

MAINE
UNIVERSITY OF MAINE SCHOOL OF LAW
LAW

Student Handbook:
*Academic Requirements,
Policies, and Procedures
for the Degree of LL.M.*

2021-2022

MISSION STATEMENT
University of Maine School of Law

The University of Maine School of Law is the state's public and only law school, a vital resource serving our Community. Maine Law is an institutional public servant committed to providing an accessible and affordable student-focused program of legal education and achieving the highest standards of ethical behavior. Our rigorous doctrinal and experiential curriculum, influential scholarship, and innovative programming prepare students to practice law, promote respect for the rule of law, and advance justice for all members of society.

TABLE OF CONTENTS

| | |
|---|--------------------|
| MISSION STATEMENT | Inside Front Cover |
| ACADEMIC REQUIREMENTS, POLICIES AND PROCEDURES | 2 |
| I. Introduction..... | 2 |
| II. Credit Hours and Residence Rules..... | 2 |
| A. Total Required Credits..... | 2 |
| B. Transfer Student Rule..... | 2 |
| C. Full-time Students..... | 2 |
| D. Part-time Students/Reduced Course Load..... | 3 |
| E. Residence Requirements..... | 3 |
| F. Maximum Years to Complete LL.M..... | 3 |
| G. Special Credit Rules (summer session, visiting away, clinic/externship, cross-listed classes)..... | 3 |
| H. Applicants to the J.D. Program from the Maine Law LL.M. Program..... | 4 |
| III. Required and Recommended Courses. | 4 |
| A. Required Courses..... | 4 |
| B. Recommended Courses..... | 4 |
| C. Group Study Program..... | 4 |
| D. Class Attendance..... | 5 |
| IV. Registration and Course Evaluation Procedures..... | 5 |
| A. Registering for Courses..... | 5 |
| B. Add/Drop Policy..... | 6 |
| C. Course Evaluations..... | 6 |
| V. Examination Procedures. | 8 |
| VI. Student Policies..... | 8 |
| A. Email Policy..... | 8 |
| B. Laptop Policy..... | 8 |
| C. Recording Policy..... | 8 |
| D. Grade Reports..... | 9 |
| E. Name Usage..... | 9 |
| F. Transcripts..... | 9 |
| G. Confidentiality..... | 9 |
| H. Other Policies & Provisions..... | 11 |
| VII. Grading System..... | 11 |
| A. Letter Grades..... | 11 |
| B. Honors..... | 11 |
| C. Grading Policies..... | 12 |
| VIII. Academic Probation Rules..... | 13 |
| IX. Withdrawal/Leave of Absence/Readmission..... | 13 |
| X. Graduation Requirements. | 13 |
| XI. Conduct Codes and Policies..... | 156 |
| XII. Admission & Retention Standards and Procedures in Cases of Wrongdoing..... | 16 |
| Appendix I Conduct Codes..... | 18 |
| Appendix II Exam Policies and Procedures..... | 22 |
| Appendix III General Policies..... | 26 |
| Non-Discrimination Notice..... | 27 |
| Campus Safety..... | 27 |
| Acknowledgment..... | 29 |

ACADEMIC REQUIREMENTS, POLICIES AND PROCEDURES

I. Introduction.

The Student Handbook: Academic Requirements, Policies, and Procedures (Student Handbook or Handbook) contains information about the University of Maine School of Law's general academic requirements, rules, and policies, as well as the Student Code of Conduct. Students at the University of Maine School of Law (Law School or Maine Law) must satisfy certain academic requirements in order to maintain good academic standing and in order to be eligible to graduate. All of the rules comply with the American Bar Association's Standards and Rules of Procedure for Approval of Law Schools (ABA Rules). Students should note that individual state bar requirements may not be the same as those outlined here, and students are responsible for knowing the rules for the state in which they intend to sit for the bar.

All entering students are required to sign an "Acknowledgment" indicating that they have received a copy of or electronic access to the Handbook and the University of Maine System Student Code of Conduct, the Academic Integrity Policy, Title IX policy, Law Student Reported Incident Review Process, and all other applicable University of Maine System/Maine Law policies. The policies and procedures outlined in the Student Handbook are updated on a regular basis. Notice of changes will be sent to students via email, the official communication method for the University of Maine System. The most recent version of the Student Handbook and any related addenda are posted on the Maine Law portal. All decisions made pursuant to this Handbook are final. There are no appeals provided.

II. Credit Hours and Residence Rules (LL.M.).

The Law School requires students to satisfy minimum credit hours and residence requirements in order to be eligible to graduate. (See "Graduation Requirements," Section X.A-E.) Only courses taken subsequent to matriculation in law school can be used to satisfy the LL.M. requirements. It is the responsibility of each student to determine whether he or she has satisfied these requirements. If you have any questions about whether your planned course of study is in conformance with these requirements, please consult the Registrar.

- A. Total Required Credits.** Students are required to successfully complete twenty-four (24) credit hours in order graduate. Students who do not have a J.D. must successfully complete Introduction to U.S. Law and LL.M. Legal Research & Writing, as part of those twenty-four hours. Successfully completed means a Pass or Low Pass, in a Pass/Fail course and a D or above in a graded course. This requirement may be met either by work at the University of Maine School of Law, or by work at other schools for which Maine Law has given credit, or by a combination of the two.
- B. Transfer Student Rule.** A student who has been accepted for transfer to the University of Maine School of Law's LL.M. program from another ABA accredited institution will be given credit for the number of hours accepted in transfer as determined by the Vice Dean. Courses completed with a grade of "C" or above are eligible for transfer, and a maximum of 8 hours of course credit may be transferred. The prior grades of a transfer student will not be computed into the student's grade point average.
- C. Full-time Students.** Most LL.M. students will enroll in twelve (12) credits per semester. LL.M. students, however, may want to consider enrolling in a reduced course load as outlined in section II.D. below. LL.M. students may not enroll in fewer than twelve (12) credit hours or more than sixteen (16) hours without the written permission of the Dean of Students.

D. Part-Time Students/Reduced Course Load. Students may choose to enroll in fewer than 12 credits with written approval from the Dean of Students. Students who wish to enroll in a reduced course load must receive this written approval before the semester from the Dean of Students and if applicable, must consult the University of Southern Maine's international student office regarding potential VISA implications.

E. Residence Requirements. Students are required to satisfy certain minimum residence requirements at Maine Law to obtain the LL.M. In order to satisfy their residence requirement, students must complete two semesters of full-time study or three semesters of part-time study, unless they have received special permission from the Director of the LL.M. program and the Dean of Students. Any coursework completed by students outside of Maine Law must be done at another ABA-accredited law school and with written permission from the Director and Dean of Students.

