Summer 2016 Registration
Academic Information and Guidelines

Juris Doctor Programs
Graduate Law Programs
(S.J.D., D.Law, LL.M., and M.J.)

LOCUS Term Code: 1164
Click here for the complete course schedule
# TABLE OF CONTENTS

I. Course Load Requirements.................................................................................................................. 3-4
II. Registration Schedule.......................................................................................................................... 5-6
   - Late Registration................................................................................................................................. 5
   - Immunization Record......................................................................................................................... 6
III. General Information............................................................................................................................ 6-7
   - Attendance Guidelines.......................................................................................................................... 6
   - Required Courses............................................................................................................................... 6
   - Online Courses for J.D. Students......................................................................................................... 6
   - J.D. Externs.......................................................................................................................................... 6
   - Auditing Classes.................................................................................................................................. 7
   - Dual Degree Students.......................................................................................................................... 7
   - Courses Requiring Prior Approval...................................................................................................... 7
   - Certificate Programs............................................................................................................................ 7
IV. Miscellaneous But Important............................................................................................................... 8-9
   - Division Transfer................................................................................................................................ 8
   - FERPA Rights...................................................................................................................................... 8
   - Notification of Change of Name/Address............................................................................................ 8
   - Financial Aid Information.................................................................................................................... 8
   - Notice to Students in Academic Difficulty........................................................................................ 8
   - Cancelled Classes............................................................................................................................... 8
   - Closed Classes.................................................................................................................................. 8
   - Class Conflicts.................................................................................................................................... 9
V. Withdrawing and Dropping Classes..................................................................................................... 9
   - Withdrawal.......................................................................................................................................... 9
   - Schedule Change................................................................................................................................. 9
   - Hours/Tuition..................................................................................................................................... 9
   - Payment of Fees............................................................................................................................... 9
   - Withdrawal From The School of Law.................................................................................................... 10
VI. Graduation and Bar Examination Information.................................................................................. 10
   - Graduation Interviews......................................................................................................................... 10
   - Illinois and Multi-State Bar Examination............................................................................................ 10
   - Illinois Bar Applications..................................................................................................................... 10
   - Multistate Professional Responsibility Examination............................................................................. 10
A student shall be eligible for the degree of Juris Doctor upon satisfying the following requirements:

- All students must successfully complete a minimum of eighty-six (86) credit units, 74 of which must be graded credits.
- All students must satisfy residency requirements. These requirements are designed to comply with Standards of the American Bar Association and ensure that students have had sufficient exposure to the knowledge, skills and values of the legal profession. At the same time, they are designed to equalize tuition costs to the extent possible.
- All students must successfully complete the required curriculum.
- In addition to attending the required number of scheduled minutes and credit hours of classroom or direct faculty instruction, all full-time and part-time Juris Doctor students should be prepared to have to complete 120 minutes of out-of-class work for every hour of instruction that they receive.
- Students must maintain a cumulative grade point average of 2.0.
- Students must complete their course of study for the Juris Doctor degree no later than 84 months after commencing law study at the School of Law or at a law school from which the school has accepted transfer credit.
- Students are required to schedule a Graduation Interview with the Law Registrar to review credentials and apply for graduation.

**Full-time:** A student in the full-time division can achieve the required time in residence in the following way:

- Completion of 6 full-time semesters [12 - 17 credits per semester]
- Students in the full-time division may not advance the date of their graduation by taking classes during the summer session.
- Additional credits earned in one academic year or summer session will not permit a student in the full-time division to take fewer than the minimum credit hours (12) per semester thereafter.

**Part-time:** A student in the part-time division can achieve the required time in residence in these ways:

- *Eight Semesters:* A student in the part-time division can meet the residency requirement upon the completion of eight part-time semesters [8 - 12 credits per semester]
- *Seven Semesters and at Least Two Summer Sessions:* A student in the part-time division can meet the residency requirement upon the completion of seven part-time semesters and a minimum of eleven academic credits over two or more summer sessions. Students in the part-time division who wish to accelerate their graduation in this way should consult with the Registrar to make sure that they will be able to meet all degree and tuition requirements under the accelerated program.
- Additional credits earned in one academic year or summer session will not permit a student to take fewer than the minimum credit hours per semester thereafter.
Transferring Divisions: Students who transfer divisions can satisfy residency requirement in the following ways. A student may not transfer divisions in their final semester of law school.

