

**MASTERS OF LAW (LL.M.)  
IN THE LAW OF THE UNITED STATES**

**HANDBOOK 2016-2017**



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## **Message from the Dean**

As the Dean of the School of Law, I am pleased to welcome new students and welcome back returning students. I look forward to introducing myself and meeting all of you during the upcoming school year.

The Law of the United States (LL.M. LOTUS) degree program brings together a diverse group of lawyers trained outside the United States to gain familiarity with the legal system and legal profession in the United States. This stimulating program is part of the School of Law Center for International and Comparative Law (CICL), which promotes the study and understanding of international and comparative law and the political and economic institutions that support the international legal order.

This Handbook contains academic policies and useful information to aid you during your LL.M. LOTUS studies at the School of Law. This Handbook supplements and incorporates by reference the Policy and Procedures Manual of the School of Law, and the policies found on the School of Law website. The faculty and administration of the School of Law are deeply committed to supporting your academic growth and success.

UB is a law school with tremendous strengths and endless potential. I am honored to serve as your dean, and offer my best wishes for a rewarding, productive, and enjoyable school year.

Ronald Weich  
Dean

## INTRODUCTION

The University of Baltimore School of Law offers the Master of Laws in Law of the United States (LL.M. LOTUS) degree program for students who have obtained their first degree in law outside the U.S. and who have an interest in acquiring additional qualifications by studying the law of the United States. The LL.M. consists of one year of course work (minimum 30 credits) and offers two tracks of study: U.S. Practice and Elective Concentrations. The academic year has two terms, fall and spring. Those students without prior U.S. legal study are only admitted to the entering class in the fall semester. Classes meet for 14 weeks per term followed by an examination period.

This handbook lists academic policies for and academic resources available to current LL.M. students. If a student is suspended for academic or other deficiencies and later readmitted, the student must meet the requirements of the new handbook in effect when the student is readmitted.

The handbook incorporates, by reference, all the policies and procedures found in the University of Baltimore Student Handbook. All academic, student and financial policies and regulations, as well as individual programs, courses, and standards are subject to change at any time during the year. Students are advised by way of this notice that such changes may affect their program requirements, degree status, tuition, fees and financial aid, and any other aspect of their enrollment at the University of Baltimore. The University notifies students of such changes through the University of Baltimore email system.

This document is not to be considered a contract between the student and the University. Each student at the University of Baltimore is personally responsible for his or her academic progress, and all are urged to read this document and all University academic publications and correspondence carefully, and to consult regularly with appropriate University personnel for additional information.

The School of Law Honor Code sets the standards of integrity and professionalism for law students, and provides the exclusive method for handling violations of its rules and standards related to academic honesty. Each student is bound by the Honor Code. At Orientation, students are required to take a pledge to uphold the Honor Code and they are required to sign a form indicating their commitment to the same. The Honor Code is included in Chapter 5 of this publication.

## **CHAPTER 1: REQUIREMENTS**

### **Required Orientation**

LL.M. LOTUS students are required to attend orientation sessions held the week before classes start in August. Some orientation sessions are conducted exclusively for LL.M. LOTUS students. Others are conducted by the School of Law for entering J.D. students and by the International Services Office for international students.

The orientation provides valuable information on the academic program, the law school, living in Baltimore and international student issues, as well as an overview of services available for career development. It is also a wonderful opportunity to meet classmates, faculty, and administrators. The orientation schedule is posted on the general Orientation page for the School of Law.

### **Academic Credit Requirement**

LL.M. LOTUS students are required to successfully complete a minimum of 30 credit hours to graduate. In order to receive the LL.M. LOTUS degree, students must complete the program with a minimum GPA of 2.00. Students must complete at least half of these credits in residence at the University of Baltimore School of Law.