F. Maximum Years to Complete LL.M. In order to be eligible to graduate, students must complete all the required credit hours and satisfy their residence and academic requirements no later than three years from the start of their program. Exceptions to this rule may be approved by the LL.M. Director.

G. Special Credit Rules.

- 1. Summer Session.** Maine Law offers a limited number of law courses in its summer session. If students are interested, they may also take courses during the summer session at another ABA accredited law school (with prior approval). Such summer study may include a summer program of legal studies in a foreign country that is administered through an ABA accredited law school. The course or courses completed may be applied toward the credit-hour requirements needed for graduation.

Credits earned in the Law School's summer session are recorded and averaged into students' law school grade point averages. Credits earned in a summer school program offered by another law school, however, may be counted toward the minimum credit hours required for graduation provided those credits earned are from (a) courses in which the student received a grade of C or its equivalent, or better, and (b) courses which do not duplicate courses for which credits have already been earned. Course grades from other law schools will appear on the Law School transcript, but will not be included in the cumulative grade point average.

Requests for permission to attend the summer session at another ABA accredited law school and for approval of credit for taking specific courses must be made via email and approved in advance by both the Director of the LL.M. program and the Dean of Students.

- 2. Visit Away Credit Rule.** Students who wish to visit at another domestic law school (including any domestic exchange program) must consult both the Director of the LL.M. program and the Dean of Students. No student may visit at another law school unless he or she has completed a semester at Maine Law, is in good academic standing, and the law school is fully accredited by the American Bar Association. The same requirements as outlined above pertaining to students enrolled in summer session at another institution are applicable to students visiting during the regular academic year.

3. **Clinic and Externship Credit Rule.** A student may take no more than 6 total credit hours of externship courses. Students may only complete an externship with the written permission of the Director of the LL.M. Program and the Vice Dean. Students should be aware that they may also need to verify whether their VISA status will allow them to perform an externship. Clinical courses are only open to LLM students in exceptional circumstances and with permission of the Vice Dean and the Associate Dean for Experiential Education.
4. **Cross-listed courses.** Maine Law offers several classes cross-listed with other academic programs within the University of Maine System. If a cross-listed course is offered with a course designation of LAW, then students must register for the LAW designation. The credits and grades from cross-listed courses are counted toward graduation in the same manner as all other LAW courses.

H. Applicants to the J.D. Program from the Maine Law LL.M. Program. A student who has completed Maine Law's LL.M. program may be admitted to the University of Maine School of Law as a JD candidate with "advanced standing" pursuant to ABA Rules. Only those credit hours completed in JD courses with a grade of or equivalent to a "C" or above are eligible for transfer, and a maximum of 30 hours of course credit may be transferred. Students must indicate at the time of the J.D. application and/or matriculation at the University of Maine School of Law that they seek advanced standing under this rule. Courses limited to LL.M. students may not be transferred for credit toward the J.D. degree.

III. Required and Recommended Courses (LL.M.).

- A. **Required Courses.** There are no required courses for the LL.M. degree. Students should work with their advisor and the academic dean to plan an individualized course of study.
- B. **Recommended Courses.** LL.M. students should work directly with their faculty advisor to select the appropriate course schedule. Students who are graduates of foreign law schools and who are interested in sitting for a bar examination in a jurisdiction of the United States should meet with the Director of the LL.M. program or their faculty advisor to make this known before enrolling in any classes. Such students are responsible for knowing the requirements of the jurisdiction in which they would like to sit for the bar. The Director, the Vice Dean, and the Dean of Students are all available to consult with such students. Enrollment in bar-track curricular path does not guarantee that students will be eligible to sit for a bar examination in any state.
- C. **Group Study Program.** LL.M. students (or both J.D. and LL.M. students) may form groups for the purpose of studying an area of the law not the topic of a currently offered course, subject to the following rules:
 1. Group studies may not be composed of fewer than four or more than fourteen students. The members of the group must conduct weekly meetings and each member must submit an individual paper at the end of the semester. There will be a minimum attendance requirement that will be enforced by the group. Absence from more than two meetings will constitute an automatic withdrawal. Each group study must be supervised by a Faculty Advisor.
 2. Group studies must be approved by the Curriculum Committee at least four weeks prior to the beginning of the semester. The group shall submit a proposal, signed by the Faculty Advisor that describes the scope and content of the program, a list of group

members, and any special rules governing participation in and withdrawal from the program.

3. A student may participate in only one such program at a time for credit.
4. The course shall be graded High Pass/Pass/Fail.

D. Class Attendance. Regular class attendance is required by the Law School. Professors take attendance in all classes and seminars. Students may not miss more than 20 percent of regularly scheduled classes for any course. The 20-percent rule is applied based on the number of class meetings and not the number of credit hours for a course. For example, if a course meets once per week, the allowed absences per term is 2. If a course meets twice per week, the allowed absences per term is 5. Although this rule sets a minimum standard for attendance, faculty may establish attendance policies that are more restrictive than those outlined in this Handbook.

Students with more than the allowed number of absences in a course will be contacted by the professor or referred to the Dean of Students to discuss their continued enrollment in that course. Students who continue to miss class may, after notice, be required to withdraw from the course. A student who is administratively withdrawn from a course may receive a “W” on the transcript. Students withdrawn from a course for failure to attend will receive a refund only if one is provided for under the policies of the University of Southern Maine’s billing and financial offices.

E. Cross-Listed Courses. Maine Law frequently offers classes cross-listed with other academic programs within the University of Maine System. If a cross-listed course is offered with a course designation of LAW, then students must register for the LAW designation. The credits and grades from cross-listed courses are counted toward graduation in the same manner as all LAW courses.

IV. Registration, Email, and Course Evaluation Procedures.

A. Registering for Courses.

1. Registration.

Current students may register for the next semester’s courses during the designated preregistration period. All students must meet with their advisor prior to preregistration. Only pre-registered students will be eligible to participate in course lotteries for limited enrollment courses. Students with a student accounts hold will not be allowed to register until the outstanding bill has been paid.

The Vice Dean/Provost and the Registrar circulate registration information, including course information and the semester schedule prior to the preregistration period. This information includes specific registration instructions for enrolling in permission required courses and the creation and management of waitlists.

More information about registration is available on the Maine Law portal.

2. Class Scheduling.

Once the class schedule has been set, classes may be rescheduled only upon 1) consent of all interested parties, and 2) approval by the Vice Dean/Provost. Each semester's schedule designates certain days/times reserved for class make-up times; no class and no extracurricular activities may be scheduled during the "make-up" times. The Vice Dean/Provost may reschedule a class due to unforeseeable circumstances, such as change in faculty.