- **Full-time students** who seek to transfer to the part-time division must meet with a member of the Dean's Office to discuss the conditions upon which a transfer will be approved. If permitted, a student who transfers from the full-time division to the part-time division must comply with the academic schedule determined by the Dean’s Office. Students in this category may not graduate in fewer than seven semesters (excluding summers).

- A student in the **part-time division** who transfers, after approval from the Dean's Office, to the full-time division:
  - Before the **third semester** and graduates in three years (six semesters) must complete a minimum of eight hours of summer courses.
  - Before the **fourth semester** and graduates in three years (six semesters) must complete a minimum of eleven hours of summer courses.
  - Before the **fifth semester** and graduates in three years (six semesters) must complete a minimum of fifteen hours of summer courses over two summers.
  - Additional credits earned in one academic year or summer session will not permit a student to take fewer than the minimum credit hours per semester thereafter.

Dean's Permission: In exceptional circumstances, a student may apply in writing to the Dean or his/her delegate for permission to take fewer than the required semester hours.

**Summer Limit** - All students may register for a maximum of eight credit hours during a summer session.
# SCHOOL OF LAW
## SUMMER 2016 REGISTRATION SCHEDULE

### Summer Term Start Dates

<table>
<thead>
<tr>
<th>Term</th>
<th>Start Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Term (13W)</td>
<td>May 16</td>
</tr>
<tr>
<td>Term M16</td>
<td>May 16, May 17, May 18</td>
</tr>
<tr>
<td>Term M20</td>
<td>May 16</td>
</tr>
<tr>
<td>Term M10</td>
<td>May 20</td>
</tr>
<tr>
<td>Term A</td>
<td>May 23</td>
</tr>
<tr>
<td>Term M30</td>
<td>May 30, May 31, June 2</td>
</tr>
<tr>
<td>Term M33</td>
<td>June 3</td>
</tr>
<tr>
<td>Term C</td>
<td>June 6, June 8</td>
</tr>
<tr>
<td>Term M15</td>
<td>June 18</td>
</tr>
<tr>
<td>Term M25</td>
<td>June 25</td>
</tr>
<tr>
<td>Term B</td>
<td>July 5</td>
</tr>
<tr>
<td>Term M31</td>
<td>July 11</td>
</tr>
<tr>
<td>Term M32</td>
<td>July 11</td>
</tr>
<tr>
<td>Term M21</td>
<td>July 23</td>
</tr>
</tbody>
</table>

For a listing of Study Abroad Summer Program dates please visit the web at: [http://www.luc.edu/law/academics/special/studyabroad.html](http://www.luc.edu/law/academics/special/studyabroad.html).

**February 22** Division transfer forms are due in Dean Gaspardo’s office, Room 1247.

**February 24** Summer Registration begins using LOCUS.

**April 15** Approval forms for Externships are due to Josie Gough, Room 1317.

**April 22** Course Approval Forms for Independent Research, Directed Study and for Graduate Legal Studies courses are due at the School of Law Registrar Office.

<table>
<thead>
<tr>
<th>Access Date</th>
<th>Student Classification</th>
<th>Hours Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 24</td>
<td>All Graduate Students (LL.M., M.J., S.J.D., &amp; D. Law)</td>
<td></td>
</tr>
<tr>
<td>February 24</td>
<td>Current 2nd/3rd yr Part-Time JD; (Prospective 3rd/4th yr PT)</td>
<td>21 hrs and up</td>
</tr>
<tr>
<td>February 24</td>
<td>Current 2nd yr Full-Time JD.; (Prospective 3rd yr FT)</td>
<td>32 hrs and up</td>
</tr>
<tr>
<td>February 25</td>
<td>Current 1st year Part-time JD; (Prospective 2nd yr PT)</td>
<td>1-20 hours</td>
</tr>
<tr>
<td>February 25</td>
<td>Current 1st year Full-time JD; (Prospective 2nd yr FT)</td>
<td>1-31 hours</td>
</tr>
<tr>
<td>February 25</td>
<td>Current 1st year Part-time JD; (Prospective 2nd yr FT)</td>
<td>1-20 hours</td>
</tr>
<tr>
<td>February 26</td>
<td>All Other Students (Transfer and Visiting)</td>
<td></td>
</tr>
</tbody>
</table>

**LATE REGISTRATION**

Students who register for classes after the summer term start date will be charged a late registration fee.

**REGISTRATION**

Registration will begin on **Wednesday, February 24**. Please see the Website instructions for complete information on LOCUS. All registrations including drop/add will be processed by LOCUS on the Web. If you have any questions, call the Law School Registrar Office at (312) 915-7167.

