

Bulletin and Handbook of Policies

Master of Studies in Law Program

2023-2024

University of
New Mexico
School of Law
(1/22/2024)

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This Bulletin and Handbook of Policies for academic year 2023-2024 reflects the current policies of the UNM School of Law and is intended as a source of information for questions concerning the rules and regulations of the Law School Master of Studies in Law (MSL) program and other matters pertaining to a student enrolled at the law school. **All students are held responsible for the information contained in the Bulletin and Handbook and for complying with all Master of Studies in Law requirements, rules and regulations herein.** Students are also charged with knowledge of all School of Law and University communications when delivered through its official e-mail notices, bulletin boards, student mailboxes, websites, internet, and intranet. It is the student's sole responsibility to check these sources on a regular basis. The policies and statements contained herein are subject to continuous review and evaluation and may be changed at any time without notice by the faculty and administration of the UNM School of Law. **Any such changes will supersede the provisions set forth in this edition dated July 31, 2023, and all previous editions.**

The School of Law is a unit within the University of New Mexico (University or UNM). As such, the School of Law follows all University policies and regulations (UNM Catalog 2023-24) unless stated otherwise in this Bulletin and Handbook of Policies. The policies and regulations of the School of Law shall, in that case, supersede those of the University.

The provisions in this publication are not intended to be a contract between the students, the UNM School of Law, and UNM. The information it contains was accurate at the time of publication. The UNM School of Law and the University reserve the right to withdraw or change any provisions or requirements at any time.

UNM School of Law (UNM SOL) and the University do not represent, warrant or claim that by attending or graduating from the Master of Studies in Law program an accepted applicant will be qualified to take or pass a bar exam or be accepted for bar membership in any state. To the contrary, the MSL degree is a graduate degree rather than a professional degree, and therefore is not intended to train students to take a bar exam, practice law, or give legal advice. In addition, UNM SOL does not represent, warrant or claim that by attending or graduating from the MSL program, an accepted applicant will become employed in a position that requires legal education or will receive a higher average starting salary than such applicant might otherwise be in a position to receive.

Indigenous Peoples' Land and Territory Acknowledgement

Founded in 1889, the University of New Mexico sits on the traditional homelands of the Pueblo of Sandia. The original peoples of New Mexico – Pueblo, Navajo, and Apache – since time immemorial, have deep connections to the land and have made significant contributions to the broader community statewide. We honor the land itself and those who remain stewards of this land throughout the generations and also acknowledge our committed relationship to Indigenous peoples. We gratefully recognize our history.

SCHOOL OF LAW ANTI-DISCRIMINATION STATEMENT

The University of New Mexico School of Law is committed to an inclusive, accessible, and accommodating environment that celebrates the diversity of the members of the Law School community, inspires confidence in the legal profession and the legal system, and provides equality of opportunity for students, faculty, and staff.

In accordance with the ABA Standards and Rules of Procedure for Approval of Law Schools, University policy, and federal and state law, the Law School prohibits the use of admissions policies or other actions to preclude the admission of applicants or retention of students on

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the basis of actual or perceived membership in any of the protected classes listed below. In addition, the School of Law is committed to fostering and maintaining equality of opportunity for students, faculty, and staff without discrimination or segregation on the basis of actual or perceived membership in any of the following protected classes: age; ancestry; color; disability, including physical or mental disability; ethnicity; gender; gender identity or expression; genetic information; military or veteran status; national origin; parental status; pregnancy; race; religion; serious medical condition; sex; sexual orientation; or spousal affiliation.

Furthermore, use of the Student and Career Services Office at the University of New Mexico School of Law is available only to employers whose recruitment and employment policies are consistent with the foregoing statement and who affirmatively agree to abide by the statement.

ACADEMIC CALENDARS

Academic Calendars for academic years 2023-2024 and 2024-2025 can be found online at the UNM School of Law (UNMSOL) website on the Academic page located at <https://lawschool.unm.edu/academics/index.html>. Academic calendars are subject to change.

NOTE: All Examination periods are an integral part of the academic calendar. Students are expected to be available to sit for examinations during the designated period. As various unforeseen circumstances may occur during any exam period, DO NOT make travel or other plans prior to the end dates of the semester examination schedule.

Classification of Master of Studies in Law Students

Full-Time Student

Full-Time is defined as a student enrolled for a minimum of 9 credit hours and a maximum of 17 hours. See **SEMESTER COURSE LOADS** on page 14 for specific information and exceptions.

Full-time students may re-enroll as part-time students with the permission of the Associate Dean for Academic Affairs.

Part-Time Student

The part-time MSL program is intended to serve the needs of working students. Part-time students may take a minimum of 3 credit hours and a maximum of 8 credit hours in a particular semester but must complete the MSL degree in 4 academic years. A student may submit a written petition justifying an exception to this four-year limit to the Associate Dean for Academic Affairs. An exception to this rule must be approved in writing by the Associate Dean for Academic Affairs and will be granted only in exceptional circumstances. The Associate Dean for Academic Affairs must give prior written approval to a student proposing to take only 1 or 2 credit hours in a particular semester. Part-time students are not bound by the "employment rules" which limit the employed hours of full-time MSL students (see **Employment during MSL Program** on page 38)

Part-time students must follow the existing class schedule (i.e., essentially all classes are taught Monday through Friday between 8:30 a.m. and 9:00 p.m.).

Part-time students may re-enroll as full-time students with the permission of the Associate Dean for Academic Affairs.

Academic Good Standing

An MSL student must maintain a minimum cumulative grade point average (GPA) of 3.00 to be in academic good standing.

Transferring Student

The deadline for submitting transfer applications is June 15. The deadline for completing a transfer application file is July 15. Applications are accepted from students who want to transfer into the MSL program after completing one full-time semester, or one or more part-time semesters (1) in the Juris Doctor program at UNM or another ABA-approved law school, or (2) in a similar master's program at another ABA-approved law

school. Transfer applicants are considered for admission only if they are in good standing at the law school previously attended and space is available in the MSL program. A maximum of 15 credits may be transferred to the MSL program. Credits from a substantially equivalent, required MSL introductory course also may be transferred. Credits earned at other law schools with a minimum grade of C in a JD program or similar master's program, or equivalent, are acceptable for transfer credit to the University of New Mexico School of Law for a grade of CR (credit). If the student is accepted, transfer-eligible credits will be evaluated to determine if some or all of them will count toward the 30 credits required for the MSL degree. Credits that do not meet the pertinent law school's minimum graduation requirements are not acceptable for transfer credit. Transfer applicants follow the same application procedure as regular applicants. If admitted with advanced standing, the student's right to continue in the MSL program depends entirely on work done at the University of New Mexico.

Readmitted Student

Administrative Withdrawal

First-year, first semester: A student who voluntarily and administratively withdraws from the University and the Law School during the first semester of their first year may be eligible for a deferral on or prior to October 5th, after which the student has no continuing status. Thereafter, any subsequent applications are made as part of the regular admission process. The student must notify the Law School Associate Dean for Academic Affairs, the Registrar, and the Director of Admissions in writing of the decision to withdraw. The written request will be placed in the student file.

Leave of Absence

After the first semester: A student in good academic standing may request a leave-of-absence (LOA), which may not exceed 2 calendar years. The student must request and receive a leave-of-absence from the Associate Dean for Academic Affairs in writing during the second semester in order to withdraw from the University and the Law School. If the student does not return within the specified time period (but not to exceed two years) stated in their request for leave, he/she must reapply as part of the regular first-year admission process. Grades earned will remain on the student's academic record and will be counted into the students' cumulative grade point average. The written request and completed form will be placed in the student's file.

If the student does not return within 2 years, he/she must apply for readmission. The Admissions Committee will determine, on a case-by-case basis if first-year classes must be repeated at the time of readmission.

Dual Degree Programs - Individual

To pursue an integrated course of study combining the MSL with another master's degree program, graduate students may, with prior approval of the Associate Dean for Academic Affairs and the pertinent dean or department chairperson (or designee), embark upon their own individualized dual degree program culminating in two master's degrees, under the conditions set forth in the UNM Catalog section on Graduate and Professional Dual Degree Programs. Students must satisfy the admissions and other academic requirements of both the law school and the graduate school. The School of Law accepts up to six credit hours of appropriate graduate courses toward its degree requirements, and the graduate department concerned typically accepts six hours of law courses toward its degree requirements. Credit will not be given for law school credits earned in another non-law graduate program prior to matriculation in the UNM School of

Law. See **Course Enrollment Outside of Law School** on page 6 for further information.

Computer Account for Dual Degree Student

Following the law school policy established for all graduating law students, once a dual degree student completes the requirements for an MSL degree, the student's computer account at the law school will be discontinued.

ADMISSIONS

Truthfulness and Disclosure

Prerequisite to Admission and Graduation

The Law School's admission of an applicant from matriculation through graduation is contingent upon the truthfulness of information contained in the application materials submitted by the applicant and/or persons on the applicant's behalf, including letters of recommendation; correcting any misinformation provided to the School of Law; and disclosure of information required by the rules or regulations of the School of Law.

Students have a duty to immediately disclose, to the Law School Registrar, new incidents and events relating to their character and fitness to study law that occur subsequent to their admission. This would include but not limited to arrests, unlawful conduct, acts of dishonesty, violation of a court order, and neglect of financial or professional obligations.

Discovery of false information and nondisclosure, whether given directly or indirectly, prior or subsequent to admission, is grounds for withdrawal of the offer of admission, immediate dismissal at any point in the student's course of study, or revocation of an MSL degree if already conferred. Such dismissal shall result in forfeiture of all charges paid and academic credits earned.

Admission Changes

Amending/Updating Law School Admissions Application

Students should immediately set up an appointment with the Registrar if they become aware of any information, either before or after entering law school, applicable to questions on the admissions application requiring amendment or updating. Prior to that scheduled appointment, the student is required to furnish the Director of Admissions with a letter fully explaining the omitted information and the reason for such omission. The letter will be placed in the student's file.

The Master of Studies in Law Degree

Full-Time and Part-Time Program

The UNM School of Law offers a full-time and part-time course of study leading to the degree of Master of Studies in Law (MSL). Applicants for admission to the MSL program are not required to take the Law School Admission Test (LSAT) or the Graduate Record Examination (GRE) but **must have a baccalaureate degree from an accredited college or university in the U.S. or abroad before time of registration and must register for the Law School Admission Council's Credential Assembly Service (CAS)**. Beginning MSL students will be admitted at the opening of the fall semester

only. The normal period for a full-time student to complete requirements for an MSL degree is three semesters.

The maximum period for a full-time or part-time MSL student to complete requirements for an MSL degree is four years from the date of matriculation. Failure to complete the requirements for the MSL degree within four years will result in immediate dismissal from the School of Law without any financial reimbursement from the School of Law or UNM. A student may submit a written petition justifying an exception to this four-year limit to the Associate Dean for Academic Affairs. An exception to this rule must be approved in writing by the Associate Dean for Academic Affairs.

Orientation

Attendance at orientation is required. Orientation is designed to assist new students in making a successful transition to the law school. The orientation program includes information about the curriculum, computer instruction, the law library, student organizations, the Mentor Program, and the Student Code of Conduct.

Attendance and Classroom Standards

Class Attendance Policy

All ABA-accredited law schools are required to abide by the Standards for Approval of Law Schools of the American Bar Association, including the rule that, "A law school shall require regular class attendance." Consistent with these directives, the UNM School of Law faculty believes that regular attendance supports academic success and engagement in the classroom that is essential for effective learning, as well as the development of good professional habits.

Subject to the exceptions provided below, a student who misses more than 20% of the classes held by a professor for a course is deemed not in compliance with the requirement of regular and punctual class attendance. An individual professor may establish a limitation on absences that is lower than 20% if the professor has announced the lower limitation during the first week of class or has indicated the lower limitation in the syllabus or other class materials distributed in the first week of class.

A student may request that an absence be considered excused and not count toward the 20% limitation on absences or lower limitation established by the professor. A request for excused status, with any appropriate documentation that may be requested by the professor, should be presented to the professor for the professor's consideration. Whether to grant excused status for an absence shall be at the discretion of the professor, but permissible reasons to grant excused status may include mandatory clinical requirements, a serious medical condition, a family emergency, or other extraordinary circumstances. If a student's total absences (including both excused and unexcused absences) exceed 30% of the classes held by the professor, then any additional requests for excused status for any absences must be approved by both the professor of the course and the Associate Dean for Academic Affairs.

If a student has unexcused absences that total more than 20% of the classes held by a professor, or a lower limitation established by the professor, then the professor shall notify the Director of Academic Success and the School of Law Registrar, and the student shall be withdrawn from the course with a grade of W (withdraw).

Each professor is responsible for keeping track of student attendance in a manner of his/her choosing, as long as individual attendance can be verified. At the time that the

professor turns in his or her grades to the Registrar, the professor must certify in writing that all students in the class have attended class in a regular and punctual manner, and that the professor maintains adequate evidence of individual class attendance by all students in the course.

A professor may take attendance into account in determining a student's grade for a class.

Graduation Requirements

To graduate from UNM with an MSL degree, a student must meet all of the following requirements:

Credit Hours and Grade Point Average

The student must earn at least **30 hours** of credit with a passing grade and a cumulative grade point average of 3.00 (B) or better within four years of the date of first enrollment. At least 24 of the 30 hours must be from courses offered by the Law School (see **Course Enrollment Outside of Law School**, below). No more than 15 credit hours may be transferred from a JD program or a similar master's program. See **Transferring Student** on page 1.

Required Course

In the fall semester there is one required four-credit-hour course called "Introduction to U.S. Law, Procedure and Legal Education," which is intended to provide MSL students with sufficient background in the U.S. legal system and the study of law to prepare them for other law courses. This course is the proper forum for students' basic questions about reading legal authority, the structure of the legal system, etc.

Other Courses

The remaining 26 credit hours required for the MSL degree are electives that will depend on a student's course preference, area of concentration, or area of focus. Some courses are restricted to JD students. For example, only JD students may enroll in clinical courses, in which they represent clients in the law school's on-site law office. Also, some other courses are restricted to JD students because they focus on law practice skills and/or require a pre-requisite, etc.

Madrid Summer Law Institute

The Madrid Summer Law Institute (MSLI) is a four-week, five-credit summer law program in Madrid, Spain. The program is open to law students, graduate students, and legal professionals from around the world. The U.S. administration of the program takes place at the School of Law at The University of New Mexico (UNM), and all classes are offered at the Facultad de Ciencias Jurídicas y Sociales at the Universidad Rey Juan Carlos (URJC). The Institute has been approved by the Accreditation Committee of the ABA Section on Legal Education. A student must be in good academic standing (minimum 3.00 cumulative GPA.) to be eligible to attend the MSLI. For more information, go to: <http://lawschool.unm.edu/madrid/>.

The Madrid Summer Law Institute offers classes on European Union law and International law subjects related to the United States and Spain, as well as the rest of Europe. Courses are taught in English by faculty with a passion for teaching from both UNM and URJC.

Graduation Eligibility

If any of the above requirements are not met by the deadline for graduation certification to main campus, the degree will not be conferred. Examples include: a grade of incomplete entered on the records; not fulfilling the 30 hours. **The degree will be conferred in the term when all requirements have been finally met.**

Once a student has met all graduation requirements in any given term, the Registrar will officially notify the University of the student's pending graduation date for that term.

Internships

A student is allowed to enroll in up to 3 credit hours of internship (Law 593 MSL Internship) with the approval of the Associate Dean for Academic Affairs. A student must complete at least 10 credit hours with a minimum cumulative GPA of 3.00 to be eligible to enroll in an internship. The internship may not be at a student's place of employment.

The MSL Director will meet with the student at the beginning of the semester and is responsible for collecting the internship paper at the end of the semester.