B. Add/Drop Policy.

Second- and third-year students may add and/or drop any full semester classroom course(s) during the open registration period through the end of the designated Add/Drop period, which is normally the first five business days of each semester.

A student may not add a course(s) after the Add/Drop period without the permission of the Dean of Students and the Faculty member whose course is to be added.

A student may only drop a full semester classroom course with permission of the Dean of Students. If dropped in the first two weeks (14 calendar days), there will be no record of the course on the transcript and no charges will be incurred. After the second week, students who drop a course with permission will receive a notation of "W" for the course on their transcript. The indicator of W is not calculated into the student's grade point average.

Experiential courses may have more restrictive add/drop policies. These add/drop restrictions may include a shortened add/drop period or the ability to add/drop only prior to the beginning of the course.

Summer and bridge courses also have a separate add/drop period. In general, the courses must be added or dropped prior to the second class meeting. For specific add/drop information regarding these and other specialty courses, please see the semester registration materials and relevant course materials or syllabi.

C. Course Evaluations.

Course and teaching evaluations are generally conducted electronically prior to the end of the semester. Instructors will not have access to course evaluations until final grades have been submitted. Data is released for use by faculty and administrators in evaluation of teaching. Completion of evaluations is strongly encouraged.

V. Examination Procedures.

Many courses use examinations and mid-term assessments as the basis for awarding graded credits earned at the Law School. Accordingly, scheduled examinations/assessments and established examination periods are an integral part of the academic calendar. Students must be available to sit for examinations during the semester, as well as during the designated examination period at the end of the semester regardless of their individual examination schedules; this includes regularly scheduled examinations on Saturdays. Examinations may be rescheduled (due to inclement weather or some other

unforeseeable event) during the examination period and students will be expected to be present at the newly appointed time. Students writing exams or using laptops will take exams in the same room.

Failure to take a scheduled examination, without permission from the Registrar or Dean of Students, will result in a failing grade of F for that exercise. Return of a take-home examination after the deadline may result in severe penalties, including a grade of F for that exam.

Grades are due 3 weeks after the end of the last day of the exam period for the term. In the Spring, final grades for graduating 3L students are due the Monday prior to Commencement.

A. Exam Numbers.

To ensure anonymity in grading examinations, each student is assigned an examination number. The Registrar keeps the record of student exam numbers; each student will obtain his or her examination number from the Law School portal. This is a secure site; students must log on using their school assigned log-in and password. The Registrar maintains the master list, which links names and numbers.

B. Exam Schedule.

The Registrar prepares and posts the final examination schedule by the first day of the term. Students with two examinations on the same day will take one of the examinations on the next free examination day. Students with three or more examinations scheduled for successive days may request to reschedule one of the exams. This request must be made to the Registrar by the date posted on the exam schedule. Any requests to reschedule exams must be made using the Exam Rescheduling Request Form located on the Maine Law portal. Exceptions to the exam schedule will only be granted due to exceptional circumstances.

C. Exam Accommodations. Students who earned a law degree from a non-English speaking country and who are not native speakers of English, may qualify for extended time on examinations. Such students may also bring a language dictionary to examinations. For questions regarding such accommodations, students must contact the Dean of Students at the beginning of each semester.

D. Past Examinations and Model Examination Answers.

Copies of selected past examinations and model examination answers are available to students on the Maine Law student portal.

E. Retention of Exams/Papers.

All exams/papers (printed or electronic) and blue books upon which grades are based will be retained for a one-year period. Professors will keep their students' exams/papers in the professor's office files until the end of the following semester. After that time, the exams/papers may be turned in to the Registrar, who will store the exams/papers for the remaining period.

F. Policies and Procedures Governing Exams.

The Official Policies and Procedures Governing Exams is included in Appendix II. The policies have been approved by both the administration and faculty. Questions or concerns about these policies, as well as any other questions related to final exams, should be directed to the Registrar and/or the Dean of Students. during the "make-up" times.

VI. Student Policies and Records.

A. Email Policy.

All official communication from the University of Maine School of Law, the University of Southern Maine, and the University of Maine System will be sent via email to a student's maine.edu account. Students are responsible for notices and communications sent via email, including changes to policies, procedures, and requirements. Students are expected to read their emails in a timely manner. For the full University of Maine System's email policy, please see the Policies & Forms – "IT Services" section of the Maine Law portal.

B. Laptop Policy.

All Maine Law students are required to own a laptop computer. Specifications regarding hardware and software requirements can be found on the Maine Law portal. For the full Maine Law laptop policy, please see the Policies & Forms – "IT Services" section of the Maine Law portal.

C. Recording Policy.

As a general rule, the recording of all classes is prohibited without permission. If a student will be absent from class and wishes to record a missed class session, the student must first contact the course professor for permission. If permission is granted, the student must arrange for a classmate to facilitate the recording. All class recordings are for personal use only and may not be uploaded to the internet or otherwise shared, transmitted, or published without the prior consent of the professor. If a professor denies a request to record a class, then a student must find an alternative method for making up the missed material.

Students should note that the Law School does not provide recording services for occasional absences. Suggested mobile apps and a listing of devices available to students for self-directed audio recording can be found in the MyLaw Portal. Recording classes without permission will be viewed as a violation of the Student Conduct Code.

Students who are requesting the recording of classes pursuant to the Americans with Disabilities Act or in the case of exceptional circumstances, such as hospitalization, must contact the Dean of Students. The Office of Student Affairs will contact the professor and arrange for the recording.

D. Grade Reports.

Grades are available to students through MaineStreet.

E. Name Usage.

The University recognizes that many members of its community use names other than their legal names. For some students and employees, a chosen or preferred name may be an important component of their identity. Therefore, the University has established this policy which allows students and employees to indicate their preferred names to the University community even if they have not changed their legal names. These may include individuals who prefer to use: a middle name or nickname instead of a first name; an anglicized name; a name to which the individual is in the process of legally changing; or a name that better represents the individual's gender identity.

Preferred name – A preferred name is defined as an alternative to the individual's legal name as designated by the individual in university systems. A preferred name is limited to first name or first name and middle name; last names are considered legal names and any change to last name must be accompanied by appropriate documentation.

Legal name – A person's legal name is the name they use for official government documents, such as licenses, passports, and tax forms.

The full UMS Name Usage Policy is available on the [UMS website](#).