**NOTE**: Students register by the number of hours successfully earned as of the end of the prior Spring. Procedures and scheduled times must be adhered to in all cases. Academic credit will not be given for courses in which students have not properly registered. If a student fails to drop a course he/she is not attending but registered for, the student will receive a "WF" which will be permanent on the record. It is the responsibility of each student to register properly for his or her courses and to confirm course selections through the LOCUS system. LOCUS registration instructions are available on the university’s website.
Each summer law course is listed in a particular summer term. Late Registration and Change of Registration dates differ depending upon the summer term in which a course is listed.

**NOTE:** Term dates are for billing purposes only. Please refer to the course schedule for the beginning and ending dates of each course.

**IMMUNIZATION RECORD:** Students whose current immunization records are not on file at the Wellness Center will be blocked from registering. More information, a list of exemptions, and a downloadable form are available on the [Wellness Center Home page](#).

## General Information

### ATTENDANCE GUIDELINES
Regular and punctual class attendance, as determined by the instructor and the Dean, is required in all courses. Excessive absences or tardy attendance, even if all or some of them are considered to be “excused,” violate this requirement. Students who do so are subject to various sanctions including a reduction in the grade, withdrawal from the course, additional remedial work, withholding of the final exam or a final grade which results in the grade of “WF” (withdraw failing), or other appropriate sanctions in the discretion of the instructor or the Dean. Since regular and punctual attendance is required in all courses, registration for courses that meet at the same time or overlapping times is not permitted.

### REQUIRED COURSES
For the full list of required courses click here. Students who entered the School of Law before the Fall of 2014 must complete at least two credits of a Perspective Elective (Per Elec), Skills, and Experiential Learning.

Students entering the School of Law in 2014 or thereafter must complete at least 6 credits of Experiential Learning, only 3 of which can be completed through a comprehensive simulation. **Students may not satisfy this requirement by taking a class that is also taken to satisfy the "Skill" requirement or the "Perspective Elective" requirement.**

Students who are in the bottom 15 percent of their class after their second, third, or fourth semester of law school will be required to complete 2 credits in a designated “BAR SKILLS” course in order to graduate. Those students who entered law school before the fall of 2014 are exempt from this requirement.

**NOTE:** All students must register for all courses, in the required semester and year. Failure to register for a required course will result in a grade of “WF” in those required courses.

### ONLINE COURSES FOR Juris Doctor STUDENTS
Loyola may offer enrollment in select online courses, taught by experienced practitioner faculty. Juris Doctor students who have completed at least 28 hours may take up to 4 hours per term and a maximum of 15 online credit hours throughout their Juris Doctor program.

**NOTE:** Each state has different rules for admission to the bar. Students should consult with each jurisdiction in which they intend to practice to ensure that completion of online courses qualify for bar admission.

**J.D. EXTERNS:** Approval form is in the Summer Extern Packet which is available on our [website](#). Applications for summer externships are due to Ms. Josie Gough by **April 15**.
AUDITING CLASSES: Students who want to take a course without receiving academic credit may audit the course, provided that the course is not closed at the capacity. Students who have registered for credit in a class that is filled may not convert their registration to an audit. A course that is audited does not count as hours attempted, therefore, it is not considered in determining a student’s academic full-time or part-time status; however, tuition is charged as though the course is being taken for credit. Class attendance is required; if you do not attend class, a final grade of W will be recorded. Assignments, examinations and term papers, are not required, but you have a right to participate in class discussions. All auditors must complete and submit an audit request form in the School of Law Registrar’s Office, room 1203. A course will not be converted to Audit after the Change of Registration period has ended.

DUAL DEGREE STUDENTS: Students in a dual degree program within another school of the university must contact the Law Registrar, Dora Jacks, prior to registering for Law school courses each semester for curriculum planning and tuition policies. See the dual degree web page for additional information. All dual degree students must enroll in graduate courses under their Graduate Career.

COURSES REQUIRING PRIOR APPROVAL
Students registering for courses that require permission must receive faculty approval. Approval forms for Directed Study, Independent Research, and Graduate Legal Studies are available on the web.

All forms must be completed, signed, and returned to the School of Law Registrar's Office, no later than **Monday, April 22**.

NOTE:
- Students can enroll themselves in approved courses approximately two business days after completed and signed forms are returned to the Law Registrar Office.
- Students who wish to drop the course after submission of the approval form are responsible for withdrawing from the course.