### **Full-time and Part-time Status**

Full-time students take 13-16 credit hours per semester. Students who are U.S. citizens, permanent residents, or whose visa status permits may be admitted to the LL.M. LOTUS program on a part-time basis. Part-time students take 12 or fewer credit hours per semester. All students must complete the program within 60 months. All part-time students and any student who drops a class during the semester should make sure they are fully aware of any implications a reduced credit load may have on their immigration or financial aid status.

### **Non-degree Students**

An applicant who is eligible for admission to the LL.M. LOTUS degree program but who is not interested in completing the entire program may apply as a non-degree student. Non-degree students may take no more than 16 credits per semester and must receive permission from the Director and from the Associate Dean for Academic Affairs before

registering for any J.D. course. A student admitted as a degree-seeking student may apply no more than 6 credits taken as a non-degree student toward the degree.

### **Selection of LL.M. LOTUS Track (U.S. Practice or Elective Concentration)**

Each LL.M. LOTUS student decides whether to pursue the U.S. Practice Track or Elective Concentration Track. The U.S. Practice track comprises core doctrinal courses that address fundamental American legal concepts, most of which are tested on bar examinations. This program is designed to be completed in one year (as a full-time student) or two years (as a part-time student). The Elective Concentration track provides for study of specific areas of the law after course prerequisites have been met. The Director of the LL.M. LOTUS program will consult with all incoming students as to which track to choose. Students select a track at the time of enrollment.

Students who plan to sit for a state bar examination in the U.S. after graduation from LL.M. LOTUS should be aware of the education requirements for that state when making the decision about which track to pursue. For additional information about state bar examinations, consult the copy of the *Comprehensive Guide to Bar Admission Requirements* that is posted on the National Conference of Bar Examiners website, [http://www.ncbex.org/assets/media\\_files/Comp-Guide/CompGuide.pdf](http://www.ncbex.org/assets/media_files/Comp-Guide/CompGuide.pdf)

**ONLY THE U.S. PRACTICE TRACK IS DESIGNED TO MEET BAR EXAM REQUIREMENTS** although it may be possible to take the New York bar exam upon completing the Elective Concentration track.

### **Curriculum**

All LL.M. LOTUS students are required to take the following courses, which are typically offered only in the fall semester:

Introduction to the Law of the United States (2 credits) and Legal Analysis, Research and Writing (LARW) (3 credits).

U.S. Practice Track

Full-time students will take the following course schedule:

<b>FULL TIME</b>	<b>Fall</b>		<b>Spring</b>	
	Intro to Law of the US*	2	LLMUS Torts**	3
	LARW*	3	LLMUS Professional Responsibility**	3
	LLMUS Civil Procedure**	3	LLMUS Constitutional Law**	4
	LLMUS Contracts**	4	LLMUS Criminal Law **	3
	LLMUS Property**	4	LLMUS Evidence**	3
	<i>Total credits</i>	16	<i>Total credits</i>	16
<b>Program Total: 32 credits</b>				

\*Required for the LL.M. degree in both tracks.

\*\*Bar-tested in both Md. and D.C. Both jurisdictions require 26 hours of bar-tested courses.

Students on the U.S. Practice Track may be permitted to take bar-tested J.D. courses, such as Business Organizations, Commercial Law, or Family Law, with the approval of the Director.

Part-time students are encouraged to take the following course schedule:

<b>PART TIME</b>	First year			
	<b>Fall</b>		<b>Spring</b>	
	Intro to Law of the US	2	LLMUS Criminal Law	3
	LARW	3	LLMUS Professional Responsibility	3
	LLMUS Contracts	4	LLMUS Torts	3
	<i>Total credits</i>	9	<i>Total credits</i>	9
	Second year			
	<b>Fall</b>		<b>Spring</b>	
	LLMUS Civil Procedure	3	LLMUS Evidence	3
	LLMUS Property	4	LLMUS Constitutional Law	4
	<i>Total credits</i>	7	<i>Total credits</i>	7
	<b>Program Total: 32 credits</b>			

### Elective Concentration

The Elective Concentration track provides for study of specific areas of the law. Besides the required courses, Introduction to the Law of the United States and Legal Analysis, Research & Writing, students will usually enroll in several of the U.S. Practice courses in fall semester to provide a framework of U.S. law and serve as a basis for elective courses taken in the second semester.