F. Transcripts.

The permanent academic record, including transfer credit evaluation, is maintained by the Registrar for all students of the Law School. The only true and valid documentation of academic work and student status is an official transcript of the academic record, stamped with the Registrar's signature and embossed with the seal of the Law School. Requests for transcripts must be made in writing and signed by the student. Transcripts may be released to the student or a designee as appointed in the request. A transcript will not be released if there are outstanding charges on the student's account. Official transcripts cannot be emailed.

G. Confidentiality.

The Family Educational Rights and Privacy Act was formulated to protect the privacy rights of students and their parents as those rights apply to a student's educational records. (See below) The most current policies can be found on the UMS website. The following information is to help clarify Law School policy and procedure:

3. Each student who is or has been in attendance at the Law School has the right:

- a.** To inspect and review his or her own educational records and to request explanations and Interpretations of those records;
 - b.** To request amendment of those records if the student believes the information to be inaccurate, misleading or in violation of privacy or other rights of the student;
 - c.** To a hearing in the event that the Law School chooses not to amend the challenged records.

- 4.** Each student wishing to inspect his or her educational records must give the proper administrator twenty-four-hours-notice of his or her intent to inspect. The educational records must be read in the office of the administrator and may not be removed from that office for any reason. The Law School maintains a general comprehensive file located in the Registrar's Office and maintained by the Registrar.

- 5.** A student may waive his or her right to inspect and review a confidential letter of recommendation provided by a specific individual, or confidential letters of recommendation provided for a specific purpose. The waiver will be considered to be in effect as long as the letters of recommendation are maintained in the educational records of the student.

- 6.** This act also establishes guidelines for disclosure of personally identifiable information from a student's educational records. The Law School may not disclose personally identifiable information without the prior written consent of the student. Prior written consent is not required, however, for disclosure to certain individuals, including school officials and teachers with a legitimate educational interest, officials of other schools to which a student applies, and selected other officials. Information defined as "directory information" (see below) is exempted from the consent requirement.

The consent to disclose:

- a.** Must be in writing
- b.** Must be signed and dated by the student
- c.** Must specify the records to be disclosed
- d.** Must specify the purpose of the disclosure
- e.** Must specify the party or class of parties to whom the disclosure may be made.

A health and safety emergency disclosure may be made without prior written consent if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

"Directory Information" has been defined to include the following information relating to a student: The student's name, date and place of birth, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

"Educational Records" have been defined as those records, files, documents and other materials which 1) contain information directly related to a student, and 2) are maintained by a person acting for an educational institution.

Please see the USM or UMS websites for the most current description of the FERPA policies and requirements.

H. Other Policies and Provisions.

There are various other academic and institutional policies and provisions that govern law students. These are located in the Student Handbook, on the Maine Law Portal, and on both the Maine Law and UMS websites.

VII. Grading System.

A. Letter Grades.

Grades at the Law School are given in letter terms, with the numerical equivalents used only to indicate the value assigned to each grade for purposes of calculating cumulative grade point averages. All grading, honors, dean's lists, and other honors and policies are based on the numerical gpa scale used in the MaineStreet system. For purposes of grading, ranking, honors, and dean's lists, grade point averages are not rounded up or down from the final numbers posted in MaineStreet.

| Letter Grade | | GPA |
|--------------|--|------|
| A | Excellent work | 4.00 |
| A- | | 3.67 |
| B+ | | 3.33 |
| B | Work that displays a very good understanding of course materials and objectives | 3.00 |
| B- | | 2.67 |
| C+ | | 2.33 |
| C | Work that displays satisfactory understanding of course materials and objectives | 2.00 |
| C- | Work that is marginally satisfactory on an individual course basis. Aggregate performance at this level is below the average required for graduation | 1.67 |
| D+ | | 1.33 |
| D | | 1.00 |
| F | Failure to meet course objectives | 0.00 |

B. Honors.

1. Graduation Honors. Students who earn a cumulative grade point average of 3.75 or above will be recognized as graduating "with distinction."

2. Dean's List. Students who earn an overall semester grade point average of 3.200 or above will be named to the Dean's List for academic distinction for that semester. All students, including those enrolled in a reduced course load, are eligible for the Dean's list.

3. Student Rankings. LL.M. students are not ranked and are not eligible to be ranked with J.D. students.

C. Grading Policies.

- 1. LL.M. Grading Standards.** On an individual student basis, LL.M. students may, with permission of the course professor, choose to use a different assessment method for J.D. courses. For example, in a course with one final examination, a professor may allow a student to write a comprehensive paper in lieu of or in addition to sitting for the final examination. Although the professor may vary the assessment method for an LL.M. student, the method used must be comparable to that given to J.D. students. Furthermore, the grading standards used for LL.M. students of all assignments and examinations will be comparable to that used for J.D. students.
- 2. Grades of D or above.** A student who receives a grade of D or above will receive the number of credits appropriate to that course.
- 3. Failing Grades in Graded Courses.** No credit hours will be given to any student who receives an F in a graded course. The course will appear on the transcript with the corresponding grade and the grade will be averaged into the grade point average.
- 4. Pass/Low Pass/Fail Grades.** Certain courses may be taken for Pass/Fail credit if so designated by the Faculty or elected by the student (see above rules for P/LP/F election). A student who receives a grade of P, or LP in a Pass/Fail course will receive the appropriate number of credit hours of the course. No credit hours shall be given to any student who receives an F in a Pass/Fail course. The course shall appear on the transcript with the grade of F. The F grade is not part of the student's cumulative average.
- 5. Incompletes.** A temporary grade of "T" may be given to a student who, because of extraordinary circumstances, has failed to complete course requirements. Required work must be completed by arrangement with the instructor with a maximum time limit of one semester. At that time, the "T" must be replaced by a letter grade, P, LP, F, or I. as determined by the instructor or the Vice Dean as appropriate.
- 6. Grade Change Policy.** After a final course grade has been recorded, it may not be changed except:
 - a.** Upon request of the instructor to the Vice Dean, in order to correct a clerical or mechanical error (including an error in the computation, recording, or reporting of the grade); or

- b. With the consent of the instructor and upon request to the Vice Dean, or as a result of review under appropriate procedures of the Law School or University, to correct a grade resulting from procedural irregularities or established prejudice by the instructor against the student.

