



Student Policies and Procedures Handbook

2024–2025

STUDENT POLICIES & PROCEDURES HANDBOOK

2024-2025

This handbook contains some of the Law School's most important academic regulations and policies. Each law student is expected to read and be familiar with its contents. In the event revisions are made to the Academic Regulations during the year, students will be notified of these changes via email from the Office of Student & Academic Services.

In addition, all Boston College Law School students are

and who will be prepared to seek and to find meaningful work

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ACADEMIC REGULATIONS

Students shall not indulge in any form of cheating or breach of professional ethics as they pursue course work or co-curricular activity. The School has adopted a Code of Academic Conduct setting out these standards. All students should carefully review

The pursuit of knowledge can proceed only when scholars take responsibility and receive credit for their work. Recognition of an individual contribution to knowledge and of the intellectual property of others builds trust within the University and encourages the sharing of ideas that is essential to scholarship. Similarly, the educational process requires that individuals present their own ideas and insights for evaluation, critique, and eventual reformulation.

Presentation of others' work as one's own is not only intellectually dishonest, but also undermines the educational process.

The faculty recognizes the educational value of the exchange of ideas and encourages all students to discuss legal concepts and problems among themselves and with the faculty, members of the community, and the bar. The faculty also, however, recognizes its responsibility to the bar, to the community, and to the students to evaluate each student upon his or her own merits. The basis of the Code and the a priori assumption of the School is that all work submitted by a student for grading or other evaluation is his or her own work product.

II. Plagiarism

Plagiarism is the deliberate act of taking the words, ideas, data, illustrations, or statements of another person or source, and presenting them as one's own. This includes using the assistance of artificial intelligence (A.I.) text generators to perform central requirements of an assignment (i.e. reading, synthesizing, interpreting, writing, coding, programming, etc.) without both the explicit permission of the instructor and complete attribution and citation of A.I. assisted components.

Each student is responsible for learning and using proper methods of paraphrasing and footnoting, quotation, and other forms of citation, to ensure that the original author, speaker, illustrator, or source of the material used is clearly acknowledged.

III. Collusion

Collusion is defined as seeking or receiving assistance or an attempt to assist another student in an act of academic dishonesty. Collusion is distinct from collaborative learning, which may be a valuable component of students' scholarly development. Different levels of collaboration are acceptable in different courses and students are expected to consult with their instructor if they are uncertain whether their cooperative activities are acceptable.

IV. Unauthorized Use of Generative AI Tools

The use of large language models such as ChatGPT when preparing to write or writing academic work submitted for credit (including but not limited to term papers, response papers, and exam answers) is prohibited unless expressly permitted by the course instructor. Instructors permitting use of generative AI outputs may provide limits on the use of such tools and may require students to disclose the use of such tools in whatever form the instructor deems appropriate.

V. Other Breaches of Academic Integrity

Other breaches of academic integrity include:

- the misrepresentation of one's own or another's identity for academic purposes;
- the misrepresentation of material facts or circumstances in relation to examinations, papers or other evaluative activities;

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work submitted to journals, in proposals for funding by agency panels or by internal University committees, or

DEGREE REQUIREMENTS

I. Attendance

Regular and punctual class attendance is required. Failure to attend classes regularly is grounds for exclusion from the exam or reduction in the final grade at the discretion of the professor. It is the responsibility of each student to contact his or her instructor and to request to be excused for any unavoidable

- (4) Semester in Practice: Dublin – the practice portion credits
- (5) Credits from dual degree classes not taken at the law school
- (6) Classes taken at other schools within the university or at other non-law schools

has defined “successfully completed” as a grade of “C” or better.) A law student must also have passed all required first-year courses in order to request student practice certification.

E.

Committee. In addition, leaves of absence from the Law School, with the right to re-enter and resume candidacy for the degree, may be granted for good cause by the

D. Written Work

All LL.M. students must satisfy a written work requirement. This can be done in one of the following two ways: By completing the writing assignments required for the courses The United States Legal System and Legal Research, Writing and Analysis for LL.M. students, or by completing a piece of writing of a breadth and magnitude commensurate with the ABA's upper-level writing requirements for J.D. students. Candidates may meet this requirement by taking at least one course from the list of courses maintained for this purpose by Academic Services.

Alternatively, the requirement may be met through an Independent Study project of two or three credits with a faculty member working in a field in which the student is particularly interested, with the permission of the Faculty Director of the LL.M. Program.