An LL.M. LOTUS student on the Elective Concentration track will be assigned a faculty advisor who will assist the student in designing a course of study from the law school's course offerings that meets the student's academic and career goals. Electives may be chosen from any courses offered by the School of Law for which the student has met the course prerequisites or otherwise has an adequate background. Students may use the electives to concentrate their study of U.S. law in one of the following areas:

Business Law	Family Law
Criminal Practice	Intellectual Property
Electronic Commerce	Litigation & Advocacy
Environmental Law	Public Service
Estate Planning	Real Estate Practice

Elective course descriptions are available on the Law School's website.

Courses may also be taken at other area law schools and other colleges within the University of Baltimore with the approval of the Director, the Associate Dean for Academic Affairs, and all appropriate authorities at the receiving school or college. Advanced Legal Research (a scholarly independent writing course) is available to students on this track; thesis and externship opportunities may also be available. No more than ten credits may be earned in non-classroom courses.

### **Compliance with Visa Status**

All admitted students who are required to have a student visa by the United States Government to attend the LL.M. LOTUS program must secure a valid student visa prior to arrival in the U.S. in time to attend LL.M. LOTUS orientation. The UB International Services Office offers visa assistance to admitted students.

### **Official Campus Communications**

Each student will be assigned a UB email address. Official communications from the Law School and the University are sent to this address. Students should check their e-

mail account daily. You may set up your account to automatically forward your UB mail to your personal e-mail address. Please contact the Office of Technology Services (OTS) Call Center, (410) 837-6262 for assistance. Any change in your contact information – address, phone and e-mail – must be updated on the student portal (MyUB) <http://myub.ubalt.edu>.

## **Student Employment**

Full-time LL.M. LOTUS students are strongly discouraged from employment during the academic year on account of the intensity of their studies. If a full-time LL.M. student does work, he/she is restricted to a maximum of 15 hours per week of employment and must certify that he or she is not working more than the maximum allowable hours. This limitation applies to no-credit internships.

Immigrant status and other factors may limit employment by international students. During the academic year, LL.M. LOTUS students in the U.S. on F-1 Student visas may work only on campus. The International Services Office recommends qualified international students to the U.S. Department of Homeland Security for Optional Practical Training (OPT) employment authorization after graduation in a job related to their LL.M. LOTUS studies. Students may apply during their final semester for twelve months of OPT to begin after they graduate. Each student's SEVIS record is maintained by the International Services Office from the admitted phase through their post-OPT period of stay in the U.S.

## **Petition for Exception to Academic Policies**

An individual student may need to request an exception to academic policies in extraordinary circumstances. To obtain a waiver of an academic rule or policy, a student must submit in writing a petition to the Associate Dean for Academic Affairs or his or her designee. The student is urged to discuss the particulars of the situation with the Associate Dean for Academic Affairs, who will render a decision or direct the petition to the Academic Review Committee. The decision by the Associate Dean for Academic Affairs or the Academic Review Committee may be appealed to the Dean of the School of Law, whose decision is final.

## CHAPTER 2: REGISTRATION

### Pre-Admission Degree Requirements

Entering students must complete all degree requirements for their first degree in law they begin their LL.M. program. All entering students must present to the School of Law by Oct. 1 (for fall admittees) or March 1 (for spring admittees) a final transcript showing the award of the first degree in law. A student who fails to complete these requirements may be required to withdraw from the program.

### Registration for Courses

Full-time LL.M. LOTUS students are automatically registered for all courses in their first semester. Part-time students will be registered each semester after consulting with the Director about their schedule. Registration for spring courses occurs during the middle of the fall semester.

### Holds on Registration

Students who have not completed their admissions information or who owe money to the university (including library and parking fines) may have a hold placed on their registration. Students should contact the office that established the hold to get the hold removed.