For other courses that require approval (a form is not needed), faculty will submit a list of approved students to the Law Registrar Office. Students are responsible for enrolling themselves in all approved courses.

CERTIFICATE PROGRAMS
General information and applications for each School of Law certificate program are available on our certificates page online.

Certificates will appear as an official comment on the J.D. transcript. Certificates will be given to students, approximately 4-6 weeks after the semester ends. **Please note that certificate status will not be noted in the commencement program nor at the commencement ceremony.**

Application Process: Download an unofficial copy of your JD transcript using LOCUS.

Schedule an appointment with a faculty member in the department you plan to receive your certificate: Bring your completed form and your transcript to the appointment. Faculty will advise you on your curriculum plan.

- **Health Law:** Megan Bess or Kristin Finn
- **Child and Family Law:** Diane Geraghty, Anita Weinberg, Bruce Boyer or Stacey Platt
- **Tax Law:** Jeffrey Kwall, or Anne-Marie Rhodes
- **International Law and Practice:** Anne-Marie Rhodes
- **Advocacy:** Zelda Harris
- **Public Interest:** Mary Bird-Murphy

Your signed form will be needed at your graduation interview with the School of Law Registrar, Dora Jacks. The Registrar will certify that you meet all of the certificate requirements after final grades have been calculated. Your certificate status will be noted on your transcript when your degree is conferred. You will be notified when your certificate is ready.
MISCELLANEOUS BUT IMPORTANT

DIVISION TRANSFER Upper-class students, who want to transfer to a new division effective Summer 2016, must have a division transfer form signed by Dean Gaspardo, by February 22. Students are permitted to transfer divisions only once during their law school careers. Students are not permitted to change divisions after registration has begun nor can students transfer divisions for their final semester. Full-time students are not permitted to graduate in less than 3 years.

FERPA RIGHTS - The Family Educational Rights and Privacy Act The School of Law Registrar Office will verify information including students’ dates of attendance, status (full/part-time), degree earned, and the date a degree was conferred, when inquiries are made by lending institutions, law firms, etc., unless otherwise notified in writing. Visit the FERPA website for more information.

NOTIFICATION OF CHANGE OF NAME AND ADDRESS Students are responsible for the accuracy of their personal data in LOCUS. To change your name, you must complete a Change of Name form located in the Law School Registrar Office, room 1203.

FINANCIAL AID INFORMATION Visit our website for Financial Aid information.

NOTICE TO STUDENTS IN ACADEMIC DIFFICULTY Summer school students, including those who participate in study abroad programs, who are academically disqualified as a result of spring semester grades, will be withdrawn from summer school classes. Only tuition and fees will be refunded in full, and summer school courses will be erased from the student’s record. Students who suspect that they are at risk of academic disqualification should be aware of this policy when contemplating summer school enrollments and overseas travel.

CANCELLED CLASSES Classes which do not meet the minimum enrollment requirement set by the School of Law are subject to cancellation. Cancellations can occur up to and including the first week of classes.

CLOSED CLASSES Please keep the following points in mind as you prepare for registration:

- Register as soon after your scheduled registration time. At that time, you have the best opportunity to enroll in the courses you want. The later you register, the more you will lose that advantage.

- If a class is full, the system will not permit further registrations unless a student drops the course. If you wish to register for a class that is full, keep in mind the following:
  1. Your only option is to continue to check LOCUS for openings. A student must drop the class in order for a space to become available. There is no guarantee, but usually a spot will become available at some point before the semester begins. There is a great deal of “turnover” during registration and the advantage will go to the students who keep checking the system.
  2. Instructors are not able to override the system. While a faculty member may have sympathy for your situation, he/she does not have the ability to register you. Members of the administration are always pleased to help, but when a class is full, the only fair way to get into the course is to check the system frequently.
  3. You may not sit-in on the class. You will not receive credit unless you are properly registered for the course in the LOCUS system.
CLASS CONFLICTS
Students are not permitted to register for classes that conflict in whole or in part.
Please note the following two examples:

1. Class #1 meets from 2:00p.m. to 3:30p.m.  Class #2 meets from 3:00p.m. to 5:00p.m. Registration in both classes is not permitted because of the time conflict.

2. Class #1 meets every Saturday morning throughout the semester. Class #2 is a weekend seminar class that meets one weekend on Saturday and Sunday, but at the same time as Class #1. Registration in both classes is not permitted.