Internship opportunities are posted on the main campus job and internship "Handshake" database, which is accessible at <https://career.unm.edu/>.

Internship Compensation

Students may not receive compensation for an internship for which they receive academic credit, nor may they receive academic credit for an internship for which they receive compensation.

Course Enrollment Outside of Law School

Up to six credits of 500-level or above courses from other UNM colleges or other fully accredited institutions of higher learning may be taken for elective credit **after initial enrollment in the School of Law**. The "Approval Form for Courses Taken Outside the Law School" must be completed and approved in advance by the Registrar.

If a grade of C or better is received in such a course, CR will be entered on the law school academic record, and the appropriate number of credit hours will be counted toward the MSL degree requirement of 30 hours. If a grade of C-, D+, D, D- or F is received, the grade will be entered on the academic record and calculated into the student's grade point average, but the credits will not count toward the degree requirements.

Permission of the instructor is required for any course taken outside the Law School for elective law credit, and the student must undertake the responsibility of resolving any conflict of law school class meeting or examination schedules with the class meeting and examination schedule in such an elective course.

Compensation for Coursework

A student may not receive compensation for any work (including Internships) for which he or she receives academic credit.

Optional Concentrations and Areas of Focus

The MSL is a generalist program with optional “transcripted” areas of concentration in Indian Law (IL) or Natural Resources-Environmental Law (NREL). Each concentration requires at least 15 credits of pertinent courses, 12 of which must be from law school courses, and 3 of which can be from a graduate course in another department with prior written approval of the Director of the Law and Indigenous Peoples Program or the Director of the Natural Resources-Environmental Law Program. These requirements give students a solid grounding in the legal basics of their area of concentration, while allowing them to take up to 11 elective credits in other areas that interest them.

In addition, students may plan their own “non-transcripted” areas of focus. These areas include, for example, Constitutional Law and Rights, Criminal Justice, Commercial and Consumer Law, and Business Practice.

IL required course: 584 Indian Law (3 credit hours) plus electives

NREL required courses: At least two of these 3-credit-hour classes: 614 Administrative Law, 580 Environmental Law, or 565 Natural Resources Law, plus electives.

Extra-Curricular Activities

Student Use of Social Networking

The University and the Law School recognize that students enjoy freedom of expression and are entitled to make use of social networking systems such as Twitter and Face Book. However, students’ online activities are subject to the Law School Student Code of Conduct and the School of Law Administrative Due Process Policy and Procedure. The Law School Associate Dean for Academic Affairs will refer possible violations based on the appropriate policy.

Student Organizations

The UNM School of Law has more than 20 chartered student organizations representing the diverse interests of all students and the law school community. Students are encouraged to join one or more student groups. Students wishing to organize a new student group should see the director for Student Services for instruction on University procedures to become a recognized chartered organization through main campus Student Activities Center (<http://www.unm.edu/~sac/>). An organization must be chartered to be eligible for any type of Law School or University funding.

Chartered student organizations must deposit all funds received from any source in a University account established by the University Controller if the organization also receives funding from ASUNM, GPSA, Student Fees, other University Funds or fundraising activities conducted by the Student Organization. **Outside, off-campus accounts are not permitted.**

Because funds received by ASUNM and GPSA are accounted for in the UNM accounting system, they are subject to the policies and procedures governing all purchases made in the name of UNM and all self-generated money deposited with the UNM account is subject to all UNM spending policies and in some cases, governmental gross receipts tax.

All chartered student organizations’ officers must be in academic good standing and be registered law students at UNM. If an officer graduates, leaves school, resigns, loses academic good standing status, or is removed from office before their term of office

expires, the organization shall replace that officer with a UNM law student within 10 business days. Failure to do so could result in the organization losing its charter. Student organizations that become inactive for a period of more than 12 consecutive months may have any funds left in a UNM account reallocated to other student related purposes at the discretion of the School of Law administration.

Commencement

MSL Degrees are conferred three times per year at the conclusion of the summer, fall and spring semesters. Commencement exercises are held once a year at the law school at the end of spring semester. Graduating students from all semesters and their families are encouraged to attend commencement.

Student Services Information

Academic Records

Official academic records are maintained by the main campus Office of the Registrar. Records and documents pertain to a student's academic standing and progress, including admissions application, college transcripts, test scores, grades and academic standing.

Educational records are also maintained by the law school Registrar's Office and other University offices. Officials responsible for all official educational records are identified as deans, directors, or department heads in the University catalog.

Access To and Confidentiality of Student Records

The university has an approved policy for confidentiality of student records. This policy is in accordance with the Family Educational Rights and Privacy Act of 1974 (P.L. 93-380, 513).

Under the Family Educational Rights and Privacy Act of 1974, students have the right to inspect and review most education records maintained about them by the UNM, and, in many cases, decide if a third person can obtain information from them. Nine categories of information, however, are public (or directory information) unless a student asks that some or all of that information be withheld. It is the policy of the University to comply fully and fairly with the provisions of the Act, Federal Regulations, and this policy.

No one inside or outside the University shall have access to students' education records, nor will the contents of those records be disclosed without a student's written consent, except as provided by the Act and Regulations.

Exceptions in the Act and Regulations include but are not limited to the following:

1. Personnel within the institution determined by the institution to have a legitimate educational interest,
2. Officials of other institutions in which students seek to enroll or are enrolled,
3. Persons or organizations providing student financial aid,
4. Accrediting agencies carrying out their accreditation function,
5. In compliance with judicial orders and persons in an emergency when necessary to protect the health or safety of students or other persons.

Public Information

The University, in accord with the Act, has designated categories of information about students as "directory information" which is public unless a student asks to have any or all of it withheld. These categories are:

- Name
- Address (school and permanent)
- Telephone listing
- Electronic Mail Address
- Date of birth
- Major field of study (including current classification, year, credit load and number of academic credits earned toward degree)
- Dates of attendance (matriculation and withdrawal dates)
- Degrees and awards received (type of degree and date granted)
- Most recent previous educational agency or institution attended
- Participation in officially recognized activities and sports, and weight and height of members of athletic teams.

A student wishing to keep confidential the "directory information" listed above should file a written request with the main campus Office of the Registrar. This request may be submitted in person, by mail or fax. Once a confidential privacy flag has been placed on a student's record the directory/public information will not be released to individuals, companies or third-party entities outside the University of New Mexico.

The confidential privacy flag will not automatically be removed upon graduation from the University of New Mexico. If you have requested a confidential privacy flag, your name will not appear in the University of New Mexico Commencement Program.

The removal of the confidential privacy flag may be requested in person and in writing by fax or mail to the main campus UNM Office of the Registrar. The address is Records & Registration, MSC11 6325, 1 University of New Mexico, Albuquerque, NM 87131-0001 or (505) 277-8900. The fax number is (505) 277-6809. The following information is needed to process the request by fax or mail: student name, social security number and signature. For further information, go to: <http://registrar.unm.edu/>

Compliance

If a student believes that the University has not complied with the Act, he or she should direct comments concerning this to the main campus Office of the Registrar. Questions regarding student records and UNM's policy concerning the confidentiality of such records should be directed to the Law School Registrar or main campus UNM Office of the Registrar.

Any dispute over the contents of the records will be handled through informal meetings or discussions in the office where the record is maintained. If an informal meeting is not satisfactory, a student has the right to a formal hearing.

Social Security Number

Your Social Security Number (SSN) will not be the primary University identification number. It will not appear on your UNM Lobo identification card. For further information, see the "Student ID Card" section below. UNM is required to collect your SSN in order to provide full access to services such as financial aid, to ensure an accurate academic record, and for record-keeping purposes. The University will protect the confidentiality of your SSN as required by law.

Student Address Changes

Address changes are made by the student on Lobo Web, using the link for Demographics which is found in the upper right corner of the Student Life home page. Once the change has been submitted, the student is required to inform the law school Registrar's Office of such change.

Name Changes

UNM School of Law is a welcoming community and encourages students to share with staff and faculty their pronouns, preferred names, and preferred titles.

Official name-change requests can be made using the form at this link:
<https://hr.unm.edu/docs/employment/name-and-demographic-data-change-form.pdf>.

The School of Law cannot make a name change on a student's law school record until the change has been made with the main campus Office of the Registrar. Students shall notify the Law School Registrar's Office immediately of name changes.

Law School Academic Records

The School of Law Registrar issues both official and unofficial copies of School of Law academic records. These records show all Law School coursework, honors, and grade point averages.

The student's signature is required to authorize the release of his/her record. Academic record release forms are available in the Law School reception area and online on the Law School website. There is no charge for copies of a law school academic record.

Note: Students needing University transcripts, which show ALL work completed at UNM, should check the main campus Office of the Registrar's website:
<https://registrar.unm.edu/Transcripts/transcript-request-information.html>

Faxing and Emailing Academic Records

Although the School of Law will fax or e-mail academic records as a special request, the very nature of electronic transmission renders the document "unofficial." The student or alumnus may be asked to cover any costs incurred in the process.

Holds on Records

No academic records or grades will be released to the student or to any other person or institution until all outstanding obligations to the School of Law or the UNM have been paid, or until satisfactory arrangements have been made. These obligations include, but are not limited to, loans, library fines, duplicating fees, tuition and fees, and other charges. Academic records may also be held for non-financial reasons such as, but not limited to, incomplete admission status.

Residency for Tuition Purposes

All students are classified according to their residency status for tuition purposes. Any student wishing to change from non-resident to resident classification must submit a residency petition to the University Registrar's Office, Student Services Center Room 140, before the end of the SECOND week of classes for a given semester.

Information on the requirements for establishing New Mexico residency is available on-line at the Law School web site at: <http://lawschool.unm.edu/admissions/financial-aid/residency.html> or at the main campus Office of the Registrar website at: <http://registrar.unm.edu/residency/index.html>, (505) 277-2125 or (505) 277-8900.

Registration

Academic Advisement and Support

Students at UNM School of Law are encouraged to work with faculty members as mentors and advisors. MSL students may look to their instructors, the Associate Dean for Academic Affairs, the director of Student and Career Services, and the MSL Program Director for guidance in matters relating to law school. This includes advisement about classes, academic performance and academic support.

Students may also make an appointment with the Law School Registrar to discuss their academic progress towards meeting graduation requirements. Students may also consult with the Registrar about the rotation of future curriculum offerings to help them plan their course of study.

Support for Students with Disabilities

The Student Services Office is available to assist students with a qualified disability. In order to receive accommodations for a physical, psychological, or learning disability, the student is required to contact the main campus Accessibility Resource Center at arcsrvs@unm.edu or (505) 277-3506.

In addition, a student should inform the director of the Career and Student Services office. All matters related to disability are held in strict confidence.

Schedule of Classes

The class schedule is available on the Law School website and can be accessed at <http://lawschool.unm.edu/academics/schedules/index.html>. It is the responsibility of the student to check the web schedule for any changes and/or updates which may occur.

Registration Procedures

Registration instructions for law students may deviate from regular University procedures. Students will be notified by email about each semester's requirements and deadlines by the School of Law Registrar's Office. Registration information with detailed instructions, course listings, and schedules is made available by the Law School Registrar on the Law School "Academics" web page. Please refer to the web page for up-to-date information. It is the responsibility of the student to regularly check the web schedule for any changes and/or updates to room(s), class time(s), day(s), or professor(s).

Students are responsible for checking the schedule of classes before registering to ensure that they are eligible for the classes in which they wish to enroll. Eligibility information is indicated in the comments column of the schedule of classes. A student who has registered for a course for which they are not eligible will not be permitted to enroll and will be dropped or asked to drop the class.

Failure to Enroll

Only students who are registered (enrolled) by the University deadline for late enrollment shall be classified as a law student and will be permitted to attend classes. Individuals who do not register (enroll) by the University deadline published in the main campus semester schedule of classes have no status with the law school or the University and may not attend classes.

A student who has not registered by the deadline, and who has not requested and received a leave of absence from the law school Associate Dean for Academic Affairs and in consultation with the Registrar, must petition the Committee on Student Suspension, Retention and Readmission for permission to be re-admitted if they are interested in resuming their legal education. For further details, see POLICY ON ACADEMIC RETENTION AND SUSPENSION (page 27).

Student I.D. Card

UNM issues photo identification cards to all students. The I.D. card contains your student identification number. The I.D. card is required to conduct numerous activities campus-wide such as: checking out books from the libraries, use of Student Health Center, Johnson Center facilities and admission to UNM athletic events. After enrolling at UNM, new students must obtain a student identification card from the Lobo Card Office located on the lower level of the Student Union Building (SUB) on main campus.

Changes in Enrollment

Once registered, students may process schedule changes through the drop/add procedures during appropriate periods. The following information refers to 15-week courses.

Dropping and Adding Courses

Students drop or add courses through the Lobo web using their UNM Net ID prior to the published deadline dates for law students. Incoming first-year students must obtain a UNM Net ID prior to registering for classes by logging on to <http://my.unm.edu/home>. After the registration deadline, contact the Law School Registrar's Office at LSregistrar@law.unm.edu or (505) 277-2059 for procedures and information on late enrollment and fees.

A full-semester law school course may be dropped by a student for any reason during the first two weeks of the semester. Do not expect your professor to drop you if you stop attending class. Failure to drop any course may result in a failing grade, F.

Exceptions

- Students may not withdraw from "Introduction to U.S. Law, Procedure, and Legal Education" without the permission of the instructor.
- The period for withdrawal from an internship and certain specifically designated special seminars, without obtaining the instructor's permission, is limited to the first two weeks of the semester.
- When the instructor indicates in advance, a shorter withdrawal period (or none at all) will apply for a particular course.

Withdrawal from the University/UNM Law School

A full-semester law school course may be dropped with the instructor's permission from the third week of classes through the final day of classes. Similarly, a shorter course may be dropped with the instructor's permission after the course's midpoint through the last classroom meeting.

- Students can withdraw from all courses through the end of the 12th week if no holds exist on their account by using Lobo Web <http://my.unm.edu>.
- At the beginning of the thirteenth week, a student who is withdrawing from all courses must have approval from the Dean or the Dean's designee.

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- Students must contact the Associate Dean for Academic Affairs for advisement and approval of withdrawal prior to withdrawing from all courses.
- A student must provide a letter to be on file in their student record stating the reason(s) for withdrawal from the law school.
- Students who withdraw during the first three weeks of classes do not receive a grade notation on their academic record.
- University withdrawals initiated after the third week (regular full semester) of classes are subject to a grade of W. The notation on a student's record is Withdraw followed by the Last Date of Attendance (LDA) date, along with the course name and grade assigned.
- Students leaving the University during a semester without withdrawing according to this regulation are subject to faculty-assigned grades. This could result in an F grade, even though the student may have been passing at the time of leaving.

Tuition Refund

- It is the student's responsibility to officially drop or withdraw from UNM by the published deadline dates to insure proper credit of tuition and fees are received.
- A course is not dropped by not attending. The exact dates for the current semester are available in the "Tuition and Fees" section on the Bursar's website (<https://bursar.unm.edu/for-students/refund-deadlines.html>).
- They are also available on the website of the Office of the Registrar, under the link, "Deadline Dates." (<http://registrar.unm.edu/>)

In general, deadline dates are as follows, excluding College of Nursing and Medical School:

- 4-week courses...the first Friday following the first day of class
- 8-week courses...the second Friday following the first day of class
- 12-week courses...the second Friday following the first day of class
- 16-week courses...the third Friday of the semester

For further information students should contact the School of Law Registrar's Office at LSregistrar@law.unm.edu or (505)277-2059.

Tuition and Fees

All tuition and fee charges, as well as fees for special services, are subject to change without notice. A student's readmission, registration, library or parking privileges, release of official records, and other requests will be restricted or denied unless satisfactory financial arrangements have been made for all outstanding charges. Registration is not complete until tuition and fees are paid or cleared through the Bursar's Office.