VII. Academic Probation Rules.

The Faculty of the Law School has adopted the following standards of academic attainment governing a student's right to continue in school as a candidate for the degree of Juris Doctor:

- A. **Good standing.** Any student whose grade averages, both cumulative and for the semester last completed, are 2.000 or higher is in good academic standing. A student not in good standing must be placed on probation or dismissed from school.
- B. **GPA below 2.000.** A student whose cumulative grade average falls below 2.000 in any semester will be placed on academic probation.
- C. **Second Probation.** A student who has once been placed on academic probation may not have a semester or cumulative grade point average fall below 2.000 again. Students whose grade point average drops below a 2.000 a second time will be dismissed from the LL.M. program. Students who are dismissed may petition the Executive Committee as outlined in the Student Handbook: Academic Requirements, Policies, and Procedures for the Degree of Juris Doctor, which can be found online on the Maine Law portal.
- D. **General Conditions of Probation.** A student placed on probation must participate in the Academic Support Program and meet regularly with the LL.M. Program Director. Additional conditions may be placed on the student as deemed appropriate by the LL.M. Director.
- E. **Schedule Approval.** Any student whose cumulative GPA at any time falls below 2.333 must have his or her future course schedule approved by the Dean of Students.

VIII. Withdrawal/Leave of Absence/Readmission.

A. Term Withdrawal

A student who wishes to leave the Law School after having registered for at least one semester must complete a Student Departure Form, receive approval from the Dean of Students, and submit the signed form to the Registrar. If a student withdraws from all courses at the Law School during the first fourteen calendar of the fall or spring term, there will be no course grades recorded. If a student withdraws from all courses at any time during the remainder of the fall or spring term, a grade of 'W' will be assigned in all courses. All requests to withdraw from the term must be made by the last day of classes. Failure to withdraw from all classes by the last day of classes will result in a grade of 'F' being entered for all courses on the transcript. Students who withdraw for only one term are expected to return the following semester unless they have applied for a Leave of Absence, with the exception of first year students. First year students who withdraw with fewer

than 15 credits (or during the fall semester) must send confirmation of their intended return to the Registrar by April 1st in order to secure a place in the incoming fall 1L class.

B. Leave of Absence

Students seeking an official leave of absence must consult with the Dean of Students. Such students must complete a Student Departure Form, receive approval from the Dean of Students, and submit the signed form to the Registrar. A leave of absence may be granted for one year. First year students who are granted a leave of absence with fewer than 15 credits must send confirmation of their intended return to the Registrar by April 1st in order to secure a place in the incoming 1L class. Students who do not re-enroll within one year will be administratively withdrawn and will be considered a Law School Withdrawal.

C. Law School Withdrawal

Students who do not wish to continue their studies or decide to transfer to another law school must complete a Student Departure Form, receive approval from the Dean of Students, and submit the signed form to the Registrar. Upon completing those steps, the student will be withdrawn from the Law School. Should the student wish to return to Maine Law, they must reapply and participate in the admission process.

D. Other Factors to Consider

In all cases described above, students should consult the Student Billing Office at the University of Southern Maine for their refund policies, as well as the USM's Office of Financial Aid to assess any potential financial aid implications, as well as connect with Maine Law staff to discuss potential scholarship implications.

E. Withdraw by Last Day of Classes

All requests to withdraw from the Law School (Term or Law School Withdrawal) must be made by the last day of classes (prior to the exam reading week). Failure to withdraw by the last day of classes will result in a grade of "F" being entered for all courses on the transcript. This does not apply to those students applying for a medical withdrawal.

F. Students on Academic Probation.

A student who withdraws from the Law School while on academic probation must petition the Executive Committee for readmission. The student will be given notice of the time at which the Executive Committee will consider their case in order that they may, if desired, submit orally or in writing any facts which the student believes may be pertinent to the Executive Committee's decision.

G. Students in Good Standing.

A student who withdraws from the Law School in good academic standing must apply to the Admissions Committee for readmission as provided in this paragraph.

1. Procedure. The application must be submitted prior to the beginning of the semester for which readmission is sought. The application may be in the form of a letter setting forth the applicant's reasons for seeking readmission at this time and summarizing his or her activities since leaving the Law School. Additional information or supporting material may be requested of the applicant by the Committee if necessary.

2. Criteria. An applicant will be readmitted upon timely application unless the Admissions Committee finds that there is no room in the class to which readmission is sought or that circumstances exist indicating that the student cannot satisfactorily complete the required academic work or cannot function effectively in the Law School community. In determining whether such circumstances exist, the Committee will consider the following factors:

- a. Original admissions credentials
- b. Law School academic record
- c. Reasons and circumstances surrounding withdrawal
- d. Time elapsed since initial law school admission
- e. Number of prior withdrawals
- f. Activities since withdrawal and reasons for return
- g. Updated character and fitness disclosure.

Students who were medically withdrawn from the Law School on a voluntary or involuntary basis must provide a statement outlining their reasons for wanting to return to the study of law, as well as documentation from a treating medical professional outlining the student's readiness to meet academic and program expectations upon return. Individualized conditions may be imposed on such students to aid in their successful re-entry to the Law School.

IX. Graduation Requirements.

The LL.M. degree will be recommended for each candidate who has:

- A. Successfully completed two full-time semesters, three part-time semesters, or equivalent time of study as an LL.M. candidate at the Law School.
- B. Earned a cumulative average of at least 2.000 on all work attempted at the Law School.
- C. Successfully completed 24 hours of credit, with a grade of Pass, or Low Pass, in a Pass/Fail course and a D or above in a graded course.
- D. Successfully completed all required courses as applicable.

Participation in the graduation ceremony is limited to students who have completed all graduation requirements. Students who will complete their degree requirements in the summer session following graduation and who have registered for their remaining credits will be allowed to participate in graduation.

X. Conduct Codes and Policies.

The University of Maine School of Law has adopted standards and procedures governing both student and applicant conduct. Most Maine Law students intend to seek admission to the practice of law or other professional positions that require conformance to high ethical standards. Therefore, the Law School requires students to conform their behavior to such standards during their application to and enrollment in the Law School. This includes the expectation that students will behave in a manner that aligns with the meaning and spirit of the Maine Rules of Professional Conduct and the American Bar Association Model Rules of Professional Conduct.

All University of Maine School of Law students are subject to the University of Maine System Student Conduct Code, the UMS Academic Integrity Policy & Title IX Policy, as well as the many campus use and conduct policies from the University of Southern Maine and University of Maine System that are posted on the USM and UMS websites and/or which are referenced in Appendix I. Law students also are required to abide by the policies and procedures, as well as all rules of conduct, described throughout this Handbook. A failure to follow these rules, procedures, and policies either during application to or enrollment in the Law School may initiate a referral to formal process and consideration of sanctions, up to and including expulsion or revocation of admission to the Law School.

In addition to violations of the rules, policies, and procedures outlined in this Handbook, students must also abide by the rules and policies provided through other Law School courses (including the class syllabus) and programs, and violations of such rules and policies may also lead to referral to formal review and process.

