015, 5/11/2015, 9/21/2015, 2/8/2016, 5/9/2016; 11/14/2016; 1/9/2017; 2/13/2017; 5/12/2017 |

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## APPENDIX A – REQUIRED CURRICULUM (90 HOURS)

Revised 2025

## Full-Time Division

### First Year

| Fall Semester | | Spring Semester | |
|---|---|---|---|
| **Course** | **Hours** | **Course** | **Hours** |
| Civil Procedure I | 2 | Civil Procedure II | 3 |
| Contracts I | 3 | Contracts II | 3 |
| RWA I | 3 | RWA II | 3 |
| Lawyering Foundations | 1 | Property II | 2 |
| Property I | 3 | Criminal Law | 3 |
| Torts I | 3 | Torts II | 2 |
| **Total** | 15 | **Total** | 16 |

### Second Year

| Fall Semester | | Spring Semester | |
|---|---|---|---|
| **Course** | **Hours** | **Course** | **Hours** |
| Lawyering Skills I | 2 | Lawyering Skills II | 3 |
| Constitutional Law | 4 | Professional | 3 |
| Evidence | 3 | Responsibility | |
| Criminal Proc. Pre-Trial | 3 | Intro to Bar Prep | 1 |
| Electives | 2 – 3 | Electives | 7 – 9 |
| **Total** | 14 - 16 | **Total** | 14 - 16 |

### Third Year

| Fall Semester | | Spring Semester | |
|---|---|---|---|
| **Course** | **Hours** | **Course** | **Hours** |
| Electives | 13 - 16 | Electives | 13 - 16 |
| **Total** | 13 - 16 | **Total** | 13 - 16 |

## Part-Time Division

### First Year

| Fall Semester | | Spring Semester | |
|---|---|---|---|
| **Course** | **Hours** | **Course** | **Hours** |
| Contracts I | 3 | Contracts II | 3 |
| RWA I | 3 | RWA II | 3 |
| Lawyering Foundations | 1 | Criminal Law | 3 |
| Torts I | 3 | Torts II | 2 |
| **Total** | 10 | **Total** | 11 |

### Second Year

| Fall Semester | | Spring Semester | |
|---|---|---|---|
| **Course** | **Hours** | **Course** | **Hours** |
| Constitutional Law | 4 | Criminal Proc. Pretrial | 3 |
| Real Property I | 3 | Real Property II | 2 |
| Civil Procedure | 2 | Civil Procedure | 3 |
| Advanced Legal Research | 1 | Professional Responsibility | 2 |
| **Total** | 10 | **Total** | 10 |

### Third Year

| Fall Semester | | Spring Semester | |
|---|---|---|---|
| **Course** | **Hours** | **Course** | **Hours** |
| Lawyering Skills I | 2 | Lawyering Skills II | 3 |
| Evidence | 3 | Practicum | 3 |
| Intro to Bar Prep Skills | 1 | Electives | 4 |
| **Total** | 10 | **Total** | 10 |

## Fourth Year

| Fall Semester | | Spring Semester | |
|---|---|---|---|
| **Course** | **Hours** | **Course** | **Hours** |
| Electives | 10 | Electives | 10 |
| **Total** | 10 | **Total** | 10 |

## Fifth Year

| Fall Semester | |
|---|---|
| **Course** | **Hours** |
| Electives | 9 |
| **Total** | 9 |

## APPENDIX B. UPPER-LEVEL WRITING POLICY

1. Required Elements of Upper-Level Writing Process
    a. The instructor shall provide the student with written and oral explanation of the Upper-Level Writing Requirement rules and rubric. The explanation shall include any additional standards the instructor believes appropriate.
    b. Prior to starting the writing process, the student must conference with the instructor to present a proposed topic and research plan and receive the instructor's approval for both.
    c. The student must submit a draft of the paper for written instructor feedback. The feedback should include a completed Upper-Level Writing Requirement Rubric. At the time the draft is submitted, the student shall also give an oral report in class, in small groups, or in a conference with the instructor. The oral report should include an explanation of the paper's thesis and its support, along with any continuing questions or concerns with the paper's development.
    d. After receiving the instructor's feedback on the draft, the student must complete the ULWR Feedback Evaluation Form and submit it to the instructor unless the instructor has received permission from the Associate Dean for Academic Affairs to use another method to assess student engagement and learning.
    e. The instructor must complete the Upper-Level Writing Requirement Rubric again for the final paper.
    f. A paper satisfies the Upper-Level Writing Requirement when the instructor verifies the paper has met the Paper Requirements, described in section 2 below, by submitting the completed Upper-Level Writing Requirement Rubric, Upper-Level Writing Requirement Certification, and grade report (where applicable) to the Registrar. No student will satisfy the Upper-Level Writing Requirement simply by passing a course.
2. Paper Requirements: Faculty members shall certify that a paper satisfies the Upper-Level Writing Requirement only if it meets the following standards, as well as any other standards that the faculty member finds appropriate for the paper:
    a. The topic of the paper is appropriate for an extended piece of legal writing which requires application of research, analytical, organizational and other writing skills.
    b. Factual, legal, and other material in the paper are cited appropriately, according to the Blue Book, the ALWD Manual, or other recognized legal citation system prescribed by the faculty member.