### Drop/Add

A student may drop or add a courses without academic consequences during the official drop/add period as specified in the academic calendar. The drop/add period is typically the first week of the semester. After the drop/add period, an LL.M. LOTUS student may withdraw from a course and receive a “W” on his/her transcript through the last date to withdraw on the academic calendar.

Failing to attend classes or notifying the instructor of an intention to stop attending classes does not constitute official withdrawal. A student must drop the course online to officially withdraw from a course. Withdrawal deadline dates are listed on the School of Law Academic Calendar. The refund calculation schedule for withdrawn classes appears on the Bursar’s Office webpage at <http://www.ubalt.edu/about-ub/offices-and-services/bursar/refund-and-reduction-calendar-rev.cfm>.

After the established deadlines, a student is not permitted to drop a course, exchange one course for another, or change sections in the same course.

Students on F-1 visas must obtain advance approval from the International Services Office prior to withdrawing from any class(es) that will result in their course load dropping from full-time to part-time. Students may move freely from full- to part-time status where there are no visa issues.

### **Auditing Courses**

Students enrolled in the LL.M. program at the University of Baltimore may be granted permission to audit a class outside their program requirements with permission of the faculty member and the Director of the LL.M. Program. The decision to audit the course must be made within the first week of classes. Students must pay LL.M. tuition for audited courses. Classes that are audited may not be repeated for credit and/or grade.

Students interested in auditing a course may consult School of Law course descriptions online.

### **Repeating a Course**

With the permission of the Director, students on either track may repeat, one time, any course in which they receive a “C-” or below. The higher grade earned in any repeated course shall be included in the student’s Grade Point Average (GPA). The lower grade shall be excluded from the student’s GPA. Withdrawals count as an attempt for purposes of this policy. Students who wish to repeat a course will work with the Director to determine schedule and registration.

For purposes of transferring into the J.D. program, however, GPA will be recalculated in accordance with J.D. policies, available online at <http://law.ubalt.edu/academics/policiesandprocedures/2015-2016%20Student%20Handbook.pdf>.

### **Leave of Absence**

The Associate Dean for Academic Affairs, upon a showing of good cause, may grant a student a leave of absence for one or two semesters on a case-by-case basis. In order to return to law school after a leave of absence, a student must notify the Director of the LL.M LOTUS Program.

International students should consult the International Services Office to determine the impact that a leave of absence may have on their continued stay in the U.S.

### **Graduation Application**

In order to graduate, a student must file a graduation application at the beginning of the semester in which he or she expects to graduate. The application is online and can be accessed via the MyUB portal (<http://myub.ubalt.edu>). The specific deadlines for graduation applications are published in the School of Law Academic Calendar. Once a graduation application is filed, the Director of the LL.M. LOTUS Program audits a student's records to determine that all the requirements for graduation are met. A preliminary approval is granted prior to the commencement ceremony, but a final approval and granting of the degree is contingent upon successful completion of all requirements for graduation.

The diploma of the University, signed by its proper officers, remains the official testimony to the possession of a degree. Diplomas are distributed by the Records Office during the semester following graduation. The School of Law holds one graduation ceremony annually in May. Students who will complete all graduation requirements prior to the start of the Fall semester and who have filed for graduation in the Records Office may participate in the Spring commencement ceremony. Participation in the graduation ceremony does not guarantee that the degree will be conferred.

### **Transfer of Credits to J.D. Program**

A student who graduates with an LL.M. LOTUS degree from the University of Baltimore may be eligible to enroll in the J.D. program and to have LL.M. credits applied to the J.D. degree. A student who graduates from the LL.M. LOTUS program with a cumulative grade point average of 3.0 or higher will be automatically admitted into the J.D. program upon application to the J.D. Program. There is no LSAT requirement. Credits earned in all classes, except Introduction to the Law of the United States, in which the student received a C or higher grade will be applied toward the J.D. degree. Most students who take this option will enter the J.D. program as second-year law students.