Work receiving Independent Study credit must include a significant writing component of 15 pages per credit granted, and must be supervised and graded by a faculty member or the Faculty Director of the LL.M. Program. Students will work with their supervisor on all details concerning the scope of the project, the methods of supervising and grading the student's work (whether by

PUBLIC INTEREST DESIGNATION PROGRAM

The Public Interest Designation program is designed to encourage, guide, and recognize students with an interest in a public service career. The Designation is supported by the Mission of Boston College Law School and the University generally. This program is a holistic approach to a legal education ensuring that students are exceptionally prepared both academically and experientially to begin a career in the public sector upon graduation. Students must meet the following requirements:

1. Successful completion of 15 credits of public interest coursework (courses satisfying the requirement will be available each academic year);
2. Participation in a clinic, or independent study (with corresponding pro bono placement) or semester in practice or other qualifying externship at a public interest placement;
3. Full-time summer internship with a public sector employer (does not include judicial internships); and
4. Completion of the pro bono program and fulfillment of the pledge.

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GRADING

I. Grading Policy

Academic standing is most commonly determined by written examinations conducted at the conclusion of each course. In a number of courses, class participation or presentations may be included in the final grade. In classes in which class participation is counted toward the final grade, professors will provide students with clear notice on the course syllabus, and in opening comments made during the first week of classes.

In accordance with the American Bar Association accreditation standards, work submitted to meet course requirements is retained for one calendar year after the completion of the course. The papers, examination books, and other materials may then be destroyed.

The faculty has adopted the following policy:

It is the obligation of every member of the faculty individually to strive for the highest possible degree of fairness in the design of the examination or other evaluative device used in a course and

A	=	4.0	C	=	2.0
A-	=	3.67	C-	=	1.67
B+	=	3.33	D	=	1.0
B	=	3.0	F	=	0
B-	=	2.67	I		

instructor concludes that the performance of the class being graded does not justify a mean grade of 3.4, the instructor may assign grades with a mean in the range of 3.2 to 3.5. Instructors who wish to assign grades with means outside these ranges must consult with the Associate Dean for Academic Affairs before doing so. If good cause for divergence outside the prescribed range does not exist, the Associate Dean shall urge the instructor to adjust his or her grading approach so as to bring it into conformity with the grading standards set forth above.

The distribution of grades should be approximately as follows:

A	A-	B+	B and below	B-	C+ and below	
15-20 %	20-25 %	20 - 25%	35-40%	Less than 10%	Less than 5%	

If an instructor concludes that the performance of the class being graded does not justify the above distribution of grades, the percentages set out in the table need not be followed. In such cases, the instructor may, but need not, consult with the Academic Dean.

B. All Law Practice sections and Classes with enrollments of less than 25 and evaluated by means other than examination.

For all Law Practice sections and classes with enrollments of less than 25 in which students are evaluated by means other than

States Legal System, Law Practice I and Law Practice II, and Legal Writing may not be taken on a pass/fail basis.

Students who wish to exercise the Pass/Fail option must determine that the course is eligible and elect that option in EagleApps prior to the pass/fail deadline. Lists of

policy, students may also be withdrawn from the University, and

Services as soon as possible. *Faculty do not have the authority to reschedule exams or otherwise administer exams. When a faculty member assigns an incomplete grade, the faculty member must notify the Assistant Dean for Student & Academic Services and the Associate Dean for Academic Affairs to determine the next steps and timeline for completion.*

Students are responsible for reviewing and understanding the exam schedule and the consequences before the Drop/Add period ends. Any changes to the exam schedule before the end of the Drop/Add period will not constitute a reason for rescheduling exams.

B. Excused Absences and Make-up Exams

Any student unable to take an examination or fulfill any academic assignment, or who will be absent from classes for an extended period of time for good and sufficient reason such as religious beliefs, family emergency, or illness, shall report the matter as soon as possible to the Assistant Dean, Student & Academic Services and request to be excused. In case of illness, a doctor's or health care professional's note will be required to support the request. Exceptions, when appropriate, are granted by the Assistant Dean, Student & Academic Services or Associate Dean for Academic Affairs, who will notify the professor(s) and such other persons as need to be informed of the fact.

The student shall be provided with an opportunity to make up the examination or other academic assignment under conditions and at such times as the Assistant Dean, Student & Academic Services may designate and which will not create an unreasonable burden on the University. Final discretion will be

examination, the original grade remains on the transcript and cannot be removed. A student who receives an incomplete grade in a course must remove this prior to graduation. If an incomplete remains on a student's record at the time the faculty votes on the student's eligibility for graduation, the incomplete will be converted to an F. Graduation will then be possible if all other requirements have been met. A student in these circumstances will be unable to remove this F after graduation.