c. The student uses numbers and types of sources which the faculty member believes are appropriate to the nature and scope of the paper topic.
d. The paper demonstrates legal analytical skill and the application of that skill is appropriate to the nature and scope of the paper topic.
    i. The paper is well organized and demonstrates a grasp of grammar and other writing skills.
e. The paper is at least 20 standard pages in length, unless the faculty member determines that a shorter paper appropriately addresses the topic. A "standard" page will generally have (i) one-inch margins, (ii) 12 point, Times New Roman font in the body, (iii) 10 point, Times New Roman font in footnotes, (iv) double-spacing in the body, and (v) single-spacing in the footnotes, or other formatting that the faculty member believes appropriate to the assignment and that is communicated to the student(s) at the beginning of the course.
f. The student completes at least one rewrite of the paper after critique by the faculty member.
g. The paper receives at least thirty-six cumulative points on the final completed Upper-Level Writing Requirement Rubric.

3. Eligible Courses

    a. No required course shall be eligible to meet the Upper-Level Writing Requirement.
    b. The Curriculum Committee shall be responsible for determining whether a course (other than a required course) meets the Upper-Level Writing Requirement.
    c. The Curriculum Committee shall apply the following standards in determining whether a course, including the Independent Study course, meets the Upper-Level Writing Requirement.
        i. Courses must allow for the required faculty and student interactions, as described in section 2 above.
        ii. The Upper-Level Writing Requirement may be satisfied by the completion of any legal writing, including a paper, brief, or case note, that satisfies the requirement in section 2 above.
        iii. The Upper Level Writing Requirement may be satisfied by successfully completing, in accordance with these guidelines: (i) a case note of the UALR Law Review; (ii) a brief for the course of Advanced Appellate Advocacy; (iii) Independent Study; (iv) a paper for any class that has been approved by the Curriculum Committee as satisfying these standards; or (v) any other legal writing project undertaken in accordance with these standards in

a course that does not otherwise meet the standards for satisfying the Upper Level Writing Requirement, so long as the supervising faculty member certifies that the paper meets the requirements of section 2 above.

Any faculty member wishing to designate his or her class as one satisfying the Upper-Level Writing Requirement must first obtain authorization from the Curriculum Committee. Authorization shall be given only if the Curriculum Committee determines that the writing requirements of the class meet the standards set out in section 2 above.

## APPENDIX C – UPPER-LEVEL WRITING REQUIREMENT CERTIFICATION

Semester:
_____

Course Name:
_____

Name of Faculty Member:
_____

Student's Name:
_____

I am taking this course to meet the Upper-Level Writing Requirement.

Signature of Student: _____ Date: _____

This student's paper ____DID ____DID NOT

meet the standard for Upper-Level Writing Requirement Credit.

I have completed and submitted an Upper-Level Writing Requirement Rubric for this student.