A student who graduates from the LL.M. LOTUS program with a cumulative grade point average below 3.0 may apply to the J.D. program without taking an LSAT examination. Admission will be determined by the Admission Committee's assessment of the student's potential for success as demonstrated by the student's performance in LL.M. classes. If the student is admitted, credits earned in all classes, except Introduction to the Law of the United States, in which the student received a C or higher grade will be applied toward the J.D. degree.

## **CHAPTER 3: COURSE DESCRIPTIONS**

### **Required Courses**

#### **The Law of the United States (LAWG 900 –2 credits)**

The purpose of this course is to serve as an orientation into the legal system of the United States.

Director's Note: This course is an introduction to legal and ethical principles underlying the U.S. legal system in the context of the history and jurisprudence of American law. It is designed to familiarize the student with the governing legal principles of American jurisprudence. It combines both an inquiry into these matters, and a more detailed study of legal issues, through special, current topics. The course seeks to develop a professional level of understanding in the student of a comprehensive approach to legal issues and the relevance of that methodology to professional ethics and life of the law in the United States.

#### **LLMUS Legal Analysis, Research and Writing (LAWG 605 –3 credits)**

Legal analysis, research and writing skills will be developed through course-work that includes basic case analysis and synthesis, legal research exercises, and legal writing projects.

Director's Note: Legal Analysis, Research and Writing introduces LL.M. students to the basic skills required for the practice of law through rigorous instruction in legal analysis, research, and writing. Students learn the skills of statutory interpretation, case analysis and rule synthesis, print and online legal research, and production of written documents. These skills are developed through course-work that includes critical case reading, analysis and briefing; common law principles and processes; factual analogy and distinction; rule synthesis and application; objective/predictive writing (office memo); case law and statutory research, print and electronic; citation form; and professional norms and ethics.

### **U.S. Practice Track (Bar-Tested) Courses**

#### **LLMUS Civil Procedure I (LAWG 600 – 3 credits)**

Subject matter jurisdiction; personal jurisdiction; venue; pleading; joinder of claims and parties; discovery; pre-trial motions; choice of law; right to trial by jury; judge-jury relations; appellate review; res judicata. Primary emphasis is on the Federal Rules of

Civil Procedure and federal statutes; secondary emphasis is on the Maryland Rules of Procedure, Maryland statutes, and the common law.

**LLMUS Constitutional Law** (LAWG 650 – 4 credits)

Judicial review; limitations on the exercise of judicial power; separation of powers; federalism, with emphasis on the commerce clause as a limitation on the states; powers of regulation and taxation; individual rights, including substantive and procedural due process, equal protection, right of privacy, freedom of expression, and freedom of religion.

**LLMUS Contracts I** (LAWG 602 – 4 credits)

Creation of contracts; capacity to contract; mutual assent; offer and acceptance; consideration; compliance with formality; novation; third party beneficiaries; mutual mistake; parol evidence; specific performance; conditions; impossibility; frustration; assignment and discharge of contract obligations; contracts of agents; statutes of fraud; references to the Uniform Commercial Code and Restatement of Contracts.

**LLMUS Criminal Law** (LAWG 604 –3 credits)

Sources and interpretations of and constitutional limitations on substantive criminal law; criminal jurisdiction; criminal act and mental state requirements; burdens of proof; criminal capacity; justification and excuse (defense); accomplice liability; inchoate crimes; crimes against property; crimes against persons; crimes against habitation; punishment.

**LLMUS Evidence** (LAWG 651 –3 credits)

Rules of evidence governing the proof of facts in civil and criminal cases in state and federal courts; functions of the judge and jury; qualification and examination of witnesses; proof of writing; judicial notice; competence and credibility of witnesses; opinion evidence; hearsay; burdens of proof; presumptions and inferences; real evidence; demonstrative, experimental and scientific evidence. Emphasis is on the Federal Rules of Evidence and Maryland law. Prerequisites: Criminal Law and Torts.