Hours

Hours for the purpose of tuition are defined as hours for credit, credit/no credit, and/or audit.

Tuition and Fees Payment

Please visit the Bursar's Office website, <https://bursar.unm.edu/>, for information regarding Tuition and Fees, Refund Deadlines, Billing, Payment on Account, Payment Plans, Financial Aid Refunds, etc. or contact the School of Law Financial Aid Officer at (505) 277-9035.

Detailed information on procedures, processes, and deadlines are also available each semester at the School of Law Registrar's Office at Lsregistrar@law.unm.edu or (505) 277 2059. Students are required to satisfy all outstanding financial obligations before registering for a new semester.

Semester Course Loads

The *maximum* number of hours that may be taken for law credit per semester is 17 credits (fall and spring) based on an ABA standard which cannot be waived and 9 credits for the summer based on UNM standards. See the Associate Dean for Academic Affairs for exceptions to the rule for maximum summer credits. The *minimum* load per semester to be considered a "full-time" MSL student by the law school is 9 credit hours of coursework creditable toward the MSL degree. The student is responsible for investigating and complying with any minimum-load requirements of the Veterans Affairs office or of loan, grant, and scholarship agencies.

The *minimum* load per semester to be considered a "part-time" MSL student by the law school is 3 credit hours of coursework creditable toward the MSL degree, subject to the limitation that **the maximum period for a full-time or part-time student to complete all 30 credit hours for an MSL degree is four years from the date of matriculation unless the student successfully petitions the Associate Dean for Academic Affairs for an exception to this rule.**

Summer Term

During the summer semester, the maximum number of hours that can be taken is 9 unless prior written approval for an exception is received from the Associate Dean for Academic Affairs.

Tuition and Fees Refund Deadlines

Tuition and Special Course Fees will be refunded in accordance with the dates published in the current UNM Schedule of Classes on the website.

Tuition and Financial Aid Refunds

All tuition, student fees, and special course fee refunds are based on the date of the official drop, withdrawal, or disenrollment.

The safest and quickest way to receive a refund is via [direct deposit](#), which is established in LoboWeb by going to the Bursar Account Suite. Direct deposits are processed only to checking or savings accounts therefore you will need your account number and the routing number of your bank.

If you choose not to set up direct deposit, then you will receive a check refund in the mail. Check refunds are mailed to the mailing address listed in your record.

Credit card refunds are processed once a week starting the third week of the semester. This is to allow students to add and drop without being refunded prior to finalizing their schedule. If you need your credit card refund to be processed sooner, please contact the Bursar's Office (<https://bursar.unm.edu/>) to make the request.

Checks are mailed one day a week on Fridays. Direct Deposit refunds will continue to be processed on Tuesdays and Thursdays. Get your refund faster and safer by setting up Direct Deposit. For specific directions please visit [StudentInfo Answer ID 2682](#).

Restriction of Services

Financial Holds

No transcripts or other information relating to a student's records at the University shall be released or delivered to the student or to any other person, entity, or institution until all student debts (including but not limited to debts existing on account of loans to the students) to the University and all of its affiliates have been paid, or other arrangements satisfactory to the University have been made for their payment regardless of whether the debt has been discharged in any proceeding under the United States Bankruptcy Act. However, students have the right to inspect and review educational records to the extent that such right is granted by applicable laws and regulations.

Registration Holds

No student shall register at UNM until she/he has paid ALL past due charges.

Service Charge on Delinquent Accounts

A service charge is assessed on delinquent accounts. For details, contact the UNM Bursar's Office at, <https://bursar.unm.edu/>

Collection Agency

Following the end of each semester, students who have delinquent account balances may receive a series of itemized statements requesting payment. Failure to receive a Statement of Account does not relieve students of the responsibility for payment. If payments or arrangements are not made on a timely basis the account may be placed with a collection agency, with a collection fee added to the account.

If it becomes necessary for an outside agency to effect a collection, reasonable collection costs of at least 30% of the delinquent amount shall be added to the amount due and shall be paid by the debtor. If UNM obtains judgment from a court of competent jurisdiction, the debtor shall be liable for the collection agency fee as well as reasonable court costs and attorney's fees.

Withholding Services

Students who have had their registration cancelled or have delinquent accounts will be denied privileges and services. Students with delinquent accounts will be subject to sanctions that withhold:

1. Future registrations
2. Readmission
3. Transcript requests
4. Future parking and library privileges

Other Fees

Curricular Fee

All enrolled students (including all visitors/exchange students) and guests of the law school (Mexican diplomat-visiting scholar and any guest of the clinic or other academic area) will be charged a fee to cover curricular costs as allowed per UNM Business Policy 8210.

These curricular costs include but are not limited to:

TWEN, Westlaw, Lexis, and CALI passwords; Extegrity Exam4 licenses; student copying and printing quotas; classroom, computer lab, email and media servers, media center equipment, and related staff support.

For MSL students this fee will be \$16.03 per credit hour for the spring 2018 semester and thereafter. The UNM Bursar's office bills students each semester for the curricular fee. (See ***Tuition and Fees Payment*** on page 14)

Lockers for Rent

The Student Bar Association manages student locker rentals. Related information is emailed to new students each summer.

Academic Regulations

Definitions of Good Standing

Academic Good Standing

A student is considered to be in academic good standing as long as he/she maintains a minimum cumulative grade point average of 3.00. A student whose attendance is terminated for failure to be in academic good standing may petition for relief by way of the procedures set forth for suspension as explained on page 27 of this handbook.

Alcohol and Drug Policy

Alcohol

1. No alcoholic beverages of any type may be on University property at any time except for special events that have been administratively approved by the law school, for which a liquor request form has been signed by the UNM Provost.
2. Alcohol usage must be in compliance with UNM Administrative Policies and Procedures Manual – Policy 2140 “Use and Possession of Alcohol on University Property.” (<https://policy.unm.edu/university-policies/2000/2140.html>)
3. Any person observing abuse of alcohol by students or employees while on University property, or while representing the University, or while participating in University activities whether on or off University property should report same to the Associate Dean for Academic Affairs.

Drugs

1. The use of illegal drugs or the misuse of prescription drugs on University property is strictly prohibited.

2. "Illegal drugs" shall be defined as a substance or substances defined and regulated under the provisions of *New Mexico Statutes* and the current UNM catalog and other University publications.
3. "Use" of a drug shall include use, possession, manufacture, sale or distribution on University property of any one or more illegal drugs.
4. Any person violating this policy will be subject to administrative disciplinary action and may result in expulsion from the law school and the University.
5. Any person observing or having knowledge of the use of illegal drugs on University property should report same to the Associate Dean for Academic Affairs.

Prevention Programs

Resources are readily available to assist any person who is having a problem with substance abuse or who is concerned with someone else's drug or alcohol use. The law school prefers to address problems concerning substance abuse through rehabilitation methods and will encourage individuals to seek treatment. Such individuals should consult with the Director of Student and Career Services.

Examination Information

Scheduling

Final examination schedules are normally finalized after the add deadline for each semester. The Registrar's Office will send a tentative examination schedule to students and faculty by e-mail for comments. An official examination schedule will be finalized, sent, and published to the Law School's website after the comment period is complete.

Reading Period

Before exams, a period of time is devoted to study and review. Faculty will be available during this time to consult with students and to conduct optional review sessions.

Examination Procedures

Every semester each student receives a unique number that is used in lieu of the student's name on all exams. Students will take their exams in designated classrooms. JD and MSL students will take the same exams in all courses except the MSL introductory course. Students will have the option to hand-write their exam answers or use exam-taking software on their laptops. The Law School Student Code of Conduct governs all aspects of this process (see **Appendix A**).

The faculty will be informed which exams pertain to MSL students so that they can use the grading scale for graduate students rather than the scale for JD students.

Exams are administered by the Law School Registrar's Office. Students shall not contact a professor regarding the scheduling of their exams, or any difficulties related to taking the exam; to do so constitutes a Student Code of Conduct violation. Students with requests or questions must contact the Registrar's Office, and not the professor, at LSregistrar@law.unm.edu or (505) 277-2059.

Mid-Term Examinations

Occasionally a faculty member may structure a course such that interim or mid-term exams are administered and the exam grades earned are included in the calculation of the final course grade. If such mid-terms are given, regular exam procedures will be followed. It is recommended that faculty make sure that mid-terms do not conflict with other student obligations or courses.

Take-Home Examinations

1. All Take-Home examinations are administered by the Law School Registrar's Office.
2. Faculty shall be able to use take-home examinations.
3. The deadline for the decision on whether a course will have a take-home examination should be when the examination schedule is set.
4. Students shall be informed during the first week of the semester of the possibility of eventual administration of a take-home examination.

In-House Examinations

1. All in-house exams are administered by the Law School Registrar's Office. Strict rules are followed for all exams. These rules will be distributed to all students by email prior to the exam period. **Ignorance of any rule or procedure will not be accepted as an excuse for violations.**
2. When a student begins an exam, they must complete it. Once a student starts an exam it is considered a "taken" exam.

If a student becomes ill during the exam, they should collect all of their items in the exam room, exit the room quietly, and notify the exam proctor immediately. After a short break and when the student is feeling better, the student will be assigned to a private exam room to complete the exam within the time remaining on the exam clock. If a student is unable to continue the exam, then the portion completed is the answer that will be given to the professor for grading. A note will be made of the illness in the event that the exam becomes an issue of dismissal.

3. Students may elect to hand-write (bluebooks) or type (on a laptop computer) their exams. To qualify to use personal laptop computers, exam software will be installed on the computer, and students are required to attend a training session on the use of the software prior to the exam period. If a student fails to attend the training and installation sessions for the software, they will have to write their exam in bluebooks. **The law school does not provide laptop computers for exams.**
4. No electronic devices of any type, except the computer on which the student is answering the exam, are allowed in the exam rooms. Examples of excluded items include, but are not limited to, cell phones, e-readers and tablets, and electronic ear buds.
5. No food of any type will be allowed in exam rooms. Only drinks in sealed containers will be allowed in exam rooms.

6. Students with appropriate documentation for special examination accommodations shall contact the law school Registrar or designee prior to the examination period to schedule their exams.
7. Any exam not falling within the exam period will be deemed a paper. Such papers should have a completion or due date prior to the reading period or the exam period.

Procedures for Late Examinations

It is the policy of the law school that students present themselves for examinations at the scheduled time. The Registrar may permit a student with sufficient reason to take an exam at a later date.

1. Reasons, including but not limited to the following, will be considered in **granting relief**: An absolute exam conflict,
2. Documented medical incapacity,
3. Religious observance,
4. Death or documented serious medical emergency of a close family member,
5. Automobile accident, assault, robbery, or similar traumatic experience at the time of the exam or period immediately preceding the exam,
6. Childbirth that interferes with exam or period immediately preceding the exam (applies to either parent),
7. Military commitment (written military orders required),
8. Extraordinary family circumstances.

Requests for an exam deferral must be in writing accompanied by satisfactory documentation of the reasons. Students should be prepared to provide complete documentation, which is subject to verification and approval. Documentation must be presented to the Registrar within three days of the request.

If your file shows that you have previously deferred one or more exams for reasons other than exam conflicts, another deferral will be granted only for extraordinary circumstances.

Reasons for which a request to defer exams would be denied include, but are not limited to:

1. Travel
2. Attending a conference
3. Weddings
4. Moving
5. Personal reasons
6. Social plans
7. Employment reasons

A student who cannot take an examination on the specified date shall notify the Registrar immediately. Do not directly contact the instructor since this may jeopardize the anonymity of the exam process. Notice should be given as soon as the student realizes an emergency or problem exists and, if possible, prior to the day on which the particular examination is given.

A student shall receive the grade of Incomplete for an examination that is missed after obtaining permission to do so. The examination shall be taken within 10 calendar days of the missed examination. In exceptional circumstances, a student may petition the Registrar for a later examination date. If the petition is granted, the

student and Registrar will set a time for the examination to be taken by the student. The time period shall not exceed 30 days from the original date of the exam. Failure to remove the Incomplete by the specified time will result in the grade of F for the course. All late exams are graded on a Credit/F basis.

A student who misses an exam without first obtaining permission shall receive the grade of F for that course. The student shall have the right to petition the Dean or Associate Dean for Academic Affairs to show just cause why he or she should be given the grade of Incomplete. The Dean or Associate Dean shall decide whether the reason for missing the exam was serious enough to allow the student to receive the grade of Incomplete instead of F.

Release and Reuse of Examination Questions

1. Release of exam questions: Exams, following their administration, may be released by the faculty member to the Law Library where they shall be compiled and made available for inspection or review. The faculty member, however, may decline to release their exam and in particular any multiple-choice questions.
2. Reuse of exam questions: No faculty member may use, on any subsequent exam, any question released pursuant to paragraph 1.
3. Unauthorized possession of exam questions: No student shall be in possession of or have access to any exam questions that have not been released pursuant to paragraph 1.
4. Unauthorized disclosure of exam questions: No student shall disclose the contents of any exam question to any other person without the express consent of the instructor.

Retention of Examinations and Student Access

The School of Law retains all student exam materials for one and a half years. Students are encouraged to review their own exams and may review them in the Registrar's Office. Please note that each individual professor determines the conditions under which the exams for their course are made available to students (e.g., some exams may be checked out only if the student has made an appointment with the professor to go over his/her exam). In addition, some professors make prior semesters' A answers available for student review for a limited time before the final exam period. A answers released by a professor are posted on the Law School Library website prior to the exam period. This process is administered by the Law School Library.

Grades

The grades awarded in all courses are indicative of the quality of work done. MSL students are graded on the graduate school scale instead of the JD scale because the MSL is a graduate program and not a professional school program. Graduate students should receive a grade below a B only in very rare circumstances. For more information see the UNM Catalog (<http://catalog.unm.edu/catalogs/2018-2019/>). The significance in most courses at the University is as follows:

Letter Grade Definitions

| | | |
|----|--------------|---|
| A | Excellent | 4 grade points per credit hour. |
| B | Good | 3 grade points per credit hour. |
| C | Satisfactory | 2 grade points per credit hour. |
| F | Failed | 0 grade points per credit hour. |
| CR | Credit | Gives credit for the course but is not computed in the grade point average. CR credit is the equivalent of at least a grade of C. |
| NC | No Credit | Not computed in the grade point average. |
| I | Incomplete | The grade of I is given only when circumstances beyond the student's control have prevented completion of the work of a course within the official dates of a session. Courses given a grade of I are excluded in the calculation of the grade point average. |
| AU | Audit | Audit is recorded for completion of enrollment in an audited course. No credit is earned for an audit grade option. |
| W | Withdrawal | A W grade is used for approved administrative and instructor withdrawals. |

Computation of Grades

1. Course grades shall be recorded as letter grades in all courses except those courses designated as CR, F or Credit/No Credit.
2. Each grade shall be assigned a fractionated grade point value. (See *Grade Points*).
3. Only letter grades shall be computed in determining a student's grade point average, including non-passing grades earned in CR/F courses.
4. Grade points - grade points shall be determined in each course by multiplying the numerical value of the grade earned by the number of credit hours for the course.

5. Grade point average - a student's grade point average is determined by dividing the total number of grade points earned in all graded courses by the number of credit hours attempted in such courses. At UNM, the grade point average is calculated out to two decimal points without a rounding from the third decimal point.

Grade Points

UNM graduate programs utilize a fractionated grading system. Graduate students may not be assigned C-, D+, D or D- grades. The allowable letter grades and associated grade points are:

| | | |
|----|---|------|
| A+ | = | 4.33 |
| A | = | 4.00 |
| A- | = | 3.67 |
| B+ | = | 3.33 |
| B | = | 3.00 |
| B- | = | 2.67 |
| C+ | = | 2.33 |
| C | = | 2.00 |
| F | = | 0.00 |

Grade Point Average

A student's academic standing is referred to in terms of a grade point average calculated by dividing the total number of grade points earned at the School of Law by the total number of graded hours attempted. Courses given a grade of CR, NC, or I are excluded in the grade point average calculation.