XI. Admission & Retention Standards and Procedures in Cases of Wrongdoing.

A. Standards and Procedures for Submitting Information on Wrongdoing.

The University of Maine School of Law's standards and procedures with regard to admission and retention of students who are involved in wrongdoing supplement provisions of the University of Maine System Student Conduct Code. Disclosures made by students may be reviewed under relevant policies, including the UMS Student Conduct Code or Law Student Reported Incident Review Process.

1. Accuracy of Information.

Students are responsible for the accuracy of all information submitted, created or prepared as part of their application for admission. This responsibility includes a continuing obligation to update or correct any information that has been incorrectly reported or omitted. The presentation by the applicant of inaccurate material information on or in support of an application is in and of itself grounds for the denial of an application or for discipline of an admitted applicant at any time before the

student graduates from the Law School. The sanctions for the violation may include expulsion from the Law School and/or the University of Maine System.

2. Continuing Duty to Report Information.

Following application, each student must inform the Dean of Students in writing of any information that would have been required to be reported on the application for admission had it taken place prior to application. This includes, but is not limited to any citation, arrest, charge, or conviction for a crime or traffic infraction. This continuing duty occurs from the time of submission of the application through graduation. (Prior to Orientation, reports should go directly to the Associate Dean for Admissions.)

B. Submission of Information Regarding Wrongdoing After Admission.

A student who has been found to have engaged in the conduct referenced in Section XIV.A. after admission or who failed to disclose such conduct in their application, may be suspended, expelled, or otherwise disciplined through appropriate conduct code or other Law School procedures.

Information on wrongdoing will be reviewed by an ad hoc committee of faculty and staff, and will be referred to formal process if deemed necessary.

C. Reporting of Misconduct to Bar Authorities and Institutions.

Disclosures of wrongdoing will be part of the student's official file and the Law School may communicate violation of any Law School rules, policies, and procedures, to appropriate bodies, including, but not limited to, the board of bar examiners or other similar institutions governing bar admission, the Law School Admission Council, and any institutions requiring approved background checks.

Appendix I: University of Maine System Student Code of Conduct, University of Maine System Academic Integrity Policy, Title IX Policy, and Law School Student Handbook Violation Procedures

University of Maine System Student Conduct Code¹

The University of Maine System Student Conduct Code (the “Code”) governs all students attending any UMS institution, including the University of Maine School of Law. The Code is posted online on both the University of Maine System and University of Southern Maine’s websites. A link to the Code is also provided on the Maine Law portal. Students at Maine Law will sign an acknowledgment at the end of this Handbook that includes reference to receipt of notice of the Code.

The complete and up-to-date version of the [UMS Conduct Code is available on the University of Maine System website.](#)

University of Maine System Academic Integrity Policy

Academic integrity violations strike at the heart of the educational mission of the University of Maine System. The academic community of the University of Maine System recognizes that adherence to high principles of academic integrity is vital to the academic function of the University. Academic integrity is based upon honesty. All students of the University are expected to be honest in their academic endeavors. All academic work should be performed in a manner that will provide an honest reflection of the knowledge and abilities of each student. All members of the academic community should regard any breach of academic honesty as a serious offense.

In accordance with the System’s mission, campuses within the System have increased cooperative programs with each other to provide better access to courses and programs for students. Students are taking University courses while still in high school, the number of non-traditional students is increasing as is enrollment in on-line and asynchronous courses, and students are increasingly taking courses from multiple campuses during the same semester. All of these factors represent positive change because they represent increased educational opportunity for all students. These factors also require that the University of Maine System adopt this System Academic Integrity Policy to set forth specific and uniform standards of academic integrity that will apply to all courses on all campuses within the System.

Each University campus may adopt procedures for carrying out the provisions of this Policy within the guidelines set forth by this Policy as described below, as long as those campus procedures are consistent with this Policy. Professional schools, such as the School of Law, having a professional code of ethics may adopt additional procedural provisions to be applicable to their own students, as long as they are consistent with this Policy and all procedural requirements of this Policy are met.

The complete and current version of the [University of Maine System Academic Integrity Policy is available on the University of Maine System website.](#)

¹ Students are bound by the terms of the most current version of the [University of Maine System Student Code of Conduct, which is available on the University of Maine System’s website.](#)

UMS Policy: Sex Discrimination, Sexual Harassment, Sexual Assault, Relationship Violence, Stalking and Retaliation and Title IX Sexual Harassment

The complete and current version of the Title IX Policy is [located on the University of Maine System Website](#). Specific information about contacts for Maine Law students can be found on the [Maine Law website](#) and the [MyLaw portal](#).

Law Student Reported Incident Review Process

The following procedures are for review of incidents reported to the Law School involving student conduct that may constitute violations of the Student Handbook and/or related policies and provisions, including character & fitness disclosures.² Violations of the UMS Student Conduct Code, the Academic Integrity Policy, the Title IX policy, or other policy with a designated reporting mechanism will follow the procedures in those respective policies. If at any time a violation of such policies is alleged or uncovered, the incident will be handled according to the procedures in those respective policies. For very serious violations of the Student Handbook and/or related policies and provisions, such as significant character and fitness disclosures, the Law School may opt to utilize the procedures outlined in the UMS Student Conduct Code rather than following the procedures outlined below.

I. Investigation and Procedure.

- A.** Anyone may report any possible violation of ethical or professional standards, course policies, handbook provisions, or other relevant policies to the Dean of Students. Any report submitted by anyone who is not faculty, adjunct faculty, staff, or a student, must be made utilizing the “External Incident Report Concerning the University of Maine School of Law” form, which is located on the Law School’s website.
- B.** The Dean of Students will review the merit of a reported incident for any possible violation. If necessary, the Dean of Students will meet with the reporting party to gather more information as a preliminary investigation.
- C.** If the Dean of Students determines that no violation occurred, the Dean of Students may have an advisory discussion with the Student to outline the content of the report. This advisory discussion may address any concerning behavior or conduct that did not rise to the level of a violation or may serve only to notify the student of the report.
- D.** If the Dean of Students determines that a violation is adequately alleged and requires further review, the Student will receive a formal notice via email from the Dean of Students outlining the nature of the report, as well as the specific policies or provisions that may have been violated. This notice will also include an outline of the appeal process explained below.
- E.** The matter is then referred to the Vice Dean/Provost for investigation and resolution.
- F.** The Vice Dean/Provost will conduct an investigation, which may include reviewing the incident report and meeting with the reporting party or any witnesses. The Vice Dean/Provost also will meet with the Student to discuss the reported incident and to gather more information.
- G.** After conducting this investigation, the Vice Dean/Provost may determine there is no violation and end the review process; conduct an advisory discussion with the Student pursuant to Subsection I.C; pursue an informal resolution with the Student; or impose sanctions.