**LLMUS Professional Responsibility** (LAWG 652 – 3 credits)

Study of the ethics and law of lawyering, approaching attorney problems from multiple perspectives. Topics will include: professionalism, the organization of the bar, attorney discipline and disability, the delivery of legal services, the attorney client relationship, the duties of loyalty and confidentiality, fees, and various issues, including conflict of interest and substance abuse.

**LLMUS Property** (LAWG 607 – 4credits)

Possession and adverse possession; estates in land future interests; landlord and tenant; concurrent tenancies; easements, covenants, and servitudes; rights incident to ownership of land; conveyancing; title guarantees and recording acts.

**LLMUS Torts** (LAWG 608 –3 credits)

Law of imposed liability for personal, property and economic harm; negligence including professional malpractice), strict liability (including products liability) and intentional torts; causation and elements of damages; affirmative defenses and limitation of duties including: assumption of the risk, contributory negligence, comparative negligence, immunity, limited liability of property owners.

*(The following bar-tested courses may be taken with permission of the Director.)*

**LLMUS Business Organizations** (LAWG 717 – 4 credits)

A study of the various forms of business organizations and the laws governing them with an analysis of choice of business entity decisions. Coverage includes the law of agency, partnerships, limited partnerships, professional corporations, limited liability companies (LLC's), limited liability partnerships (LLP's), limited liability limited partnerships (LLLP's), and corporations (with an emphasis on the closely-held and smaller corporations). Topics include formation, governance and dissolution of the various entities as well as a comparison of the roles, obligations, fiduciary duties, rights and remedies of the owners, management and creditors under each business form. In addition, the course may include introductions to the following: the forms of financing the entity--equity (partnership interests, membership interests, corporate stock or shares) and debt (bonds and debentures); and introductions to Federal Tax and Security Regulations, including corporate taxation, Subchapter S and insider trading.

**LLMUS Commercial Law** (LAWG 742 – 4 credits)

This course will introduce students to the creation, transfer and enforcement of negotiable instruments (e.g., checks and promissory notes) and the creation, priority and enforcement of security interests in personal property. This course will therefore cover Articles 3, 4 & 9 of the Uniform Commercial Code, as well as related case law and certain provisions of the United States Bankruptcy Code.

**LLMUS Family Law** (LAWG 716 – 3 credits)

The processes of marriage, divorce, and annulment. Topics covered include support obligations in the family; intra-family litigation; separation agreements; premarital controversies (antenuptial agreements and contracts of marriage); illegitimate children;

the legal position of married women; intra-family tort liability; child custody; adoption; alimony; property disposition; jurisdiction; and other problems relating to the child.

**LLMUS Maryland Civil Procedure (LAWG –3 credits)**

The Maryland courts and their jurisdiction, with an emphasis on the Maryland Rules of Civil Procedures. Topics covered include commencement of actions and process; parties; pleadings (law and equity); dispositions and discovery; trials; judgments; appeals (Court of Appeals and court of Special Appeals); and special proceedings. Prerequisites: None

Director’s Note: This subject is tested only on the Maryland bar examination, but is not required for that examination.

**Courses for Elective Concentration Track**

An LL.M. LOTUS student in Elective Concentration will work with the Director in designing a course of study from the law school's course offerings that meets the student's academic and career goals. Electives can be chosen from any courses offered by the School of Law for which the student has met the course prerequisites or otherwise has adequate background. Students may use the electives to concentrate their understanding of U.S. law in one of the following areas:

- |                     |                       |
|---------------------|-----------------------|
| Business Law        | Family Law            |
| Criminal Procedure  | Intellectual Property |
| Electronic Commerce | Litigation & Advocacy |
| Environmental Law   | Public Service        |
| Estate Planning     | Real Estate Practice  |

**Elective course details are available online**

**CHAPTER 4: CLASSROOM POLICIES****General Attendance Policy**

Class attendance is a primary obligation of each student whose right to continued enrollment in the course and to take the examination is conditioned upon a record of attendance satisfactory to the professor. A student who exceeds the maximum allowable absences as illustrated below may be compelled to withdraw from the course, or may be barred from sitting for the final exam. A student who is compelled to withdraw or is barred from sitting for the final exam as a result of excessive absences shall receive an "FA" in the course.