Grading Practices

Law professors must grade all MSL students in a course using the same grading system. Available grading systems are:

- A. Regular fractionated grading (most law courses)
- B. CR/F (typically skills courses, e. g., mediation courses, and designated elective courses throughout the law school)
- C. CR/NC

Grading Options

MSL students must register for courses using the standard GRADING option. Because law professors must grade all students in a course using the same grading system, students **do not** have the option to take a particular course on a Credit/No Credit basis.

Some professors, after consulting with the Associate Dean for Academic Affairs, may choose to grade an entire course on a CR/F basis and any necessary grading adjustments will be made at the law school Registrar's Office. This grading system is not the same as CR/NC. In addition, a student may register for a course as an audit (without credit).

Limited Grading Options

Students will be able, during their law school years, to take up to two designated elective courses on a CR, F basis.

Please note the following: The required course is not available on this basis (i.e., "Introduction to U.S. Law, Procedure and Legal Education").

This optional grading system may be selected only in elective courses in which the option is made available by the instructor. A list of elective courses so designated will be available shortly after the beginning of the semester by the Registrar.

A student may take no more than one elective course under this option during a semester, and no more than two elective courses during the student's law school career.

In order to exercise this option, a student must complete an Enrollment Authorization Grade Mode Change form, which is available from the Law School Registrar's Office, and submit it to the Law School Registrar's Office no later than **November 1st** for the fall semester and no later than **April 1st** for the spring semester. Submission of a grade mode change form is irrevocable; there will be no exceptions.

Students selecting this grading option will be expected to meet all course requirements, including class participation, examination, papers, etc.

Grade Requirements for Graduation

To earn a graduate degree at UNM, students must have a minimum cumulative grade point average of 3.0 in graduate-level courses taken in graduate status at the time of degree completion.

Students may not graduate with Incompletes or unrecorded grades (NR) pending in any graduate course, nor may they graduate while on probation.

Courses taken to meet undergraduate deficiencies/prerequisites cannot be used to meet graduate degree requirements nor are they calculated into the graduate grade point average. It is expected that the student earn at least a B (3.0) in each of these courses. If a grade of less than B (3.0) is earned in any of these, the major department may deem that the prerequisite has not been satisfied.

No more than 6 credit hours of course work in which a grade of C (2.0), C+ (2.33) or CR (grading option selected by student) was earned may be credited toward a graduate degree. Courses offered only on a CR/NC basis and required by the graduate program are excluded from this limitation.

See <http://catalog.unm.edu/catalogs/2018-2019/graduate-program.html>.

Auditing Law Courses

Elective courses may be audited. Students wishing to enroll in a limited enrollment course as auditors are allowed to enroll on a space-available basis. An auditor who fails to attend class may be dropped at the instructor's request or a grade of F may be submitted. The fee for audited courses is the same as for credit courses. Audit enrollment receives no credit and is not included in the student's total course load for purposes of enrollment certification, but audited courses are included on the student's transcript. Once a student elects to audit a course, the status cannot be reversed to a grade or credit. Courses taken for audit may be repeated for credit. The deadline for requesting to audit a class is **September 15th** for the fall semester and **February 15th** for the spring semester.

Incomplete (I) Grade

According to University academic policy, no I grade can be outstanding for a student who is graduating from the University.

Incomplete Course Work

The grade of I is given only when circumstances beyond the student's control have prevented completion of the course work within the official dates of the semester. A request for extension of time to fulfill requirements of a course is by permission of the professor and is limited to one extension. If the request is granted, the final course grade will go to a CR/F.

Incomplete Papers

For any course in which a paper is a component of the grade, the paper must be submitted by the due date established by the professor and applicable to all members of the course (which, in any event, must be no later than one week after the last day of the exam period). Requests for extensions are approved by the faculty member and are limited to one extension. If an extension is granted, the final course grade will go to CR/F.

If course requirements are not completed within a four month period after the end of the semester (last class day) in which an Incomplete was assigned, credit will not be granted for the course. The Registrar will submit a grade of F, unless strong justification has been made by the student to the instructor for a grade of W (Withdraw). It is the responsibility of the instructor to inform the Registrar's Office of such justification.

Timetable for Completion of an Incomplete Grade in a Law School Course

Term Incomplete received Course completion date

| | |
|---------------|----------------------|
| Fall | April 2nd |
| Spring | August 27th |
| Summer | November 29th |

Submission of Grades by Faculty

Faculty shall submit grades for all courses to the Registrar's Office as soon as possible but no later than:

1. For classes in which an examination is given, faculty exam grades will be due to the Registrar 20 calendar days from the day the faculty member receives his/her examinations from the Registrar.
2. If the class is a seminar with a paper, the grades on the paper must be submitted within 20 calendar days from the due date for the papers or the last day of classes, whichever is later.
3. If the professor requires both a paper and a final examination, the final grades on both are due 20 calendar days from either the paper due date or from the date the examinations are delivered to the faculty member, whichever is later.
4. All grades in experiential classes with no exams or papers are due one business day before the first day of the following semester or summer term.
5. All final course grades are due on the first business day after the registrar returns all components of the course grade to the professor. The grades are due in the Registrar's Office no later than 5:00 p.m.

Late Submission of Grades by Faculty

No exceptions will be made except with the approval of the Dean for good cause shown which is normally construed as circumstances unanticipated and beyond the control of the faculty member. The affected students will be notified of any exceptions permitted by the Dean and the reason why the professor has requested the extension if the Dean concludes that such action is appropriate.

Monetary fines for the submission of late grades without an extension will be \$50 per class per day or any portion of a day that grades are late. Faculty, previously submitting late grades, will be fined \$100 per day. Payment of fines will be received by the Registrar. The Dean, however, may take into consideration the fact that a faculty member has not submitted grades in compliance with this policy and without obtaining an extension or has not paid fines that have been imposed when determining a faculty member's eligibility for summer research grants, reimbursement for professional travel, and any requests for course release or sabbaticals.

Grade Notification

Students will log on to Lobo Web to receive their grades.

Review of Grades

Students are prohibited from discussing their exam, exam number, or grade with a professor **prior** to the time grades have been submitted for posting. After grades have been submitted, a professor may change a grade only after he/she has determined that a mathematical, data entry error, or other similar event, not involving the exercise of discretion in grading, has occurred in the grading process and the change is approved by the Associate Dean for Academic Affairs.

Grade Challenges

When a student has questions about the grade he or she received on a paper or in a course, the student should:

1. First talk with the professor.
2. If the matter is not thereby resolved, the student may confer with the Dean, who will seek to work the matter out.
3. After conferring with the Dean, the student may formally question a grade by filing a written notice with the Dean. On receipt of the notice, the Dean will appoint two or more faculty members as a committee to make a recommendation. The Committee may seek advice inside or outside of the faculty.
4. If, after considering the Committee's recommendation, the Dean believes a change in grade should be made, he/she shall confer with the full faculty before acting.

Because of the position, the Dean represents both students and faculty in such matters, and he/she has a broad responsibility and authority. Either party may appeal the Dean's decision to the Provost within two weeks of receiving it. The Provost or his or her designee shall resolve the grievance utilizing any procedures available to the Dean set out above. Also, see ***Student Standards and Grievance Procedure*** on page 37.

Grade Change Deadline

Any grade change requests must be reported within 12 months after the original grade was issued and prior to graduation. Otherwise, the grade stands as originally reported. No grades can be changed after graduation certification.

Limitations on Repetition of Courses

In order to assure educational value in classroom courses, the following regulations have been adopted:

Classroom Courses

1. No student shall repeat the same course without the prior written permission of the Associate Dean for Academic Affairs based on a finding of substantial educational value. The Associate Dean shall inform the Registrar that approval has been granted.
2. No student shall repeat the same course more than once unless a minimum required grade has not been achieved.
3. When a student is granted permission to repeat a course, he/she will receive credit only once. However, **all attempts** and **all grades** are computed in the student's Grade Point Average.

Faculty Teaching Evaluations

During the final two weeks of classes, students will receive an instructor evaluation electronically from the University's IT course feedback system for each course taken. Faculty members shall set aside 15 to 20 minutes during the last or second to last class of the semester to allow students to complete the evaluation. Faculty members will receive the completed evaluations for their courses after the faculty members has submitted final grades for the course(s).

Dishonesty in Academic Matters

Each MSL student is expected to maintain the highest standards of honesty and integrity in academic matters. The School of Law and the University reserve the right to take disciplinary action, up to and including dismissal, against any student who is found guilty of academic dishonesty or otherwise fails to meet these standards.

Academic dishonesty includes, but is not limited to, dishonesty in quizzes, tests or assignments; claiming credit for work not done or done by others; and nondisclosure or misrepresentation in filling out applications or other university records.

Students at the School of Law are governed by the *Student Code of Conduct*. See **Appendix A** for the complete policy statement.

Student Papers

Papers require a student's original research and writing. Without advance approval from course instructor(s), the paper may not have been prepared for other classes, nor simultaneously submitted to another class, nor have been written in other settings.

If there is any question concerning the applicability of this policy, students should fully explain the issue to the course instructor(s). When it is determined that a

student has committed an act of academic misconduct, whether or not grades for that course have been turned in by the professor before the violation became known, the student shall be given a grade of F for the course.

If a professor suspects or discovers that a student has committed plagiarism (as defined in the Student Honor Code, see **Appendix A**), and due to the severity of the plagiarism, the professor refers the matter to the Dean and Associate Dean for Academic Affairs, they may either determine the outcome of the discovery or refer the matter to the SBA Honor Board.

Other sanctions may be imposed by the Dean or by the SBA Honor Board, if the matter is referred to that governing body.

Policy on Academic Retention, Suspension, and Readmission

Maintenance of Grade Point Average

1. To be in good academic standing, a student must maintain a cumulative grade point average of 3.00 or higher.
2. Any student whose cumulative grade point average is above 3.25 but below 3.50 must attend an academic advisement session with the Associate Dean for Academic Affairs or his or her designee during the subsequent term's enrollment period to discuss future course selection.
3. Any student whose cumulative grade point average is between 3.00 and 3.25 shall be placed on Academic Warning.
4. Any student whose cumulative grade point average falls below 3.00 shall either be placed on probation or suspended.

Academic Warning

1. Any student whose cumulative grade point average is between 3.00 and 3.25 shall be placed on Academic Warning.

The Dean or the Dean's designee shall notify in writing any student of this status.

2. A student placed on Academic Warning will be encouraged to seek support from the Office of Student Affairs and Career Strategies and the Director of Academic Success in order to improve the student's academic standing. Additionally, a student placed on Academic Warning must attend an academic advisement session with the Director of Academic Success during the subsequent term's enrollment period to discuss future course selection.
3. If a student placed on Academic Warning is subsequently suspended, the Committee on Student Suspension, Retention, and Readmission shall consider the student's utilization of the services and support offered by the Office of Student Affairs and Career Strategies and the Director of Academic Success when reviewing a petition for relief from suspension.

Probation

1. Any full-time student whose cumulative grade point average is between 2.67 and 2.99 after attempting 9-15 credit hours in the first semester shall be placed on probation without further action.
2. Any part-time student whose cumulative grade point average is between 2.67 and 2.99 after attempting 4-8 credit hours in the first semester shall be placed on probation without further action.
3. The Dean or the Dean's designee shall notify in writing any student who has been placed on probation.
4. A student on probation:
 - a. Shall meet with the Director of Academic Success to develop a plan for academic success. The Director of Academic Success shall determine whether the plan is satisfactory, and the student must follow the plan. In addition, the Director of Academic Success must approve in writing the course schedule of each student on probation, and no changes may be made to that schedule without the written approval of the Director of Academic Success.
 - b. If full-time: Shall not work during the semester or serve in any leadership role in a student organization, including as an officer or representative.
 - c. If part-time: Shall not serve in any leadership role in a student organization, including as an officer or representative.

Suspension

1. A student shall be placed on suspension without further action if
 - a. his or her grade point average for the first semester is below 2.67,
 - b. his or her grade point average falls below 3.00 in any semester after the first semester,
 - c. he or she withdraws from the MSL program,
 - d. he or she is withdrawn by administrative action, or
 - e. he or she fails to return for a new semester while on probation.
2. The Dean or the Dean's designee shall notify in writing any student who has been suspended. Such notice shall specify the student's right to petition for relief from suspension and shall contain a copy of this policy.
3. A student on suspension may not enroll in classes for a subsequent semester, except that a suspended, full-time student who has enrolled in summer classes shall be permitted to remain enrolled in summer classes.
4. A student's academic status for the fall semester will be determined once spring semester grades are recorded, subject to reconsideration upon receipt of summer grades.

5. Any suspended student whose grade point average for the first semester is below 2.67, and who is considering petitioning for relief from suspension, must first consult with the Director of Academic Success. Any student who is later suspended is strongly encouraged to consult with the Director of Academic Success to develop a plan for academic success.

Submission of a Petition for Relief from Suspension

1. Any student placed on suspension must petition the Committee on Student Suspension, Retention, and Readmission (hereinafter "Committee") for relief from suspension in order to be granted probation.
 - a. At the beginning of each academic year, or as soon thereafter as practicable, the Dean shall appoint the Committee.
 - b. The Committee shall be comprised as follows:
 - i. Five full-time members of the faculty.
 - ii. Two students. The Dean shall appoint the student members of the Committee after consultation with the president of the Student Bar Association, student representatives, and leaders of student organizations. A student must be in good academic standing (3.00 cumulative GPA) to serve on the Committee.
 - iii. Ex officio members may also be appointed as appropriate.
 - iv. Any student who petitions for relief from suspension as provided herein shall have the right to disqualify the student members of the Committee and to have his or her petition considered only by other voting members of the Committee.
2. The petition shall set forth
 - a. any factors that the student believes may have contributed to his or her unsatisfactory performance;
 - b. the student's assessment of the likelihood that such factors will no longer affect his or her performance in the MSL program; and
 - c. any contemplated changes in the student's study, work, or extracurricular activities that might improve his or her performance in the MSL program.
3. The student shall sign the petition.
4. Any willful misrepresentation contained in the petition will be deemed a violation of the Professional Good Standing policy and the Student Code of Conduct. The violation will be referred to the Committee for determination of the matter. The Committee may either determine the outcome of the discovery under the Professional Good Standing policy or conclude that the matter be referred to the SBA Honor Board.

5. The petition shall be submitted to the Associate Dean for Academic Affairs and the Registrar within ten days from the date of the notice of suspension. The Associate Dean for Academic Affairs may, for good cause, extend the time for submitting the petition. Any student who fails to file such a petition within the foregoing time limits may thereafter submit such a petition no later than 45 days prior to the beginning of any semester in which he or she desires to be placed on probation.
6. Except as provided below in paragraph 7, any student who has received notice of suspension may submit a written petition requesting that he or she be placed on probation.
7. A student may not file a petition for relief from suspension if
 - a. the student was first enrolled in Fall 2017 or later and the student has previously filed three petitions for relief for suspension, unless
 - i. the student's third petition for relief from suspension was successful; and
 - ii. the student's academic performance in the most recent semester of attendance was adversely affected by extraordinary circumstances beyond the student's control, which may include but are not limited to
 1. a medically documented physical or mental incapacity;
 2. a documented automobile accident, assault, robbery, or similar traumatic experience;
 3. childbirth;
 4. a documented military commitment; or
 5. a documented death or serious medical emergency involving a close family member.