Signature of Faculty Member: _____ Date: _____

## APPENDIX D – UPPER-LEVEL WRITING REQUIREMENT RUBRIC

| **I. Analysis and Reasoning** | | | | | | |
|---|---|---|---|---|---|---|
| | **Flawed** | | **Marginal** | | **Satisfactory** | |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| **1. Analyzes the relevant legal, policy, or theory issues** | Fails to employ basic techniques of legal analysis | | Analyzes the relevant issues but is sometimes unpersuasive or fails to consider alternatives | | Clearly and thoroughly analyzes the relevant issues and considers alternatives and counterarguments | |
| | **Flawed** | | **Marginal** | | **Satisfactory** | |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| **2. Employs reasoning techniques to reach a logical conclusion** | Fails to reason from facts, law, concepts, and data to a reasonable conclusion | | Uses available facts, law, concepts, and data to reason to a conclusion | | Clearly explains how the facts, law, concepts, and data support the conclusion while also considering alternative conclusions that might be drawn | |
| **II. Research** | | | | | | |
| | **Flawed** | | **Marginal** | | **Satisfactory** | |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| **1. Appropriately researched** | Insufficiently researched | | Presents much of the relevant law and scholarly literature | | Clearly explores most or all relevant bodies of law and scholarly literature | |
| | **Flawed** | | **Marginal** | | **Satisfactory** | |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| **2. Uses authorities correctly** | Gives incorrect weight to authorities or misrepresents the content of authorities | | Gives appropriate weight to most authorities discussed and accurately represents the contents of authorities relied upon | | Authorities are given appropriate weight and are discussed accurately | |
| **III. Problem Solving** | | | | | | |
| | **Flawed** | | **Marginal** | | **Satisfactory** | |
| | 1 | 2 | 3 | 4 | 5 | 6 |

| | | | | | | |
|---|---|---|---|---|---|---|
| **Advances a consistent thesis** | Does not advance any thesis | | Advances a thesis but sometimes includes irrelevant discussion or does not address all aspects of the argument | | All portions of the paper serve to further the thesis or to present opposing evidence or arguments | |
| **IV. Written Communication** | | | | | | |
| | **Flawed** | | **Marginal** | | **Satisfactory** | |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| **1. Organizes material logically** | Fails to present the information in a logical fashion | | Provides a mostly logical organization | | Clearly organizes the argument around legal rules or theories or in some other logical fashion | |
| | **Flawed** | | **Marginal** | | **Satisfactory** | |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| **2. Readability (e.g., grammar, punctuation)** | Fails to present the information in a readable fashion | | Is generally readable but contains scattered grammatical and punctuation errors | | Is easy to read and contains few if any grammatical or punctuation errors | |
| | **Flawed** | | **Marginal** | | **Satisfactory** | |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| **3. Cites material appropriately** | Fails to cite authority according to legal citation system proscribed | | Cites to authorities, but citations have multiple errors | | Adequately and accurately cites authorities with few errors | |
| | **Flawed** | | **Marginal** | | **Satisfactory** | |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| **4. Complies with Technical Requirements of Assignment** | Fails to meet the 20-page requirement or a shorter length approved by the faculty member for the topic, fails to properly format document, or contains multiple typographical errors | | Fails either to meet the page-length or formatting requirements or contains scattered typographical errors, but otherwise complies with assignment requirements | | Meets page-length requirement, meets format requirements, and contains few if any typographical errors | |

## APPENDIX E – UPPER-LEVEL WRITING FEEDBACK EVALUATION FORM

At this point in the process of completing your Upper-Level Writing Requirement, you have submitted a first draft of your paper, given an oral presentation regarding your first draft, and received feedback from your instructor on your first draft. This exercise is designed to help you process the feedback you have received and effectively incorporate it into the next draft of your paper. You must answer all of the questions below.

**1. Your instructor completed the Upper-Level Writing Rubric to assess the first draft of your paper. Please mark all of the rubric categories below in which you received a score of 4 or lower:**

- ☐ **Analyzes the relevant legal, policy, or theory issues**
- ☐ **Employs reasoning techniques to reach a logical conclusion**
- ☐ **Appropriately researched**
- ☐ **Uses authorities correctly**
- ☐ **Advances a consistent thesis**
- ☐ **Organizes material logically**
- ☐ **Readability (e.g., grammar, punctuation)**
- ☐ **Cites material appropriately**
- ☐ **Complies with technical requirements of assignment**

**2. For each rubric category in which you received a score of 4 or lower, explain below, in detail and with specificity, the changes you will make in the next draft of your paper to improve your performance in each category.**

_____
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3. **What were the most common comments the instructor made on the first draft of your paper?**

_____
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4. **What changes will you make in the next draft of your paper to respond to those comments?**