² The University of Maine School of Law has adopted standards and procedures governing student conduct. All University of Maine School of Law students are subject to the Code, which is referenced in Appendix I, as well as the Academic Integrity Policy, and any governing Title IX Policies. In addition, law students are required to abide by the rules of conduct, both academic and professional, described throughout this Handbook and its Appendices. The Law Student Handbook Violation Procedures, also found in this appendix, describe the process the Law School follows in cases of alleged violation of these rules and policies. Following these Law School provisions does not prohibit referral to other UMS process.

1. Any informal resolution must be agreed to by the Vice Dean/Provost and the Student. If there is no agreement, then the Vice Dean/Provost may impose sanctions.
 2. The sanctions will vary depending upon the nature and seriousness of the conduct, but may include: removal from a class, externship, clinical offering, or other Law School program, as well as prohibiting participation in study abroad or co- and extra-curricular offerings. Any sanctions will be noted in the Student's Official File.
- H. If the Vice Dean/Provost imposes sanctions on the Student, the Vice Dean/Provost will notify the Student in writing with a copy sent to the Dean.

II. Appeal Process for Sanctions.

- A. If the Student wishes to appeal sanctions, the Student will have fourteen (14) calendar days to submit an appeal via email to the Dean. The Appeal should outline the specific reasons for requesting a review of the Vice Dean/Provost's decision and the imposition or severity of the sanctions.
- B. If the Dean receives an appeal, the Dean will convene an Appeal Board. The Appeal Board will consist of a minimum of three (3) faculty members who were not involved in the alleged incident. If the Student raises a concern of a conflict of interest with one or more of the appointed members, the Dean may appoint a replacement.
- C. The Appeal Board will be given a copy of the Appeal and original report, as well as any additional information considered by the Vice Dean/Provost. After consideration, the Appeal Board will affirm the decision of the Vice Dean/Provost unless upon review of the available information the Review Board is convinced that the decision is clearly erroneous. The Appeal Board may also refer to a formal process as outlined in the UMS Student Code of Conduct, Title IX Policy, or Academic Integrity Policy. Decisions of the Appeal Board are final and may not be further appealed.

Appendix II: Policies and Procedures Governing Exams

I. Policies and Procedures Governing On-Campus Exams:

A. Exam Schedule. Examination schedules and locations are available online and from the Registrar's office. Student misunderstanding about the date or time of an exam is not a valid excuse for missing an exam. Students should arrive at least twenty minutes before the exam is scheduled to begin. Please sit in every other seat in the exam room to the extent possible. It is the student's responsibility to read and know all rules and regulations governing exams.

B. Exam Administration. The Registrar's Office, the Vice Dean/Provost, and the Office of Student Affairs administer exams with the assistance of designated proctors. In addition to the Office of the Registrar's Exam Instructions. In addition to the policies and procedures outlined in this document, each semester the Office of the Registrar circulates exam instructions outlining expectations and rules regarding student conduct prior to and during examinations. These instructions are also binding and must be followed by students. Failure to comply with these instructions may result in a referral to the Dean of Students and/or a complaint to the Conduct Committee or other formal process.

C. Rescheduling Exams. Exams may be rescheduled only in limited circumstances. Exams may be rescheduled by the Registrar when there is a direct conflict (two exams scheduled at the same time) or there are three or more exams in a row on consecutive days (including weekends). Other rescheduling requests of a personal nature require a demonstration of extreme hardship and must be approved by the Dean of Students. Professors cannot reschedule exams for individual students under any circumstances. All questions about exam scheduling must be addressed to the Registrar and/or Dean of Students rather than to professors.

D. Emergencies Before the Exam. In the event of an emergency (such as hospitalization or a death in the family), which prevents you from taking an exam, you must immediately contact the Dean of Students (207) 780-4345 or the Registrar by telephone at (207) 780-4346, or in person. Documentation may be required. Students who are absent from an exam and not officially excused will receive a grade of F on the exam. .

E. Emergencies During the Exam. Immediately inform the proctor if an emergency, such as severe illness, occurs during an exam. The proctor will contact the appropriate Law School officials. Students who leave an exam without contacting the proper Law School officials will not be eligible to finish or otherwise retake the exam at a later time.

II. Academic Integrity Matters Related to Exams.

A. Breaks. If you need to leave the exam room, you may not take any materials with you and you may not bring any new materials back into the exam room. You may not confer with anyone about the exam or consult materials while you are outside the exam room.

You may not leave the floor on which the exam is being administered (e.g., you may not go downstairs to the vending machines or lockers, or upstairs to the library area). The only exception is for students who prefer usage of a gender neutral restroom. The student may leave the floor on which the exam is being held.

- B. Materials.** Strictly adhere to the professor's rules about notes, outlines, and other materials that a student may consult during an exam, and use **HARD COPY ONLY**. A student may use a laptop only for the purpose of taking an exam using the Extegrity software. Electronic data storage and/or electronic communications devices other than laptops, including, but not limited to, cell phones, handhelds, smart watches, and iPads, may not be used for any purpose (including accessing notes or other information, even if the exam is open book) during the exam and must be turned off at all times. Students should keep electronic devices other than laptops outside of the exam room, or if it is imperative that such devices remain with a student in the exam room, they must be turned off and put in non-visible locations.
- C. Questions.** Proctors will contact the professor, via the Registrar's Office, to ask any questions about the content of an exam question. Under no circumstances should you ask for assistance from another student taking the exam.
- D. End of Exam.** Each student is responsible for monitoring the time during the exam. Proctors are not required to remind students of elapsed time. At the conclusion of the exam, as announced by the proctor, all typing or writing must stop immediately. Students may not continue to type/write after time has been called, except to exit the Extegrity program. Specifically, do not finish a sentence. In addition, students are responsible for ensuring that all blue books (final answers and blue books used for scrap paper), scantron sheets, exam responses, and all other exam materials are submitted to the proctor. The student's exam number must be written on all submitted materials.
- E. Identifying Exams.** Do not write your name anywhere on bluebooks, scantron sheets, or via laptop. Use only your Exam Number to identify yourself.
- F. Take Home Exams.** Adhere to take-home exam instructions and return the exams in a timely manner. The Registrar's Office and Law School administrators or officials are not responsible for submitting a student's take-home exam to a professor if the exam instructions are not followed. All take home exams must be picked up at the designated time/location. In exceptional circumstances (e.g., a student lives a substantial distance from school), a written request to receive a take-home exam electronically may be submitted to the Registrar several days in advance. A hard copy of the examination answers must be returned to the Registrar's office at the designated time. If the take-home exam is administered via Exam4.com, the examination answers must be uploaded to the website at or before the designated time. A person other than the student may turn in the examination answers provided that person is not also in the course. Return of a take-home examination after the deadline will result in severe penalties, including a grade of F for that exercise.