SCHOOL POLICY AND PROCEDURES

I. Students Seeking Accommodations

Students who have special needs such as physical limitations, particular health requirements, or documented learning disabilities may be entitled to certain individual accommodations. If special accommodations are required for classes, examinations, co-curricular activities, or other matters, students should visit the [Accessibility](#) section of the BC Law website and contact the Office of Student & Academic Services at lawADAservices@bc.edu with any questions about the process.

II. Students for Whom English is a Second Language

J.D. students for whom English is a second language should contact the Office of Student & Academic Services during the first two months of school to determine if any special

accommodations, such as use of a dictionary during an examination, may be appropriate. Extra time on first year examinations may be granted only if a student has never studied at or received a post-secondary degree from an institution at which English was the primary language of instruction. Extra time for examinations under this section shall only be allowed during a student's first year of study at the law school.

LL.M. students in this situation should meet with the Faculty Director of the LL.M. Program.

III. Discrimination/Harassment Policy

We recognize the importance of all identities, whether they are based on race, color, ethnicity, sex, gender, gender identity or expression, sexual orientation, socioeconomic status, religion, ability, age, national origin, or marital, family, or military status.

The University is opposed to all forms of harassment and discrimination and has adopted a policy that covers harassment and discrimination. Law students are provided protection under, and are subject to, this policy, which is outlined here:

<https://www.bc.edu/bc-web/offices/student-affairs/about/university-policies.html>

Any Law School student with questions or concerns pertaining to the Discriminatory Harassment Policy should contact the Associate Dean for Strategic and Student Affairs who will work with Associate Deans, the Associate VP for Student Affairs & Title IX Coordinator and/or the Executive Director, Office for Institutional Diversity for the University as appropriate.

Faculty members should disclose to students in any class to be recorded that such recording is taking place. Appropriate signage in the classroom will also notify those present of the possibility of recording. Faculty and students can find and access class recordings by clicking the "Panopto Recordings" located in your Canvas site's course navigation menu.

A. SPECIAL CIRCUMSTANCES

Disability Accommodations

Federal law mandates that a qualified student with a disability may request class recording as an appropriate reasonable accommodation for a student's disability. Recording device7(c)-12 380.06 Tm

member has the discretion to decide which accommodation they will allow. If the faculty member opts for a note-taker, the faculty member will assign someone in the class and subsequently post the notes electronically.

If the class is recorded, it will be made available to the student electronically. The faculty member may decide if they want to make the recording available to the whole class.

Other Exceptions

There may be other special occasions when a student may request a class to be recorded. Examples could include, but are not limited to, childbirth, public transportation outages, jury duty and military reserve duty. Students should make their best efforts to submit such requests directly to the faculty member at least three business days in advance. The faculty member has discretion to allow or deny the request.

IX. Course Overlap Policy

Absent extraordinary circumstances, students cannot be registered in two or more classes that meet at the same time as listed on the published schedule.

X. Immunization Requirement for Registration

The University Registrar must have on file the state or university-mandated verification of immunization before a student registers, or a student will have a registration hold on their account. Students with questions about the state law governing immunization should call University Health Services at 617-552-3225.

XI. Examination Numbers

Most grading is completed utilizing student exam numbers rather than names to preserve student anonymity. Every year, each student is provided a four-digit examination number which the

questions or has forgotten their examination number, the student should come to Student & Academic Services before the examination.

XII. Obtaining Transcripts

The Law School cannot issue official transcripts. Transcripts must be obtained via the transcript request link in the AGORA Portal. Mid-term grades or any informal course evaluations will not appear on transcripts.

The University will not issue transcripts to students who are delinquent in paying their accounts or have any outstanding charges (e.g., library fines, parking fines) at the time a transcript is requested. Whenever they receive an official grade report or transcript copy, students should check the document carefully. Students are responsible for confirming that the course names, course numbers, credits, and grades earned are accurate. Students who believe that there are any inaccuracies should notify the Office of Student & Academic Services at 617-552-2527 immediately.

XIII. Non-BC Law Graduate Courses

With the permission of the Office of Student & Academic Services, second and third-year students may take a maximum of four law-related courses (12 credits) at the graduate level in other departments and programs at Boston College or through the consortium agreement at Boston University School of Law. Grades for courses taken in other BC departments (and through cross-registration at Boston University School of Law) will appear on the student's transcript, but will not be calculated into the law student's GPA. All courses taken outside of Boston

have: 1) received prior approval from the Assistant Dean, Student & Academic Services; and 2) applied and been accepted at the other law school. Credit for classes taken at the other law school will be applied towards the student's Boston College Law School degree, and credits received will be reflected on the Boston College Law School transcript. The grades from the host institution will not appear and they will not be factored into the student's grade point average for any purpose.