The Committee's Process in Considering a Petition for Relief from Suspension

1. Upon receipt of a petition for relief from suspension, the Registrar shall forward it to the Chair of the Committee, who shall convene a meeting of the Committee as soon thereafter as practicable. The Chair shall notify the student in writing of the time and place of such meeting. In addition, such notice shall advise the student that he or she may
 - (a) make a personal appearance before the Committee,
 - (b) submit any additional written or documentary evidence that he or she considers relevant to the matter, and
 - (c) bring any person before the Committee who he or she feels can provide relevant information concerning the matter.
2. A quorum of the Committee shall consist of five voting members, at least one of whom shall be a student, unless the petitioning student has disqualified the student members of the Committee pursuant to paragraph one under Submission

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of a Petition for Relief from Suspension, in which case a quorum shall consist of four voting members.

3. In the event the Chair is unable to assemble a quorum for the consideration of the petition, the Chair shall appoint, on a *pro tempore* basis, as many additional members as is necessary to constitute a quorum.
4. Prior to the meeting the members of the Committee shall contact as many of the student's professors as possible in order to gather information about
 - a) the student's classroom performance,
 - b) the student's attitude and attendance record,
 - c) the professors' opinions regarding the student's probability of completing the MSL program successfully within a reasonable period of time, and
 - d) additional information that may be relevant to the Committee's decision.
5. The Committee shall consider the following, in addition to any other information deemed relevant by any member:
 - a. the information set forth in the student's petition;
 - b. any additional information submitted by the student;
 - c. any written or oral statement of any person offered by the student;
 - d. information provided by any professor pursuant to paragraph four;
 - e. the student's grades in all MSL program courses attempted;
 - f. the student's submission of or compliance with his or her plan(s) for academic success, including utilization of the services and support offered by the Office of Student Affairs and Career Strategies and the Director of Academic Success;
 - g. the extent to which the student's grades have improved or declined compared to previous semesters; and
 - h. any relevant information contained in the student's application for admission to MSL program, including LSAT score(s) (when applicable) and undergraduate record.
6. If, at the conclusion of the presentation of the foregoing information, a majority of the Committee determines that additional information is necessary to resolve the matter, the meeting will be adjourned pending the receipt of such additional information.

The Committee's Decision on a Petition for Relief from Suspension

1. Following receipt of all relevant information, the Committee shall meet in executive session to make its decision.

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2. The Committee's decision shall be made by a majority of members present.
3. If a majority of Committee members present determines, on the basis of all the information presented, that the student if placed on probation is likely to complete the MSL program successfully within a reasonable period of time, the student shall be placed on probation. The Committee shall specify that such probation shall be unconditional or subject to such conditions as the Committee deems appropriate.
4. If a majority of Committee members present determines, on the basis of all the information presented, that the student if placed on probation is not likely to complete the MSL program successfully, the student shall be suspended. The Committee shall either suspend or continue the suspension of the student indefinitely or for a specified period of time not to exceed one year.
5. In the event of a tie vote the student shall be placed on probation either unconditionally or subject to such conditions as the Committee deems appropriate.
6. The factors that have traditionally been discussed in connection with student petitions are to be considered only if they are relevant to the ultimate question of the student's successful completion of the MSL program. The following summary of relevant considerations from past faculty deliberations on suspension questions is offered as a guide to the Committee and student petitioner:
 - a) An improvement or decline in the student's academic performance may be relevant to the extent that it indicates the cause of the student's difficulties. Improvement may in an individual case show that the student has overcome impediments in the form of inadequate preparation for the MSL program or the adverse effects of personal difficulties encountered in an earlier semester. Conversely, a marked decline in performance from that of previous semesters may indicate that personal difficulties which are on the record were the cause in fact of the student's academic performance.
 - b) The Committee's determination of the student's successful completion of the MSL program will require it to explore and evaluate the causes of the student's difficulties. Personal difficulties should be taken into account to the extent that the Committee is persuaded that such difficulties were a cause of the student's academic performance. The Committee must also consider whether such personal difficulties are likely to present similar problems in the future.
 - c) An explanation by the student that the inadequate performance was caused by poor study habits, poor attitude, or external commitments, presents factual questions which must be resolved by the Committee. The Committee must determine whether it is likely that such a change will be sufficient to allow the student to raise his or her grades to a passing average.
 - d) The student's academic ability is always relevant to the issue of ultimate completion of the MSL program.
 - e) Use of preadmission predictors must be carefully circumscribed so as not to undercut the admissions policies of the MSL program. Those predictors may be relevant to a determination of whether the student has had sufficient time to adjust to the demands of the MSL program.

7. If the Committee grants relief from suspension to a suspended student, then the student shall be placed on academic probation until the student completes the next semester. If, after the completion of the next semester the student's cumulative grade point average is below 3.00, then the student shall again be automatically suspended.

Review of an Unfavorable Committee Decision on a Petition for Relief from Suspension

1. A student whose petition for relief from suspension is denied may, within five days after notification of the Committee's decision, file a petition for review with the Dean.
2. The petition for review shall allege that the Committee's decision is clearly erroneous and shall specify the manner in which the decision is clearly erroneous.
3. The Dean shall consider the decision of the Committee to be presumptively correct. If the Dean determines that the Committee's decision is not clearly erroneous, he or she shall affirm the decision as final.
4. If the Dean determines that the Committee's decision is clearly erroneous, he or she shall either remand the matter to the Committee for reconsideration or present the matter to the faculty for decision. In making its decision, the faculty shall consider the factors set forth in paragraph 5, under The Committee's Process in Considering a Petition for Relief from Suspension, and paragraph 6, under The Committee's Decision on a Petition for Relief from Suspension.

Application for Admission by a Student Ineligible to File a Petition for Relief from Suspension

1. An individual may submit a new application for admission to the MSL program if
 - a. the individual was previously suspended and is ineligible to file a petition for relief from suspension under Paragraphs 6 and 7 of the policy on Submission of a Petition for Relief from Suspension; and
 - b. the new application for admission is submitted at least five calendar years after the date of the Committee's denial of the most recent petition for relief from suspension.
2. A new application for admission must contain, along with the application, a petition to the Committee for permission to apply for admission.
3. The petition shall set forth
 - a. any factors that the petitioner believes may have contributed to his or her unsatisfactory performance;
 - b. the petitioner's assessment of the likelihood that such factors will no longer affect his or her performance in the MSL program; and
 - c. any contemplated changes in the petitioner's study, work, or extracurricular activities that might improve his or her performance in the MSL program.

4. Upon receipt of a petition for permission to apply for admission, the Director of Admissions and Financial Aid shall forward the petition to the Chair of the Committee, who shall convene a meeting of the Committee as soon thereafter as practicable. The Chair shall notify the petitioner in writing of the time and place of such meeting. The notice shall provide the same information as the notice for a petition for relief from suspension.
5. To consider a petition for permission to apply for admission, a quorum of the Committee shall consist of the same number and types of members as for a petition for relief from suspension, and the Chair shall appoint as many additional *pro tempore* members as necessary to constitute a quorum.
6. In determining whether to grant the petition for permission to apply for admission to the MSL program, the Committee shall consider the same information and factors that the Committee considers in determining whether to grant a student relief from suspension. The Committee shall grant the petition for permission to apply for admission to the MSL program only if a majority of the Committee members present determines that
 - a. the petitioner has demonstrated that his or her prior academic performance in the MSL program was due to circumstances that would no longer affect his or her performance in the MSL program; and
 - b. if admitted, the petitioner would be likely to complete the MSL program successfully within a reasonable period of time.
7. The Committee shall communicate its decision to the petitioner and to the Director of Admissions and Financial Aid. If the Committee grants the petition for permission to apply, the Committee shall also forward the petitioner's file to the Director of Admissions and Financial Aid for consideration by the Admissions Committee.
8. If a petitioner enrolls under these provisions, he or she is subject to the same academic requirements as other MSL students. The law school shall not
 - a. award any credit for courses the petitioner previously took at the law school, or
 - b. consider courses the petitioner previously took in calculating the petitioner's cumulative grade point average.

Special Situation Policies

Weather Policy

Should the weather become bad enough to cause a delay or school closure, the University of New Mexico will provide information to the local media, and place on UNM's "Snow Hotline," 277-SNOW. During the regular semester, if the University is on a two-hour delay, then all law classes will commence on a two-hour delay. **A two hour delay declared by the University means that law school classes will commence with classes that begin on or after 10:00am.** Morning classes that begin before 10:00am will be cancelled. Classes will begin starting at the next regularly scheduled time block on the law school schedule. For specific times on the snow day or any other announced delay, call (505) 277-SNOW (7669), or check the Law School web site at:

<http://lawschool.unm.edu/>. If a University closure should occur, all law classes will be cancelled.

Examination Period

If there is a delay or closure during exams, the following procedures apply:

Delay

If on a two-hour delay, morning exams **will begin at 10:00 a.m.** The afternoon exams will begin at the regularly scheduled time of 1:30 p.m.

School Closure

If a school closure should occur, the exams scheduled for that day will be rescheduled as "Self-Scheduled Exams." The student will schedule the exam with the Law School Registrar. The exam may be scheduled during the time remaining in the exam period and/or up through the first two weeks of school of the following semester.

Road Conditions outside Albuquerque

Given the geographic location of areas outside the city of Albuquerque that may have hazardous weather conditions occurring that are not occurring in the city, students should notify the Registrar's Office that they are unable to safely travel to school for an examination. Such geographic areas include the east side of the Sandia Mountains, north to Santa Fe, south to Belen or Los Lunas, and west towards Grants. In such a case, the student will take the examination the next day or as soon as weather conditions permit the student to safely travel to school. The examination will NOT be placed on a late exam basis.

Jury Duty

Occasionally a student is summoned for jury duty. If the summons is for a time period which is inconvenient (e.g., during final exams), the MSL Director may request that the court excuse the student from that particular panel and reassign the student to a later panel at a more convenient time. See the MSL Director for assistance.

Leave of Absence or Reduction in Course Load

It occasionally becomes necessary for a student to interrupt or reduce his or her legal studies because of illness, financial, or other personal problems. A student finding him/herself in such a situation should consult the MSL Director or the Registrar to identify various alternatives and possible actions which would assist the student. The permission of the Associate Dean for Academic Affairs is necessary to either reduce a full-time student's semester course load below 9 hours (unless it is the student's final semester) or to take a leave of absence from the School of Law.

Classroom Conduct

The instructor is responsible for all classroom conduct, behavior, and discipline. Any action that would disrupt or obstruct an academic activity is prohibited.

Classroom Use

Use of School of Law classrooms or other facilities during scheduled activities is limited to enrolled students and University personnel. Use of these facilities during nonscheduled periods should be arranged with the front desk receptionist of the School of Law. UNMSOL is a non-smoking facility.

Building Use after Hours

UNM law students who have completed after hours safety training may access the Library 24/7. However, when the Law School is closed, it is a violation of the Honor Code to access the Forum from the Library front doors.

The doors to the law school will be locked by campus security at closing time. This is to ensure the safety all individuals using the law school facility. When the building is closed, all students must leave the law school. Staying in the building overnight is prohibited. If a student is asked to leave the building by a security officer or by law school personnel, that student shall leave immediately. Failure to comply with this policy will be dealt with by the law school administration.

Smoking Policy

UNM, including the School of Law, is a smoke-free campus. Students, faculty, and staff violating this policy are subject to disciplinary action. (<http://policy.unm.edu/university-policies/2000/2250.html>)

Recording of Classes

A student may record a class solely at the discretion of the faculty member teaching the class. Students wishing to have the Media Center tape a class must first secure the professor's permission and then make a request with the Media Center. <https://lawmedia.unm.edu/>

Student Grievances

There are a variety of policies that address student issues. This section is designed to identify some of them. Matters of concern to students that do not fall under the provisions of the Student Honor Code or other specific processes described in this publication should be brought to the attention of the Dean or one of the Associate Deans.

Rights and Responsibilities at the University of New Mexico

The purpose of this statement is to help clarify relationships between the Regents and the Administration, Faculty, and Students of the University. It is a statement of the kinds of **conduct** that will lead the University into disciplinary action.

This refers to behavior which adversely affects the University's educational function, disruption of community living on campus, or interference with the rights of others to the pursuit of their education or to conduct their University duties and responsibilities.

This specific policy may be found in the current *UNM Pathfinder* (<http://pathfinder.unm.edu/>).

Sexual Harassment

The purpose of this policy is to foster dialogue, and take action to prevent, correct, or discipline behavior as delineated in the policy. It is a violation of Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972. This specific policy may be found in the current *UNM Pathfinder*. (<http://pathfinder.unm.edu/>).

Student Employee Grievance Procedure

This policy provides a due process mechanism for all student employees when a grievance results from a violation of University policy which adversely affects a student employee (termination without correct procedure, etc.). This specific policy may be found in the current *UNM Pathfinder* (<http://pathfinder.unm.edu/>).

Student Grade Grievance Procedure

The School of Law policy describes the procedure to be followed when a student objects to a grade. See **Grade Error! Bookmark not defined.s** on page 32.

Student Standards and Grievance Procedure

This policy is used for resolution of disputes between students and faculty or staff of the University as well as procedures for handling disciplinary matters. This includes academic disputes, disciplinary matters brought against students, academic record disputes such as grades, dishonesty, enrollment or disenrollment or withdrawal. This specific policy may be found in the current *UNM Faculty Handbook, D175: Student Conduct and Grievance Procedures*.

Article 9 Variances 9.2. Law School Students attending the UNM School of Law must comply with the Law School Student Code of Conduct, in addition to the UNM Student Code of Conduct. Allegations of academic misconduct, as enumerated in the Law School Student Code of Conduct, are addressed by the processes defined in that Code. Others kinds of alleged misconduct, except for allegations of sexual violence, may be addressed as described in the School of Law Administrative Due Process Policy and Procedure. Allegations that a student in the School of Law has engaged in any act of sexual violence shall be referred to the UNM Office of Equal Opportunity.

The School of Law Bulletin and Handbook of Policies (Bulletin) governs students enrolled in the Law School and to the extent this Student Grievance Procedure differs from the policies and procedures in the Bulletin, the Bulletin supersedes this Grievance Procedure.

Discretionary review by the UNM President and Board of Regents, as provided for in Article 10.4 herein, is accorded to students in the School of Law.

The School of Law may, at its discretion, refer cases of alleged student misconduct to the UNM Dean of Students for review and possible action under the UNM Student Code of Conduct, except that allegations that a Law School student has engaged in any act of sexual violence shall be referred to the Office of Equal Opportunity. <http://handbook.unm.edu/policies/section-d/d175.html>.

Procedure for Informal Student Complaints

A student with a complaint or concern about a School of Law policy, student, or faculty member should seek informal resolution of the concern by meeting first with the Associate Dean for Academic Affairs who can provide guidance for most issues. Frequently the matter is one for which there is an available answer. Alternatively, the Associate Dean for Academic Affairs may refer the student to another administrator or staff member whose areas of responsibility include the topic of concern.

In the event the student is dissatisfied with the proposed resolution, the student should meet with the Associate Dean for Academic Affairs. In a matter involving another student, a student who is still dissatisfied with the proposed resolution should proceed pursuant to the policies and procedures set out in the Bulletin and Handbook of Policies, specifically the Student Grievances and Student Honor Code sections, as appropriate.

Financial Aid

MSL students may apply for Financial Aid through UNM Graduate Studies or the law school. For Funding sources such as assistantships, graduate fellowships and scholarships see <http://grad.unm.edu/funding/index.html>. For federal financial aid (student loans) students must submit a FAFSA form through the Office of Student Financial Aid (<http://finaid.unm.edu/>).

MSL students should find out if their employer has a program that pays all or part of their tuition and fees up front or reimburses them for this expense. UNM employees: read the Education Benefits Policy to determine your eligibility and any restrictions, etc. See <https://policy.unm.edu/university-policies/3000/3700.html>.