WITHDRAWING AND DROPPING CLASSES

SCHEDULE CHANGE
Withdrawal
Complete withdrawal before the beginning of the session start date will result in no financial responsibility. Students who completely withdraw from all classes after the session start date will have their tuition and fees adjusted according to the schedule set by the Office of the University Bursar.

A student may completely withdraw from Loyola through LOCUS until the last day to withdraw with a grade of “W”. After this period, the student must contact the Law Registrar Office to withdraw. Tuition and fee charges will be based on the beginning of the session, not on the class start date. The withdrawal date for each course is available in LOCUS by selecting the calendar icon in the Student Center.

Schedule Change
Students may change their summer class schedule through LOCUS until the last day to withdraw with a grade of “W”. After this period, the student must contact the Law Registrar Office to change his/her schedule. The withdraw date for each course is available in LOCUS by selecting the calendar icon in the Student Center. Tuition and fee charges for a dropped class are based on the start of the session, not on the class start date. Dropping a course in the early Summer Session and adding another in the late Summer Session is not considered a change of registration, but will follow the withdrawal and schedule change calendar for the current session.

Schedule changes made before the official term start date have no financial impact. Students who drop classes after the session start date will be assessed tuition based on the schedule set by the Office of the University Bursar.

HOURS/TUITION
The J.D. and LL.M tuition rate is $1,445.00 per credit hour. The M.J. tuition rate is $1,301.00 per credit hour. NO FINANCIAL RESPONSIBILITY WILL BE INCURRED FOR STUDENTS WHO WITHDRAW PRIOR TO THE START DATE OF EACH SUMMER TERM.

PAYMENT OF FEES
After you register through LOCUS, you will receive a statement of tuition and fees. Payment in full (less pending Financial Aid) must be received by the due date shown on the invoice or a late charge fee will be added to your account. If you wait until the term begins to enroll in classes, you will be charged a late registration fee. Registered students are considered to be in attendance in a course until they withdraw through LOCUS by the late registration deadline.
WITHDRAWAL FROM THE SCHOOL OF LAW
Withdrawal is defined as completely withdrawing from all courses. Financial responsibility and refund policies for a complete withdrawal are based on the schedule set by the Office of the University Bursar. Students who wish to withdraw completely from the School of Law should contact Dean Faught or Dean Gaspardo.

Complete withdrawal before the beginning of the term start date: A complete withdrawal from the School of Law before the official term start date can be done through the LOCUS system. At this time no financial responsibility will be incurred except for any non-refundable fees.

Complete withdrawal after the term start date: Any student withdrawing on the term start day will have their tuition and fees adjusted according to the schedule in LOCUS. Charges will be based on the School of Law’s official withdrawal date.

Complete withdrawal after the official term withdrawal deadline: Students will receive all “WF” grades and will be responsible for fees and tuition according to the schedule set by the Office of the University Bursar.

*For all Study Abroad withdrawal dates and policies please refer to the web at:
http://www.luc.edu/law/academics/special/studyabroad.html

GRADUATION & BAR EXAM INFORMATION

GRADUATION INTERVIEWS AUGUST 2016 PROSPECTIVE GRADUATES
Juris Doctor students who have not already made an appointment for August graduation must schedule an appointment with Dora Jacks, Registrar no later than March 4, 2016. It is recommended that students complete a graduation interview prior to registration for their final semester.

THE ILLINOIS AND MULTI-STATE BAR EXAM

ILLINOIS BAR APPLICATIONS
3rd and 4th Year Students Students who plan to take the Illinois Bar Exam in February can complete application materials at the Illinois Board of Admissions to the Bar webpage (www.ilbaradmissions.org). The Character and Fitness and Final Application must be submitted by September 1.

MULTISTATE PROFESSIONAL RESPONSIBILITY EXAM (MPRE)
The MPRE is the Multistate Professional Responsibility Examination, a multiple choice exam containing 50 questions, which is produced, marketed, and administered by the American College of Testing (ACT) on behalf of the National Conference of Bar Examiners (NCBE) three times each calendar year (April, August, and November). The test is designed to measure the examinee’s knowledge of the ethical standards of the legal profession and is two hours and five minutes in length. Many jurisdictions, including Illinois, require bar applicants to sit for the MPRE. The MPRE is also scored and scaled nationally, although each jurisdiction establishes its own passing score. Visit the website of the NCBE at www.ncbex.org for detailed information.

An applicant to the Illinois bar may take the MPRE at any time during or after law school.