To obtain a Boston College Law School degree, students must be in residence full time at Boston College Law School for four semesters. Thus, students who transfer to Boston College Law School after their first full year at another institution are not eligible to visit away during any part of the last two years of their law school program. Students who participate in study abroad through a Boston College or Boston College Law School program may count these semesters of study toward the four semesters of residency. For the purpose of this four semester residency requirement, "in residence" includes students enrolled in a joint degree program with the Law School and another Boston College graduate program.

Students who visit away at another institution pay the tuition of the host institution, not Boston College Law School's tuition, for the semester or semesters enrolled.

In the case of International Exchange Programs, students are required to pay tuition and fees to Boston College Law School.

An administrative fee of \$1,000 per semester will be assessed for any student who visits away at another law school and who is not paying tuition to Boston College Law School. The Boston College Law School fee is intended to cover the administrative costs associated with services provided by Boston College Law School for its students while studying at another institution, such

- For a leave related to mental health, treatment providers should submit supporting documentation to the Director of University

Academic Services specifies otherwise in writing at the time of readmission.

For a medical leave due to mental health-related concerns: the student's licensed mental health provider must submit the Readmission to Boston College from Medical Leave of Absence form to the UCS Director. The student must also submit a completed Release of Information for Return from Medical Leave and complete the student section as well.

For a medical leave due to physical health-related concerns: the student's licensed health provider must provide documentation regarding readiness to return to BC to the Director of UHS. The student must also submit a completed release of information for return from medical leave.

web/offices/student-services/billing-student-accounts/medical-insurance.html

XVI. Graduate Student Parental and Adoption Accommodation Policy

Boston College recognizes the importance of family obligations to its graduate students. Any full-time graduate student in good academic standing who is the parent of a newborn child or an

XIX. Law School Communication with Students

The primary sources of official information at the Law School include the Boston College Law School's main website (<http://www.bc.edu/law>), Localist as the School's calendaring system (<https://events.bc.edu>), and the Boston College email system, including our weekly Monday Headlines email newsletter. All community members receive the newsletter via their BC email inbox. Events from the BC calendaring system, [Localist](#), are pulled into Monday Headlines each week.

Students will also receive emails from various administrative departments. Students are responsible for checking their bc.edu email account on a daily basis or ensuring emails to that account are forwarded to other accounts on a regular basis.

Notices regarding exam schedules and course changes will be posted on the relevant pages of the Academic section of the BC Law School website <https://www.bc.edu/content/bc-web/schools/law/sites/students/academics.html>.

Financial aid information will be posted on the Admissions and Financial Aid section of the Boston College Law School website.

Only faculty, staff, and officially recognized student organizations are approved to hang flyers on campus. These flyers must provide information pertaining to a scheduled event or activity sponsored by a Boston College department or organization. The Law School administration reserves the right to remove posted materials that do not meet these guidelines or are out of keeping with our community norms of respect. Flyers may only be posted to approved bulletin boards, and not on any other surface, including doors, windows or walls. The person or group who posts flyers is responsible for removing them on the day following the event. However, all outdated flyers will be

removed at the end of each week and before all scheduled breaks.

The following are approved posting areas within the Law School:

- Any unlocked bulletin boards
- The rear Stuart Hall stairwells

XX. Class Cancellations & Delays

In the event that Boston College cancels classes, the decision applies to the Law School as well. If the University is closed, all classes and activities for that day are cancelled. If the University chooses to close, the Law School will be closed.

Notice of closures will be communicated as follows:

If a heavy snowstorm or other emergency necessitates

Individual Law School faculty members may choose to cancel classes even if the University has decided to remain open. To clarify their policies, we have asked all faculty members to add information to their syllabus/i or to their Canvas site about their own policies for weather closures and cancellations. This will include:

- Explaining the mode of communication they will use to notify students if they are canceling class when the University remains open (via email, Canvas, etc.);
- Informing students how they will define an excused absence for weather when class will still proceed (for example, if the MBTA is not running or Newton declares a snow emergency); and
- Explaining their plan to capture course content (video or audio recording or an assigned note taker).

We will ask all adjunct faculty to decide by noontime if they will cancel evening classes, in order to give enough time for students to plan accordingly.

In certain circumstances, the Law School administration may decide to cancel all evening classes (and close the Library early), even if the University remains open. In such a case, the administration would make the decision by early afternoon, and notify all students with an email message.