MSL students are not eligible to apply for the Law School's limited grant and scholarship funding for JD students.

Employment during MSL Program

Full-time MSL students may work during the academic year only within the following condition:

No more than fifteen hours a week per semester so long as the student is in academic good standing. Due to the intensity and importance of the first semester, UNMSOL **strongly recommends** that full-time MSL students refrain from any employment during this semester. Part-time MSL students are not bound by this condition.

At the beginning of law school, all full-time MSL students must file a certification form that acknowledges their understanding of the School's employment policy. Violation of the work policy can result in administrative sanctions including a formal entry into the student record, reduction in credit hours, and suspension.

Law School Student Services

Faculty Assistant and Other Academic Support

A Faculty Assistant chosen from among outstanding upper-class JD students will work for the instructor of "Introduction to U.S. Law, Procedure and Legal Education" to support MSL students. The MSL Program Director can assist students with making course selections while in law school. For assistance with any aspect of your law school experience, contact the Program Director in Room 1129 or via msl@law.unm.edu or 505-277-5723.

Sometimes students find themselves in personal difficulties that can interfere with their law school experience. Financial, emotional, legal, and family difficulties can be addressed if students approach the school to seek assistance. Students are encouraged to contact the MSL Program Director or the Student and Career Services office, who will refer that student to the appropriate resource inside or outside the law school.

Career and Student Services coordinates the advisement program and can assist MSL students with making course selections while in law school, along with the MSL program director and the Law School Registrar. For assistance with advisement or counseling on any aspect of your law school experience, visit the Student Services office located in the northwest corner of the Fred Hart Wing or call 277-0028.

Career Services

The UNM Office of Career Services on the main campus provides professional career advisement to graduate students and alumni. Career Development Facilitators (CDFs) are available through appointments or walk-ins to help students assess abilities, interests and values, clarify career goals, write a resume or cover letter, prepare for interviews, and conduct a job search. For more information call 277-2531 or visit <https://career.unm.edu/>.

Mental Health, Wellness, and Recovery

Student Health and Counseling (SHAC) on Main Campus provides assistance with challenges, such as stress management and anxiety that interfere with successful functioning. They also provide other psychological services. Students can contact SHAC by calling (505) 277-3136 or via the SHAC Health Portal at <http://shac.unm.edu/shac-health-portal.html>.

In addition, counseling is available at the law school. To make an appointment, call (505) 277-3136. <http://shac.unm.edu/shac-health-portal.html>

All enrolled law students are permitted to use the Law School's on-site **Wellness Center** during regular building hours. The Wellness Center provides several types of gym equipment such as a rowing machine, weight machine, treadmills, exercise bike, dumbbells, and a dedicated yoga/stretching area. In addition, a small separate meditation room within the Wellness Center, and an outdoor Meditation Garden, serve as dedicated spaces in which to practice mindfulness and meditation techniques. Your UNM ID Card (Lobo ID) will allow you access to the Wellness Center via proxy card access.

All Gender Restroom

The School of Law strives to accommodate all members of the Law School community who may require restroom accommodations for their health, safety, convenience, or privacy. The School of Law provides an all gender restroom, which is located at the base of the stairwell near the student break room, on the first floor near the Wellness Center.

Lactation Room

The School of Law recognizes the health, family, and societal benefits of breastfeeding children. It supports all students and employees who choose to continue breastfeeding their children after they return to school or work, whether they be birth mothers, non-birth mothers, or transgender parents. The School of Law provides a lactation room, which is located at the top of the stairwell near the student break room, on the third floor. Access to this room is available on request. Please contact lawfacilities@law.unm.edu to request access.

Enrollment Certification

Individuals, institutions or organizations request enrollment certifications for information related to a student's past or current enrollment. Information requested normally takes

the form of validation of confirmed degrees, dates of attendance or future enrollment or whether a student is part-time or full-time.

Enrollment Certifications can be requested and obtained electronically any time online via your student Loboweb account under the "Student Schedule" section. If necessary, the UNM School of Law Registrar's Office can produce a standardized enrollment certification letter validating a student's status for the current semester and any past semester upon written request. UNM does not certify enrollment prospectively, but only retroactively. Courses taken in Audit status are not included in total course load for purposes of enrollment verification.

Bookstore

Booklists are prepared prior to each semester and are available on the UNM Bookstore web page: <http://bookstore.unm.edu/>. The UNM Bookstore has a Medical/Legal Branch that stocks all law textbooks and materials. The Medical/Legal Bookstore (277-5827) is located directly south of the law school on the Medical School campus in the Domenici building. In addition to items on hand, the Bookstore can special-order books for students. The Main Campus Bookstore (277-5451) carries additional supplies and non-law books.

Student Bookstore/Bursar's Charge Account

- Account will be activated within 24 hours of enrolling in 3 or more credit hours for summer semester, or 6 or more for fall semester, and if you are in good standing with the Bursar's office.
- You will receive an email (i.e. jdoe@unm.edu) from the Bookstore informing you about the account.
- Limit is \$750 for fall and spring semesters (\$300 for summer).
- Accounts open approximately 1 month prior to the start of classes and will close 3 months into the semester. They will remain active as long as you continue to be in good standing at the Bursar's office and maintain at least 6 credit hours for fall and spring semesters (3 credit hours for summer).
- Students are NOT obligated to utilize this account.
- Account must be paid in accordance with Bursar's office terms.

The UNM Bookstore now accepts your Student Bookstore/Bursar's Charge Account as a method of payment for course materials on our website. If you select this method of payment on our website, you will be charged tax. However, you can purchase your course materials tax-free in the UNM Bookstores, utilizing your Student Bookstore/Bursar's Charge Account.

- Part-time MSL students who do not meet the minimum credit-hour requirements listed above but still want to use their charge account will need to speak to a customer service representative at the Medical/Legal Bookstore or at the main campus Bookstore, who will activate their account at the time of purchase.

Computer Use

Computers: Use of the law school computer equipment is subject to UNM Business and Regents' policies, New Mexico State Law, and United States Federal Law. The University Business Policies and Procedures Manual provides guidelines for computer use by

students, faculty and staff. Section 2500 documents overall acceptable computer use and includes "Computer User Guidelines" (Policy 2510) and "Computer Security Controls and Guidelines" (Policy 2520). The manual in its entirety is located on the UNM web site at: <http://policy.unm.edu/university-policies/index.html>. The following are summaries from the guidelines:

- The use of University computing services is a **privilege**. Users who have been granted this privilege must use the services in an appropriate, professional, ethical, and lawful manner. **Any use of email deemed to violate University or Law School policies by the administration may result in loss of computer privileges.**
- If a user violates federal or state law or University policy by misusing University computing services, the user may lose the privilege of computer use.

Examples of misuse include but are not limited to:

- * attempting to defeat or circumvent any security measures
- * using computing services for unlawful purposes including fraudulent, threatening, defamatory, harassing, or obscene communications
- * invading the privacy rights of anyone
- A password is a security measure designed to prevent unauthorized persons from logging on with another person's computer account. Users should create passwords carefully and handle them with care and attention.
- Electronic communications include information in any form such as data, audio, video, and text that is conveyed or stored electronically, for example, by email, web pages, and in files. The following types of communication are prohibited:
 - * chain letters, pyramid schemes, and unauthorized mass mailings
 - * fraudulent, threatening, defamatory, obscene, harassing, or illegal materials
 - * non-work or non-class related information sent to an individual who requests the information not be sent
 - * copyright law violation
 - * commercial or personal advertisements, solicitations, promotions, destructive programs, or any other unauthorized use

In summary, UNM computer networks, systems and computers cannot be used for personal gain that includes spamming (sending email to get business) or creation of a web page for commercial use. Access to computing and networking resources, including email, is a privilege and not a right. The privilege can be suspended or revoked in the event of misuse or abuse of resources. Any action that is illegal without a computer is also illegal with a computer, such as harassment, copyright violations, theft or fraud.

Specific law school Computer Use Policies can be found on the law school intranet: <https://lobolaw.unm.edu/it/computer-use-policies.php>

Law School Computer Accounts

An account is created automatically for every student upon entry into law school. It is a violation of the law school computer use policies for anyone except the authorized account holder to use a law school account. Don't use another person's account or give another person access to your account. Giving your password to anyone poses a security breach for the entire network. Such a breach may result in administrative disciplinary action, such as but not limited to professional probation, or expulsion from the law school.

Accounts are deleted upon termination of employment, graduation, or when students are not enrolled. December and May graduate accounts are deleted on August 1st.

Accounts for summer graduates are deleted on November 1st. Dual degree students do not retain their law school accounts past these dates.

Required Laptop Computers

All incoming students are required to purchase a laptop computer. See <http://lawschool.unm.edu/students/it/laptop-program.php>.

Network Printing Policy

All currently enrolled students who have paid the Technology Fee are given a print account credit of 600 pages per semester to the network laser printers.

Students are charged \$.05 per page for each page printed over the allotted 600 pages.

Students are not charged for poor quality print outs that are the result of printer/computer malfunction, low toner, or damaged paper if the issue is immediately reported to the IT department. Students are not charged for printing in connection with various exemptions, such as research for a School of Law faculty member, clinic work, and similar tasks. The Information Technology department provides detailed information about policy and procedures for printing each semester.

Student Computer Workstations

Computer workstations dedicated to student use only are located in the Law Library. Current access information and policy statements governing use of these workstations is maintained on the Intranet.

Laptops and Network Access

Wired and wireless networking is available throughout the law school building. Students with laptops may access the law school network and shared resources such as network printers but must be running antivirus software with current virus definitions to do so. Laptops exhibiting virus activity may be blocked from use on the law school network. Instructions for accessing the law school's wireless network can be found on the lobo law intranet.

Email Quota

Students are allocated 500 MB of email storage and will be notified via an email from the system administrator when the mailbox becomes close to the email quota (450 MB). If a mailbox reaches 475 MB, no email can be sent and at 500 MB, no email can be sent or received.

Email Lists

Official Law School Announcements

Students will be automatically enrolled in one or more listservs, which are used to communicate information about official law school activities: i.e., student organization event announcements, official law school notices, and law school deadlines. These listservs are reserved for faculty and staff use only; students may not send email to these lists. Students may not opt out of these listservs and are responsible for reading any message originating from a student listserv.

Emergencies

If an emergency arises and a law student must be located, the Law School Registrar's Office is the appropriate department to initially contact. **Please use the main law school telephone number (505-277-2146) as your emergency contact number.** Someone in the Registrar's Office will look up the student's class schedule and attempt to locate the necessary individual as quickly as possible. Obviously, if the location of the student is already known, the caller should let us know. If we are unable to locate the student, a message will be left in the student's mailbox and an email message will be sent to the student. Please **do not** contact the Circulation Desk of the Law Library in emergency situations during business hours (8:00 am-5:00 pm). Law Library personnel do not have the information required to determine a student's potential location.

Health Care

Student Health and Counseling (SHAC) is located on Main Campus north of Johnson Center and across the mall from (east of) the Student Union Building (SUB). Students who are enrolled in a UNM program and have a Banner ID are eligible to utilize SHAC services. SHAC is funded in part by student activity fees, so its fees are lower than community rates.

A list of office visit charges for UNM students as well as office hours and services can be found on the SHAC website at: (<http://shac.unm.edu/>)

Counseling Services: Fees for Service

Students are not required to have health insurance to be seen in Counseling Services. Services are funded in part by student activity fees so that fees to the individual are as low as possible. There are fees for most visits, as well as a "no-show/late cancellation" fee. A fee schedule is on the SHAC website at: <http://shac.unm.edu/>

Law School Communication

The Law School communicates with students through their Law School email and the student mailboxes. Student messages and official law school notices are distributed by email. However, student mail and some messages and notices are placed in the student mailboxes located in the back hallway (across from classroom 2405) of the law school. Thus, it is important that students check both their email and student boxes on a regular basis.

Note: Confidential information (such as academic records, grades, returned papers, in-class exams, and exam numbers) is **not** sent by email or delivered to student mailboxes. The student is notified that the information is available from the Registrar's Office.

Other UNM departments/offices may send email information to students at either their "@unm.edu" address or their "@law.unm.edu" address.

Parking

All weekday University parking requires a paid UNM parking permit. Hourly parking is also available in metered spaces and in the parking garages. Parking information is available on the Parking and Transportation website at: <http://pats.unm.edu/>.

ADA Accessible Parking

If you have been personally issued and possess a current and valid ADA or handicapped placard, or if you are transporting an individual who has been

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personally issued and possesses a current and valid ADA or handicapped placard, you can park in any designated ADA/Handicapped parking space.

If those designated spaces are full, with the display of a valid placard you may also park in any regular zone parking space or in any pay station space (including our Cornell and Yale parking garages) not further restricted by other signage. There is no charge for this parking. We also accept out-of-state placards.
(<http://pats.unm.edu/>)

Cars parked illegally will be ticketed and/or towed. Motorcycle permits are available for special zone parking. It is a violation to transfer, sell or give your permit to another individual. Check with the Parking and Transportation Services website for specifics. (<http://pats.unm.edu/>). Additional information is available from Parking Services at 2401 Redondo Dr. NE (505-277-1938).

Veterans Affairs

UNM is approved for certification of students eligible to receive educational assistance from the Veterans Administration. The UNM Veterans Resource Center is located in the Student Union Building, Suite 2002.

Hours: Monday – Friday 9:00 am to 4:00 pm (MST)
Phone No: (505)-277-3181

Website: <http://vrc.unm.edu/>

Appendix A

Student Code of Conduct

(Adopted March 1983, Amended 2001, Amended 2002, Amended 2011, 2012)

The student body, like the practicing bar, governs itself in matters of professional conduct. A student-authored code of conduct outlines standards of conduct UNM law students are honor-bound to follow. The code's provisions cover many phases of law school life as set forth in the following provisions

Elected student leaders constitute an honor board that reviews all charges of code infractions. When an investigation warrants it, the honor board conducts a hearing for the student who has been accused of violating the Student Code of Conduct (hereafter "the Respondent"). Sanctions for code violations range in severity from verbal reprimands to permanent expulsion from the law school.

Preamble

We, the students of the University of New Mexico School of Law, recognize that integrity of the highest order is expected of each of us, and as members of a self-governing student body do hereby adopt the following document, which states the minimum standards of honesty to be followed by students in this institution.

Only conduct related to academic misconduct enumerated in this Code will be governed by the provisions of this Code. Issues related to a student's academic standing, which occurs when a student's grade point average falls below a required threshold will be addressed by the Committee on Student Suspension, Retention, and Re-Admission. Other disciplinary matters will be dealt with by the Law School Administration according to the procedures set forth in the UNM School of Law Bulletin and Handbook of Policies.

I. Persons Subject to this Code

Any person enrolled in the University of New Mexico School of Law is subject to the provisions of this Code. When any person is accused of violating this code while a student, but has since dis-enrolled, transferred, taken a leave of absence, graduated or otherwise ceased to be enrolled as a student, the accuser shall notify the Dean of this Law School. The Dean shall notify appropriate authorities for an appropriate investigation. This notification shall go to any school in which the person is enrolled. If proceedings under this Code result in a finding that there has been a violation of the Code, the Dean shall notify any State Bar Association or other relevant professional licensing organization of which the person is either a member or applying for membership if that organization so requires.

II. Standard of Conduct

Every student shall be honest and candid in his/her academic pursuits as defined in the subsequent provisions of this Code.