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## APPENDIX F: INDEPENDENT COURSE STUDY POLICY

1. Members of the Law Review staff shall be eligible for this research credit so long as the work done for this credit is not also submitted to fulfill the requirements for Law Review credit.
2. Students must have credit for RWA I and II and must have a minimum of 28 hours of law school credit to enroll for Independent Study.
3. No student may enroll for more than one hour of Independent Study in any single academic year, except that the Associate Dean for Academic Affairs may allow two hours in special cases.
4. No student may earn more than a total of two hours credit in Independent Study.
5. Each hour of Independent Study shall consist of:
    a. Exhaustive library or other approved investigation under the supervision of a faculty member of a legal problem to be approved by such faculty member.
    b. Preparation of a legal essay based on the investigation in 5(a), above, the length thereof to depend on the scope of the problem and suggestions of the faculty supervisor, but generally to fall within a twenty to thirty page range (typewritten).
6. It is expected that a minimum of seventy hours of work will be necessary to fulfill the combined requirements of 5(a) and 5(b) above. The faculty supervisor may require such additional work as is deemed necessary if, in the opinion of the faculty supervisor, the legal essay submitted is unsatisfactory.
7. Students enrolled in Independent Study shall submit a project outline prior to the end of the fourth week of the semester, a first draft prior to the end of the ninth week of the semester, and a final draft prior to the first day of the final exam period. Students enrolling for Independent Study during a summer session should consult with their faculty supervisor in regard to deadline requirements. However, the final draft of papers undertaken during a summer must be submitted prior to the first day of the final examination period for the session in which the student enrolled in Independent Study.
8. Each Independent Study student shall develop a detailed bibliography (no particular form) indicating the full extent of his/her research and showing "unproductive" investigation as well as that which produces materials bearing on the problem. The record shall be submitted with the first draft to the faculty supervisor for his/her approval.
9. The faculty supervisor shall assign a final grade for each semester's or term's work done under his/her supervision in accordance with the normal grading

system at the law school. The grade will represent a composite appraisal of (a) thoroughness in investigation and (b) quality of the legal essay.

**Registration**

If a professor has already approved a legal research topic for your independent study, complete Independent Study Form and return it to the Office of the Registrar and you will be enrolled in the course.

If you do not have an approved topic, but have an interest in writing your paper in a general subject area of the law, you should make an appointment with the professor who teaches in that subject area to discuss the selection of a specified topic. After a professor has approved your topic and agreed to work with you on the independent study, complete and return Independent Study Form to the Office of the Registrar and you will be enrolled in the course.

The Associate Dean for Academic Affairs will review all requests submitted for Independent Study topics. The Associate Dean for Academic Affairs will attempt to honor all requests from students whose topics have been approved in advance by faculty members. However, there is a limit to the number of papers an individual faculty member can supervise. If a request for a particular faculty member is denied, the Associate Dean for Academic Affairs will assign students to work under the supervision of another faculty member.

Unless you receive permission from the Associate Dean for Academic Affairs, you may not register for more than one hour of Independent Study in one academic year.

## APPENDIX G: LETTER GRADE EQUIVALENTS

Letter grades are listed only so that faculty, students, and employers will know the letter value of each numerical grade.

4.0 = A

3.9 = A

3.8 = A-

3.7 = A-

3.6 = A-

3.5 = A-

3.4 = B+

3.3 = B+

3.2 = B+

3.1 = B

3.0 = B

2.9 = B

2.8 = B-

2.7 = B-

2.6 = B-

2.5 = B-

2.4 = C+

2.3 = C+

2.2 = C+

2.1 = C

2.0 = C

1.9 = C

1.8 = C-

1.7 = C-

1.6 = F

1.5 = F

1.4 = F

1.3 = F

1.2 = F

## APPENDIX H. FACULTY RESEARCH ASSISTANT POLICY

Students may earn academic co-curricular credit as Research Assistants (RA) for full-time faculty members upon selection by a faculty member and subject to certain qualifications and requirements. RAs work with faculty members on academic research projects, gaining skills in legal research, writing, and analysis. RAs may be asked by faculty to research case law and secondary literature; prepare bibliographies; write research memoranda; perform cite-checking and Blue-booking tasks; and proofread or edit manuscripts.

**Eligibility**

- Students must have satisfactorily completed 30 academic credits.
- Students on academic probation are not eligible.
- Students subject to the bar-preparation skills requirement are not eligible without approval from the Associate Dean for Academic Affairs.
- Students must be selected by a faculty member who has had the credit opportunity approved pursuant to the process described below in the section regarding "Course Registration."

**Course Requirements**

- RAs will work with a faculty member on academic research project(s), without pay, under the faculty member's active supervision.
- RAs must produce substantive work, which the faculty member reviews, assesses, and for which the faculty member provides feedback. For credit to be awarded, faculty members are required to fill out the RA review and assessment form and must certify to the Associate Dean for Academic Affairs that the student produced satisfactory work.
- RAs must keep time records and log at least 50 hours of work per credit. These records must be submitted to the supervising faculty member who must review them and keep them on file.

**Other Information**

- Students may use only 4 credits from the course towards the number of credits required for graduation. Students may only work for one professor for credit per semester.
- This course counts only as a co-curricular elective towards graduation.
- No faculty member may have more than two research assistants that receive credit for their work per semester, except with the permission of the Associate Dean for Academic Affairs.