III. Use of Laptop Computers During On-Campus Exams.

- G. Intent to Use Laptop.** Each semester students wishing to use a laptop must download a new version of the software from www.exam4.com. The software requires a laptop with Microsoft Windows Vista, Windows 7, Windows 8.0, Windows 8.1, or Macintosh OS 10.6 or higher. After the download and before the reading period begins, a practice exam must be submitted electronically to the registrar. Select "Practice Exam" from the drop-down menu. For Practice Exams only, please put your exam number as well as your first initial and last name. Example: L2278TJones. If you cannot access the network, or if the practice test submission fails, please bring your computer to the Registrar's office. A practice exam must be received each semester for all students wishing to use the computer for exams.

- H. Exam ID.** For purposes of both the practice test and the actual exams, use your designated Exam Number obtained from the student portal at my.law.maine.edu located on the exam page under academics.
- I. During the Exam.** Prior to or upon arrival in the exam room, turn off anti-virus, hibernate, instant messaging, automatic updates and all other programs. CLOSED MODE must be used during exams.
- J. End of the Exam.** The proctor will instruct students when to submit their answers electronically. You must not electronically submit an essay answer until the proctor calls time OR you have completed the entire exam and are prepared to turn in all exam materials to the proctor. For example, you may not electronically submit an essay answer and then proceed to work on multiple choice questions. If you finish early, the proctor will record the time you pass in your exam.
- K. Equipment Failure.** The Law School is NOT responsible for any equipment failure during an exam and will not provide a back-up laptop. Extra time may be allotted at the proctor's discretion when students have needed to address equipment failure. Students who experience complete equipment failure will continue by writing in bluebooks in the laptop room. All other exam rules above pertain to laptop users.

IV. Policies and Procedures Governing Take Home Exams:

The Registrar in coordination with the Office of Academic Affairs and Student Services, sets policies and procedures governing take home exams. The Registrar notifies students prior to exams of these policies and procedures via email. The policies and procedures are binding and must be complied with during the exam period.

V. Policies and Procedures Governing Remote Exams.

- A. Remote Exam Administration.** All remote exams will be completed through the Exam4.com website www.exam4.com. Using Exam4, students can access examinations and electronically submit/upload exam responses. Students must prepare exam responses in a separate word processor application.
- B. Remote Exam Instructions.** In addition to the policies and procedures outlined in this document, the Office of the Registrar circulates exam instructions outlining expectations and rules regarding student conduct prior to and during examinations. These instructions are also binding and must be followed by students. Failure to comply with these instructions may result in a referral to the Dean of Students and/or a complaint to the Conduct Committee.
- C. Accessing the Exam.** Students will not access exams from the Exam4 software download as is normally done for on-campus exams. Exams will become available on the exam4.com website at the designated start time.
 - 1. Remote Exam Time Limits.** Students must finish and submit remote exams at the designated stop time. Ten extra minutes will be included for every remote exam time limit to account for downloading/uploading and exam formatting. Although Exam4.com settings automatically calculate the exam time limit for each submission depending on the

time the exam was accessed, students must adhere to the deadline noted on the exam instruction page.

2. **Take-home Exam Time Limits.** Take-home exams administered through Exam4.com can be accessed at any point within the designated time frame posted on the exam schedule. Once a student has accessed an exam, it must be submitted within 24 hours.
3. **Completing and Submitting the Exam.** Students must follow the directions on the first page of the exam. Professors will give specific instructions regarding which materials may or may not be used during the exam. The exam4 website only allows for one document upload per exam, so all examination responses must be submitted in one single document. It is recommended that students answer all questions in Microsoft Word or another word processor, save the document as a PDF, and upload the PDF to the Exam4 website. There is no automatic stop time for any remote or take-home exam. It is the student's responsibility to upload the document within the allowed amount of time. Students will be able to upload exams to the website after the deadline, but it will be recorded as late and subject to penalty. The Exam4 website records access and submission times.

Appendix III: General Policies: University of Maine School of Law, University of Maine System, and University of Southern Maine

The Law School, along with the University of Maine System have several important policies governing student, staff, and faculty, including those related to campus life and the use of campus facilities. The most up-to-date list of policies and related procedures are found on the University of Maine System, Law School, and University of Southern Maine websites. The Maine Law portal also provides many of the more frequently utilized policies governing law students. Because we sit on the University of Southern Maine campus, there are also policies that are specific to that campus that you must follow. Information regarding USM policies are located on their website.

NONDISCRIMINATION POLICY AND BIAS REPORTING

The University of Southern Maine is an EEO/AA employer, and does not discriminate on the grounds of race, color, religion, sex, sexual orientation, transgender status, gender expression, national origin, citizenship status, age, disability, genetic information or veteran's status in employment, education, and all other programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policies: Amie Parker, Interim Director of Equal Opportunity, The Farmhouse, University of Maine Augusta, Augusta, ME 04333, 207.581.1226, TTY 711 (Maine Relay System). Incidents of discrimination or bias at Maine Law should be reported to the Dean of Students at 207-780-4345 or lawstudentservices@maine.edu.

For more information see the Maine Law website.

Campus Safety.

The University of Southern Maine Public Safety compiles and maintains campus crime statistics and security information on behalf of the University of Maine School of Law. The corresponding [Annual Security and Fire Safety Report](#) also describes programs and procedures for preventing and responding to gender-based violence. Please contact [USM Public Safety](#) at 207.780.5211 for additional information.

University of Maine School of Law

ACKNOWLEDGMENT

I acknowledge that I have received a copy of or online access to the *Student Handbook: Academic Requirements, Policies, and Procedures for the Degree of Juris Doctor*, as well as the University of Maine System Student Conduct Code, Academic Integrity Policy, and Title IX Policy. I further acknowledge that all students are responsible for reading the Student Handbook, Conduct Codes, Law Student Reported Incident Review Process, and related UMS, USM, and Law School policies in order to familiarize themselves with Law School, University, and University of Maine System requirements, policies, and procedures.

DATE_____

PRINT NAME_____

SIGNATURE_____

For entering 1L students or transfer students: Students who do not sign and file this acknowledgment with the Office of the Registrar are not eligible to sit for fall Law School exams or register for spring semester courses.