III. Substantive Provision

A. Examinations

1. Every student shall abide by the principle that each examination shall be the product of his/her own knowledge, unless the instructions explicitly and unequivocally provide that students may work co-operatively, in which case every student shall abide by the limitations, if any, on cooperative work which are set by the professor.
2. Every student assumes the burden of compliance with the provisions of this Code.
3. It shall be a violation of the Code for a student:
 - a. To obtain or use prior to an examination any information concerning the content of the examination, unless such information is authorized by the faculty member concerned.
 - b. To bring into the examination room books, papers, or other materials of any sort, unless explicitly authorized by the instructor, which could be used to aid one's self or any other student in any way during the examination.
 - c. To refer to, or be in possession of unauthorized books, papers, or other materials during the course of the examination, whether inside or outside the examination room.
 - d. To communicate during the examination in any manner with another student concerning the examination.
 - e. To display one's examination with the intent to aid another student, or to look at the examination of any other student with intent to copy or use information from it.
 - f. Failure to turn in all examination materials at the appointed time.
 - g. To take more time to complete an examination than is allowed.
 - h. To have an examination in one's possession at any time or place not authorized by a faculty member.
 - i. To discuss an examination already taken with another student who will take the examination at a later time.
 - j. Failure to follow the instructions of the examination administrator.
 - k. To prepare, encourage, to counsel or to combine with another to violate the above provisions.

B. Written Submissions

1. Every student shall abide by the principle of academic honesty in all written work.
2. Plagiarism is a violation of the Code. Plagiarism is the knowing use of the ideas or words of another as your own without indicating such use fully and accurately.
3. It shall be a violation of the Code if a student fails:
 - a. To cite fully and accurately the source of an idea taken from another;
 - b. To place in quotations material used from a source and to cite fully and accurately such material; or
 - c. To cite fully and accurately material paraphrased from a source.

4. It shall be a violation of the Code if a student:
 - a. Represents someone else's work as his/her own;
 - b. Uses any unauthorized research materials; or
 - c. Submits work in fulfillment of any law school requirement which the student has submitted in compliance with the requisites for any other class or program at this or any other academic institution without the express consent of the present professor. This provision shall also apply to work submitted for law school credit that was previously completed in satisfaction of non-academic work requirements outside the law school.

C. Law Library

1. Every student shall respect the integrity of our library's collection and facilities and shall respect the rights of others in their use of the library.
2. All library users, including students in the Journals Suite, must exit the Library when it closes. After exiting, law students with activated LoboCards may return through the After Hours Door.
3. It shall be a violation of the Code for a student:
 - a. To intentionally damage or destroy library property (including, but not limited to: books, microforms, equipment or furniture);
 - b. To hide or secrete library materials within the library;
 - c. To violate library rules concerning checkout procedures for library materials with the knowledge that such violations may deprive others of those materials; or
 - d. To violate the library's posted access policies.

D. School Activities

1. Every student shall be honest in his/her every action with regard to all Law School-related activities. Such activities include, but are not limited to:
 - a. Moot Court competitions;
 - b. Client counseling competitions;
 - c. Clinical Law programs;
 - d. Any Law Journal activity; and
 - e. All other academic activities or co-curricular or extra-curricular activities related to the educational mission of this school of law.
2. It shall be a violation of the Code for a student to lie, cheat, steal, be dishonest, or otherwise act contrary to the provisions of this Code while participating in, or preparing for, the above-mentioned activities.

E. Property

1. Every student shall respect the property rights of every member of the faculty, staff, student body, and of the University and its employees.
2. It shall be a violation of the Code for a student:
 - a. To take University property with the intent to permanently deprive the University of the property;
 - b. To take property belonging to another student, the faculty or any staff members without the owner's permission; done with an intent to temporarily or permanently deprive the owner of the property; or
 - c. To intentionally deface, destroy or otherwise abuse University property or property belonging to a student, faculty or staff member at the University.

F. Compliance with Code Procedures

1. An effective code depends for its enforcement on the professional responsibility and individual integrity of those functioning under it.
2. It shall be a violation of the Code for a student:
 - a. To witness, know of, or have a reasonable basis to believe that a person subject to this code has violated this code, and not to report the violation, the names of the offender(s), and all relevant circumstances of the violation, as provided in section IV herein.;
 - b. Refusal to appear when requested as a witness at an Honor Board hearing.
 - c. To disclose any fact concerning an Honor Board Hearing except as provided by this Code.

IV. Confidentiality

- A. All Honor Board proceedings, records, and actions shall be considered confidential in nature. No person other than the Respondent having knowledge of such proceedings or actions shall reveal anything concerning them except as provided in this Code, or as required by existing law.
- B. The Senior Officer may share information with the Investigating Officer, the Respondent, any witnesses and other members of the Honor Board in order to effectively arrange and run the Honor Board Hearing.
- C. The Senior Officer also has the discretion to speak with the Director of Student and Career Services regarding procedural questions and guidance in arranging and running an Honor Board hearing. In seeking guidance, the Senior Officer must keep as many facts as to the details of the allegations as confidential as possible.

V. Procedure for Reporting an Honor Violation

- A. Any student, faculty or staff member who has personal knowledge of an apparent violation normally should report the incident to the SBA president within 48 hours of the incident or upon gaining knowledge of the incident or as soon as possible.

- B. The SBA president, with the reporting witness, shall write a brief report of the alleged violation. The report shall include the following:
 - 1. The nature of the alleged violation;
 - 2. The time and date of the alleged violation;
 - 3. The name of the Respondent;
 - 4. The name of the reporting witness; and
 - 5. The names of other witnesses.
- C. The SBA president shall deliver a copy of this report to the Investigating Officer to facilitate the investigation.
- D. The Respondent shall be notified by the SBA President that allegations against the Respondent have been presented to the SBA President at the time that the SBA President completes the report described in paragraph B above. At this time, the SBA President shall provide the Respondent with a copy of the applicable Code of Conduct. The SBA President shall inform the Respondent that s/he must read the code prior to speaking to anyone about the matter and also that the Respondent is not required to speak to the Investigating Officer if s/he does not wish.

VI. Investigation

- A. The Investigating Officer is the Third-Year Faculty Representative, unless the Third Year Representative is not available, or is involved with or reasonably potentially involved with the allegation, or reasonably may be perceived to be biased or prejudiced in the matter, in which case s/he must decline to serve as the Investigating Officer.
 - 1. If the Third-Year Faculty Representative is not available or must decline to serve, the Second-Year Faculty Representative shall act as the Investigating Officer.
 - 2. If the Third-Year Faculty Representative requires assistance due to the breadth of an investigation or severe extenuating circumstances, s/he may petition the SBA President in writing to request assistance from the Second-Year Faculty Representative.
 - 3. If the Second-Year Faculty Representative is not available or must decline to serve because s/he is not available, or is involved with or reasonably potentially involved with the allegation, or reasonably may be perceived to be biased or prejudiced in the matter, the SBA President can appoint another student to assist The Third-Year Faculty Representative may serve as the Investigating Officer in the Spring and Summer prior to beginning his/her third year, once elected or appointed.
 - 4. The Investigating Officer may ask the Executive Committee to be excused from duty, and any person under investigation may also ask the Executive

Committee to excuse the Investigating Officer from duty and replace the Investigating Officer.

5. The Executive Committee may consider these requests, but is not required to follow them, unless good cause for change in the Investigating Officer is shown.
- B. The Investigating Officer shall conduct an investigation and evaluate the circumstances of a case to determine whether the violation should be considered by an Honor Board.
- C. An investigation should not interfere with the Respondent's examinations. Measures should be taken to insure a timely investigation. The Investigating Officer has a two-week time period (excluding the reading period and final examinations) in which to complete this investigation.

If the Investigating Officer determines that the investigation cannot be completed before a reading or examination period or the investigation would begin within three (3) weeks of the reading or examination period, the investigation shall begin one day after the reading period or final examinations.

The investigation will consist of the following:

1. The Investigating Officer shall interview the reporting witness, the Respondent (if the Respondent consents), any other witnesses, and all other persons, including faculty and staff, who may have relevant information. Written statements should be taken from all witnesses.
2. After all witnesses have been interviewed and the investigation is complete, the Investigating Officer shall convene an Honor Board hearing, according to paragraph three if the Investigating Officer concludes that there is a reasonable probability that the Respondent has violated this code as charged by the reporting witness.
3. If the Investigating Officer calls for an Honor Board hearing, they shall notify the SBA President, who shall then convene it in a timely manner. If the Investigating Officer calls for further investigation by another Investigating Officer, all records shall be turned over to that second Investigating Officer. If the Investigating Officer calls for further investigation by a University or police authority, including the Law School administration for misconduct not falling under the jurisdiction of this Code of Conduct, the Investigating Officer shall make a report to that authority and preserve evidence for that investigation. If the Investigating Officer does not call for further investigation or for a Board hearing, the case will be dismissed, and all records generated by the investigation will be destroyed immediately by the SBA President.
4. If the Investigating Officer decides to convene an honor board hearing pursuant to paragraph 2 above, he/she shall write a detailed report consisting of the following:
 - a. The nature of the alleged violation;
 - b. The time and date of the alleged violation;
 - c. The name of the Respondent;
 - d. The name of the reporting witness;

- e. The names of any other witnesses;
 - f. A summary of the information gained from the investigation;
 - g. All written statements;
 - h. A summary of all oral statements not recorded; and
 - i. The recommendation of the Investigating Officer.
- D. When the Respondent is in his/her graduating semester, an Investigating Officer has determined cause for an Honor Board hearing, and the hearing will not take place until after the Respondent's final exams, the Dean shall be notified of the hearing and the name of the Respondent. If s/he believes it appropriate, the Investigating Officer, with the consent of the Respondent, may also provide the Dean with the report. If the Respondent consents to the Dean's review of the report, the Respondent will be given an opportunity, if s/he chooses, to discuss the allegations with the Dean.
- E. The Investigating Officer shall deliver his report to the Senior Officer (see Paragraph VII (A)). The Senior Officer shall provide the Respondent with all of the information in the Investigating Officer's report.
- F. After the Senior Officer provides the Respondent with the report, the other members of the Honor Board shall be notified of the hearing and given a copy of the report to facilitate scheduling of the hearing and to allow for recusal or excusal. All members receiving notification and a copy of the report shall be bound by the confidentiality provision of the code.

VII. Honor Board

- A. The SBA president is the Senior Officer and shall act as an advisor to all parties to the hearing. S/he shall preside at the hearing and make all decisions that are necessary for its proper functioning. The Senior Officer will not participate in the deliberations or determination of a sanction and will not cast a vote. In the event the SBA president cannot participate as Senior Officer, s/he shall be replaced by the next highest ranking SBA officer. That person shall then be the Acting Senior Officer. The Acting Senior Officer, if chosen before the Honor Board Hearing, shall nominate a replacement for the Honor Board from his/her class to be approved by majority vote of the remaining Executive Committee members.
- B. The Honor Board shall consist of the SBA Executive Committee, plus one faculty member. The Dean shall recommend three faculty members to the Executive Committee. The Respondent may recuse one faculty member from a list of three faculty, provided by the Dean. The Executive Committee will select the faculty member who is to serve on the Board from the remaining faculty on the list.
- C. If a member of the Honor Board is excused by the Senior Officer from serving for any reason, the Executive Committee of the SBA shall approve by majority vote a replacement nominated by the Senior Officer and who shall be selected from the excused party's academic class.

- D. In the event that there is a change in personnel among the SBA Board due to election, and a possible violation has been reported to the SBA President, the Honor Board convened to adjudicate that allegation, including the faculty member, shall have the duty and the authority to adjudicate that allegation through to its completion notwithstanding the termination of that SBA Board's tenure due to election, except that for good cause shown and with the approval of the Dean, this provision need not apply. Furthermore, an SBA Board shall be bound by the confidentiality provisions of this Code from informing any member of a board-elect of the proceeding, unless that member would otherwise be properly made aware of the proceeding.
- E. The Respondent and the Investigating Officer have the right to voir dire all Honor Board members and challenge any of them for cause. The Honor Board itself will make all decisions on the Respondent's challenge(s) for cause. Removal as a result of a challenge for cause shall be by a majority vote of the Honor Board, excluding the vote of the person being challenged. The Senior Officer has a vote for these purposes. In the event of a tie vote, the person challenged shall be removed.
- F. The Honor Board shall not convene at the University of New Mexico School of Law.
- G. The Honor Board hearing shall never be held during a Law School reading/examination period.
- H. The Senior Officer shall notify the Honor Board members, all parties, and witnesses of the date, time, and place of the Honor Board hearing at least six days prior to the hearing.
- I. The Senior Officer shall require all members of the Honor Board to give him/her their assurance that each member supports this Code of Professional Conduct.
- J. The Senior Officer shall keep the Dean informed of the general nature of the Honor Board proceedings. The names of the reporting witness and Respondent will not be revealed unless and until there has been a determination that the Respondent has violated the Code.
- K. The Respondent and the reporting witness and all witnesses called by the Respondent, the reporting witness, or the Honor Board shall appear at the Honor Board hearing.
 - 1. Witnesses called by the Respondent and the reporting witnesses are required to appear and testify at an Honor Board Hearing. Failure to do so without an exemption is an honor code violation.
 - 2. Witnesses can, for good cause shown, request, in writing, an exemption from testifying from the Senior Officer.
 - 3. Incriminating testimony cannot be used against a witness in a subsequent Honor Code hearing.
- L. Before the Honor Board hearing, the Senior Officer shall deliver to the Respondent a copy of the report described in V(D)(4) which shall include the time, date, and

place of the Honor Board hearing. The Respondent shall be instructed in writing of his/her rights, which are in Section VII of this Code.

- M. The Respondent may petition the Senior Officer for any documents needed in his/her defense. Once such requests are received in writing by the Senior Officer, the Senior Officer may direct the production of documents or tangible items that the Senior Officer deems relevant or necessary to the Respondent's defense, and which are not privileged.

VIII. Honor Board Hearing

- A. The Honor Board hearing shall be closed to all persons except the Senior Officer, the Honor Board members, the Respondent, the Respondent's counsel, the reporting witness, any other witnesses called, a hearing reporter and the Investigating Officer. Witnesses may be present only when they testify.
- B. The Senior Officer shall read the nature of the alleged violation, the time and date of the alleged violation, the names of the Respondent and reporting witness, and the conclusion of the Investigating Officer. The Senior Officer shall also explain to all parties the procedures to be followed in the hearing.
- C. A record of the proceeding shall be kept for the purpose of facilitating proper review by the Dean should such review be requested by the Respondent. The record may be taken by a court reporter, or it may be in the form of a tape-recording of the entire hearing. If a taped record is created, the Senior Officer will ensure prior to the hearing that the equipment is functioning properly and that all parties will be able to be clearly heard on the tape-recording.
- D. The proceedings shall not be conducted in the absence of the faculty member. In the case of extenuating circumstances when one Honor Board Member cannot make it to the hearing, the hearing will still be held.
- E. The Investigating Officer will be responsible for presenting the alleged Honor Code violations against the Respondent and will have the burden of proving by clear and convincing evidence that the Respondent has committed the alleged violation(s). The procedure followed for the hearing shall consist of the following:
 - 1. The Investigating Officer shall make an opening statement.
 - 2. The Respondent shall have an opportunity to make an opening statement.
 - 3. The Investigating Officer shall present all witnesses, testimony, and other information and evidence relevant to the investigation of the Respondent. Formal rules of evidence shall not apply to the Honor Board hearing; however, hearsay shall normally not be admitted as evidence in the proceeding. The Investigating Officer and the Respondent may object to such evidence. The Senior Officer shall rule on whether the evidence will be permitted by determining whether the evidence is likely to assist the Honor Board in making its decision.
 - 4. The Respondent may cross-examine all witnesses against him/her. The Investigating Officer may cross-examine all witnesses presented by the Respondent.
 - 5. The Respondent shall have the opportunity to refute the testimony against him/her or to explain the circumstances which led to the charge. The Respondent shall have a reasonable opportunity to present witnesses on his/her behalf including but not limited to students, faculty, staff, and counselors. The Respondent shall not be required to testify. The

- Respondent has the right to confront the reporting witness and other witnesses. The Respondent may be represented by counsel or a faculty member.
6. The Honor Board may call witnesses and hear further evidence relevant to the circumstances under investigation. The Board may question any witnesses and review any evidence.
 7. The Senior Officer has the discretion to grant recesses and to stay the proceedings if the circumstances require it.
 8. The Respondent shall have an opportunity to make a closing statement.
 9. The Investigating Officer shall make a closing statement.
- F. At any point before or during the hearing, the Respondent may admit that s/he has committed a Student Code violation and waive the right to a hearing as to the violation. At that point, the Senior Officer shall convene a hearing as above except that such a hearing shall include only such evidence and witnesses that are necessary to explain to the Board the factual circumstances of the allegation or facts that are relevant to the imposition of sanction.
- G. At the conclusion of the presentation of evidence the Honor Board shall retire to deliberate.