**Course Registration**

Before a student may register, a faculty member must submit for approval by the Associate Dean for Academic Affairs a description of the RA's anticipated work on

an academic research project. The description should include the name of the proposed RA and an explanation of the work the RA will perform, including the research tasks, memos, or other work expected of the student.

## APPENDIX I. RESEARCH ASSISTANT REVIEW AND ASSESSMENT FORM

For Academic Credit

| | | | |
|---|---|---|---|
| Student Name: | | | Credit Hours: |
| Faculty Supervisor: | | | Date of Review: |
| Semester/Term: | | | |
| Review Period: | ☐ Mid-Term | ☐ Final | |

**PART I: PROJECT DESCRIPTION**

| |
|---|
| Briefly describe the research project and the student's role: |

☐ **Graded** ☐ **Pass/Fail**

**University syllabus policy required component: "The instructor's grading policy, which must describe how the final grade will be determined and what course assignments (e.g., exams, homework, artifacts, projects) will be required."**

**PART II: SUBSTANTIVE WORK PERFORMED**

| List the major tasks and assignments completed during this review period: |
|---|
| 1. |
| 2. |
| 3. |
| 4. |

**PART III: PERFORMANCE ASSESSMENT**

Rating Scale: 5 = Excellent | 4 = Very Good | 3 = Satisfactory | 2 = Needs Improvement | 1 = Unsatisfactory | N/A = Not Applicable

| **A. RESEARCH QUALITY** | |
|---|---|
| Thoroughness and appropriateness of sources identified | Rating: |

| | |
|---|---|
| Accuracy of legal analysis or synthesis | Rating: |
| Critical thinking and identification of gaps in literature | Rating: |
| Depth of engagement with complex legal concepts | Rating: |
| **OVERALL RATING:** | |
| Comments and specific examples: | |

| B. TECHNICAL COMPETENCY | |
|---|---|
| Proper citation format and thoroughness | Rating: |
| Writing clarity, grammar, and organization | Rating: |
| Research methodology appropriate to the task | Rating: |
| Attention to detail and accuracy | Rating: |
| **OVERALL RATING:** | |
| Comments and specific examples: | |

| C. PROFESSIONAL DEVELOPMENT | |
|---|---|
| Initiative and independence in approaching tasks | Rating: |
| Responsiveness to feedback and guidance | Rating: |
| Time management and meeting deadlines | Rating: |
| Reliability and communication | Rating: |
| **OVERALL RATING:** | |
| Comments and specific examples: | |

| **OVERALL PERFORMANCE RATING:** | |
|---|---|

**PART IV: FEEDBACK AND GUIDANCE**

| **A. STRENGTHS**<br>**Identify specific strengths demonstrated by the student:** |
|---|

| |
|---|
| **B. AREAS FOR IMPROVEMENT**<br>**Identify specific areas where improvement is needed and provide actionable guidance:** |
| **C. GOALS FOR NEXT REVIEW PERIOD (Mid-term only)** |

**PART V: LEARNING OUTCOMES ASSESSMENT**

Rating Scale: 5 = Fully Achieved | 4 = Mostly Achieved | 3 = Partially Achieved | 2 = Minimally Achieved | 1 = Not Achieved

| | |
|---|---|
| Demonstrated substantive legal knowledge in the research area | Rating: |
| Developed advanced legal research skills | Rating: |
| Improved legal writing and analytical abilities | Rating: |
| Gained understanding of scholarly methodology | Rating: |
| | |

**PART VI: SUPERVISION AND REVIEW OF STUDENT HOURS**

| Number of conferences this period: | | |
|---|---|---|
| **Date** | **Hours Student Reported** | **Topics Discussed/Feedback Provided** |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

**PART VII: FINAL ASSESSMENT (Final Review Only)**

| | |
|---|---|
| The student has satisfactorily completed the requirements for academic credit: | ☐ Yes ☐ No |
| Additional comments: | |

**PART VIII: STUDENT ACKNOWLEDGMENT**

| |
|---|
| I have reviewed this assessment with my faculty supervisor and received feedback on my performance. |

Student Signature: _____ Date: _____

**PART IX: FACULTY CERTIFICATION FOR CREDIT**

I certify that:

- The student performed at least 50 hours per credit on substantive research work.
- I provided regular supervision, review, and feedback throughout the review period.
- The assessment above accurately reflects the student's performance.

Faculty Signature: _____ Date: _____