IX. Determination of a Code of Conduct Violation

- A. Before its deliberations, the Senior Officer shall instruct the Honor Board that:
1. The determination of whether the alleged violation has been proven shall be without consideration of any sanction under this Code; and
 2. The Respondent shall not be found to have violated the Code unless members of the Honor Board agree by at least a two-thirds majority that there is clear and convincing proof that the Respondent has done so, or the Respondent admits the violation.
- B. If the Respondent is found not to have violated the Code, all records of the hearing shall be destroyed immediately following the finding of no violation by the Senior Officer. The Respondent may request that the records not be destroyed but sealed and preserved.
- C. If the Honor Board finds the Respondent has committed the alleged violation, it shall:
1. Consider the sanction to be imposed.
 2. Notify the Dean and appropriate law school administrators, if the Dean so requires, of the determination that the alleged violation has been proven and the imposition of the sanction. The Dean or an appropriate law school administrator may keep a record of all violations and imposed sanctions for the purpose of assisting the Honor Board in imposition of consistent sanctions. The Dean or the appropriate law school administrator shall only release this general information to convened Honor Boards (without revealing the names of any students subject to such sanctions).
 3. Reveal the name of the reporting witness only if such a revelation is necessary for the imposition of the sanction.

X. Sanctions

- A. The sanction shall be determined by a majority vote of the Honor Board.
- B. The sanctions which may be imposed by the Honor Board include, but are not limited to, the following:
 - 1. Verbal reprimand;
 - 2. Written reprimand;
 - 3. Written reprimand to individual with copy to remain in individual's file until graduation;
 - 4. Written reprimand to individual with copy to remain permanently in individual's file;
 - 5. Recommendation to professor for grade change;
 - 6. Removal from related activity, e.g., Moot Court competition;
 - 7. Suspension from school;
 - 8. Permanent expulsion from school; or
 - 9. Any combination of the above.

The Honor Board may suggest any other reasonable sanction in light of the circumstances.

XI. Imposition of Sanction

- A. When the Honor Board has decided upon a sanction, it shall, in the presence of the Respondent and the Senior Officer, announce its decision, informing the Respondent of his/her sanction.
- B. If the sanction includes a verbal reprimand, it shall be immediately given by the Honor Board. All other sanctions will be administered within 72 hours or as soon as possible.
- C. Within 72 hours of its decision the Honor Board shall express its decision in a written statement to the Senior Officer. This statement shall be written by the First Vice President, or ranking member of the Honor Board other than the Senior Officer or faculty member. The Senior Officer shall deliver copies of the decision to:
 - 1. The Respondent; and
 - 2. The Dean. The names of the Respondent and/or the reporting witness will be excised before delivery to the Dean unless the First Vice President deems that such information is necessary for the imposition of any sanction. Included with the copy of this written statement to the Dean, the Honor Board shall also include the original record of the proceeding.
- D. After a majority of the Board has determined a sanction, the Respondent may appeal only the sanction to the Dean. The Respondent must inform the Dean of such an appeal by writing a statement petitioning such a sanction appeal, and briefly stating the reasons therefor. The statement must be received by both the Dean and the Senior Officer within 72 hours of the publication of the Board's written decision statement described in paragraph C above.

- E. Upon receiving the Respondent's sanction appeal, the Dean normally shall announce a sanction appeal decision in writing within 72 hours. The Dean's decision shall be based only on the documents viewed by the Honor Board during the hearing and the taped or written transcript of the proceeding. A sanction of verbal reprimand is not an appealable sanction. The Dean may not increase the severity of the sanction imposed by the Honor Board, but may reduce it for good cause.

XII. Administrative and Judicial Review

This Code in no way limits the availability of existing administrative and judicial review.

XIII. Review and Adoption

- A. A committee of students, faculty, and administrators should review this Code every four years.
- B. Adoption of changes to this Code shall be ratified by the faculty with the consent of the students. Consent shall be accomplished through means determined by the Student Bar Association Executive Board and may include, but is not limited to, a ratification vote or a student forum. However, at a minimum, consent of the students shall include a vote by the Executive Board of the Student Bar Association.

Appendix B

Administrative Due Process Policy and Procedure

(Faculty adopted 4-19-11)

INTRODUCTION

The University Of New Mexico School Of Law's Due Process Policy and Procedure is designed to guide students, faculty and staff on the course of action that may be taken when a law student fails to maintain ethical or professional standards of behavior. The role of the lawyer encompasses more than just satisfactory acquisition of knowledge in courses. The legal professional must exhibit personal and professional behaviors, including honesty, integrity, and respect for others. The School of Law is committed to both ethical and professional behavior on the part of students and a respectful learning environment in which to become a lawyer.

All conduct related to academic misconduct will be governed by the Student Code of Conduct. Issues related to academic performance will be addressed by the Law School's Committee on Student Suspension, Retention, and Readmission. Other disciplinary matters will be dealt with by the Law School Administration according to the following procedures.

I. MATTERS SUBJECT TO DISCIPLINARY ACTION

Appropriate disciplinary procedures and sanctions may be applied to any student who commits, attempts to commit, or aids any of the following acts of misconduct:

A. Unlawful conduct.

1. Actions that have great potential for physically harming the person or property of others, including that of the University, or that actually result in physical harm, or which cause reasonable apprehension of physical harm.
2. Acts involving dishonesty, fraud, deceit, or misrepresentation, including but not limited to making false statements or omissions on law school applications and failing to report arrests or convictions that occur during law school.
3. Willful misconduct in law school employment.
4. Conduct that evidences current mental or emotional instability or drug or alcohol dependence or abuse that may impair the ability to successfully complete law school.
5. Violation of professional standards while a clinical law student.

6. Willfully refusing or failing to leave the property of or any building or other facility owned, operated, or controlled by the University when requested to do so by a lawful custodian of the building, facility, or property if the person is committing, threatens to commit, or incites others to commit any act which would disrupt, impair, interfere with, or obstruct the lawful mission, processes, procedures, or functions of the University.
7. Violation of published or posted University regulations or policies that are not covered by the Student Code of Conduct, including but not limited to regulations prohibiting discriminatory activity.
8. Action(s) or conduct that hinders, obstructs, or otherwise interferes with the implementation or enforcement of this disciplinary procedure, or its sanctions, including failure to appear before any of the Law School's disciplinary authorities and to testify as a witness when reasonably notified to do so by an appropriate Law School officer.
9. Any other acts or omissions that adversely affect University functions or University-sponsored activities, disrupt community living on campus, interfere with the rights of others to the pursuit of their education, or otherwise adversely affect the processes of the University.

II. SANCTIONS

A student who is found to have violated any of the provisions set forth in Part I above, may be subject to adverse actions,¹ including but not limited to any of the following:

- A. "Written warning" is a written reprimand that is placed in the student's file.
- B. "Disciplinary probation" means the establishment of a time period during which further acts of misconduct may result in more severe disciplinary sanctions depending on the conditions of the probation. Conditions of probation can include community service, attendance at workshops and/or seminars including but not limited to alcohol, drug or safety workshops and/or seminars, mandatory mental health evaluation and/or counseling or other educational sanctions.
- C. "Suspension" means losing student status for a period of time specified in the terms of the suspension. A suspension may commence immediately upon a finding of a violation, or it may be deferred to a later time.
- D. "Expulsion" means losing student status for an indefinite period of time. Readmission may not be sought before the expiration of two years from the date of expulsion, and it is not guaranteed even after that time.
- E. "Dismissal" means termination of student employment, either for a stated time period or indefinitely.

¹ A verbal reprimand or warning is not considered an "adverse action."

The sanction imposed shall be set based upon numerous factors, including the severity of the offense, the amount of harm created, the student's record, and sanctions imposed in recent years for similar offenses. In considering the harm created, there shall be taken into account whether any harm or injury was targeted against a person or group because of that person or group's race, color, religion, national origin, physical or mental handicap, age, sex, sexual preference, ancestry, or medical condition. If it is found that the harm or injury was targeted because of any of these factors, the disciplinary consequences may be more severe.

III. PROCEDURES

A. Emergency Procedures

The Dean or Associate Dean for Academic Affairs² may immediately suspend a student on an emergency basis if, based on information received about the student's conduct, the Associate Dean finds that the student's behavior may endanger him/herself or others, or threatens disruption of the learning environment. Generally, an emergency suspension may be imposed only in response to an acute incident or pattern of student conduct that raises a significant question as to the student's ability to function safely and effectively in classroom and/or clinical settings.

A student who has been placed on emergency suspension may request a meeting with the Dean or Associate Dean for Academic Affairs ("Official") who issued the suspension. The Official shall hold the meeting no later than three (3) working days after the student's request. At this meeting, the student will have the opportunity to explain his/her position and request that the suspension be lifted or modified. The student may offer evidence for the Official's consideration. If, after meeting with the student, the Official finds that the student's continued presence at the Law School may endanger him/herself or others, or threatens disruption of the learning environment, the Official will continue the suspension. Otherwise, the suspension must be lifted or appropriately modified, as determined by the Official. The Official will inform the student of his/her decision within three working days after this meeting. If the emergency suspension is continued, the matter shall be referred for a formal investigation by the Disciplinary Committee as described in Section B below.

If the Dean or Associate Dean for Academic Affairs lifts or modifies the emergency suspension, the student will be permitted to return to the Law

² All references to the Dean or Associate Dean for Academic Affairs, by title, in this Code shall also include that person's designee(s).

School curriculum immediately, as appropriate. The matter may be referred for further investigation (informal or formal) as described in Section B.

B. General Procedures

Any student, staff, or faculty member who is concerned that a student's behavior may constitute a violation of the matters subject to disciplinary action listed in Part I above may bring that concern to the attention of the Associate Dean for Academic Affairs. If the Associate Dean believes that an investigation is warranted, the Associate Dean will inform the student ("Respondent") of the allegations within forty-eight (48) hours or as soon as possible if good reason requires a longer period of time and explain that the matter may be handled in either of two ways. The Respondent will be given the choice of which of the following alternative procedures will be utilized. If the Respondent fails to make a choice, the Associate Dean will decide which of the following alternatives will be utilized.

1. Alternative One (Informal Investigation)

The Associate Dean for Academic Affairs will conduct an informal investigation, including interviewing individuals with relevant information if the Associate Dean concludes that such inquiries would be helpful. The Respondent will be given an opportunity to be heard and to respond to the allegations. The Associate Dean will then decide what, if any, adverse action is appropriate. If an adverse action is imposed, the Associate Dean will inform the Respondent of that action in writing.

2. Alternative Two (Formal Investigation)

a. The matter will be investigated and decided by a Disciplinary Committee ("Committee"). The Dean of the Law School will designate a pool of six faculty members who will be available to serve on the Committee. The Committee will consist of two faculty members (selected from the pool by the Dean or designee) and one student (selected by the SBA Executive Board). If the Respondent objects that one or more selected member(s) may be biased against the Respondent or otherwise may not be a fair Committee member, the Associate Dean for Academic Affairs will review the Respondent's objections and decide whether or not to remove the member. The decision of the Associate Dean for Academic Affairs is final. If a Committee member is removed for cause, the Dean will appoint a new member if one is available from the pool. If the pool of faculty members is exhausted, the Dean shall designate another faculty member to serve on the Committee.

b. Any vacancy created by the removal of a student member for cause will be filled by another student selected by the SBA Executive Committee. The Respondent will also have the right to exercise one peremptory strike against any of the faculty members. A vacancy created by the use of a peremptory strike will be filled by the Dean with another faculty member from the pool. If the pool of faculty members is exhausted, the Dean shall designate another faculty member to serve on the Committee.

- c. The Committee will select one of its faculty members to serve as Chair. The following rules shall apply to formal hearings conducted by the Committee:
 - (1) The Committee will conduct the hearing and its deliberations in private.
 - (2) The Respondent is entitled to be present for the hearing.
 - (3) The Respondent is responsible for presenting his or her case; advisors (including attorneys) may be present but are not permitted to present arguments or evidence or otherwise participate directly in the hearing.
 - (4) Members of the Committee may question the Respondent or any of the witnesses.
 - (5) The Respondent has the right, within reasonable limits set by the Chair of the Committee, to question all witnesses who testify. The Chair may also permit the party alleging misconduct to question the Respondent, within reasonable limits.
 - (6) The Respondent can submit any evidence that he or she wants considered at least three business days before the hearing.
 - (7) The Committee may proceed independently to secure evidence for the hearing. The Respondent shall have an opportunity to review any such evidence at least three business days before the hearing.
 - (8) The hearing will be recorded, and the Committee Chair will keep the recording. The recording is the property of the University. No typed record will be made.
 - (9) The proceeding is not subject to the rules of evidence.

Based on its investigation and review, the Committee will decide whether or not to impose sanctions by a simple majority vote of its members. The Committee may impose any of the sanctions that are described in Part II above. The Committee also has the right, on a case-by-case basis, to design other adverse actions as it deems necessary.

The Committee has five working days from when it determines that it has concluded receiving evidence to issue its decision, and within that five-day timeframe, the Committee shall take one of two actions. If no adverse action is taken, the Committee will notify, or make reasonable efforts to notify, the Respondent of its decision. If the Committee votes to impose an adverse action, the Chair of the Committee will send a certified letter to the Respondent setting out the Committee's conclusions and the adverse action it has taken. As discussed below, the Respondent may appeal the Committee's decision to take an adverse action. Pending final resolution of an appeal, the Committee's decision may take effect in the interim if the Committee so decides. In deciding whether its decision will take effect immediately, the Committee will consider the seriousness of

the Respondent's violation, the nature of the adverse action, and whether the Respondent poses any danger to him/herself or others.

C. Appeal to the Dean

The Respondent may appeal the decision of the Associate Dean for Academic Affairs or the Committee to the Dean of the Law School. The request for an appeal must be made in writing to the Dean, stating the reasons why the Respondent disagrees with the decision, and must be received by the Dean within fourteen calendar days after the Respondent receives notification of the decision. The Dean will review the decision and may meet with the Respondent. If the Respondent fails to notify the Dean in writing of his/her appeal within fourteen calendar days, this shall be considered a waiver of his/her right to an appeal and the decision shall become final.

The Dean's decision after an appeal is final for the School of Law. The Dean's decision is subject to discretionary review by the President of UNM and the Board of Regents. The President and the Regents will normally accept review only in extraordinary cases, such as where proper procedures have apparently not been followed, where the decision appears to be unsupported by the facts, or where the decision appears to violate University policy.

IV. GENERAL PROVISIONS

Minor deviations from these procedures are permitted so long as they do not adversely impact the due process rights of the Respondent. For good cause, the time limits for Committee decisions to be made can be extended. Good cause includes the fact that a deadline falls during school holidays, vacations, or summer session if parties or decision makers are absent from the School of Law. Any such time extension will be communicated in writing to all interested parties and the decision will be made thereafter as expeditiously as possible.

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