Credit hours	Meetings per Week	
	1	2
2	2 absences	5 absences
3	2 absences	5 absences
4		5 absences

Attendance will be taken at the beginning of each class. A student who is present but unprepared for class may be treated as absent if the instructor announces at the beginning of the semester that unprepared students will be treated as absent.

**Policy on Religious Holidays**

It is the policy of the University of Baltimore School of Law to respect students' observance of their major religious holidays. Students not attending class because they are observing religious holidays may utilize the permitted number of absences for such observance.

Students shall be given an opportunity, whenever possible, to make up within a reasonable time any academic assignments or tests that are missed on account of individual participation in religious observances. Arrangements should be made to make up missed assignments or tests with the faculty member(s) in advance of the specific holiday. In addition, faculty are encouraged to video or audio record classes in which students have been excused for religious reasons. Where video or audio recording is an adequate substitute for class and the student views or listens to the recording, the student shall be deemed to have attended the class.

## **Computers in the Classroom**

With faculty permission, students may use laptop computers for class-related purposes.

## **Class Cancellation**

Cancellation by instructor: If an instructor must cancel a class, notices will be sent to students via UBALT email.

Cancellation by the University: If there is inclement weather or other reason for the University to close, students should visit the University of Baltimore web page or call the University's Snow Closing Line at (410) 837-4201. If the University is not closed, students should presume that classes are running on the normal schedule.

## **Student Support**

### *LAW Scholars*

To assist LL.M. LOTUS students with approaches to study for UB classes and general questions about classroom procedures, UB assigns a J.D. student to serve as a Law Achievement Workshop (LAW) Scholar for all U.S. Practice track classes except LARW and Introduction to LOTUS. LAW Scholars will be introduced during the first week of classes.

### *Academic Counseling*

Academic counseling is available from the Director of the LL.M. LOTUS program, from the Director of Academic Support in the Office of the Dean, School of Law, and from law school faculty.

### *Achievement and Learning Center*

The services of the University Achievement and Learning Center (ALC) are open to LL.M. LOTUS students. The Center services help clarify and reinforce what students learn in the classroom, enhance specific skills (e.g., writing, exam-taking, memory). LL.M. students often seek conversation partners and writing coaches. The ALC is located in Academic Center 113, (410) 837-5383.

*Office of Graduate and International Admission and Enrollment*

The University of Baltimore Office of Graduate and International Admission and Enrollment offers a number of services to address the needs of both immigrant and nonimmigrant students. These include coordinating the admission, enrollment and employment of international students and conducting orientation, socio-cultural adjustment and ongoing personal advisement for foreign-born students. Tax compliance, career planning and other seminars and events are held throughout the year. The International Services Office advises F-1 students on maintenance of their legal status in the U.S., travel outside and reentry to the U.S., matters related to accompanying family members, and other topics associated with their academic study and post-graduation pursuits.

*Career Counseling*

The Law Career Development Office (LCDO) assists law students to articulate, develop and attain their professional goals. It offers a range of traditional and innovative services and programs, including internships, designed to facilitate the career planning efforts of our students, and to maximize their potential for employment. A further mandate of the office is to expand and maintain the Law School's nationwide employer network. To that end, the office maintains a law firm database and is actively involved in all aspects of job development, including local, regional and national employer visits, advertising, promoting local and out-of-town job fairs, and national marketing efforts. LCDO services are available to LL.M. LOTUS students commencing upon enrollment.

## CHAPTER 5: ETHICS AND ACADEMIC INTEGRITY

The School of Law Honor Code is based in substantial part on the University's Academic Integrity Policy. While the procedures for adjudication of Law School Honor Code matters differ in some respects from the procedures employed in the other schools of the University, the essential policies, standards and basic objectives of the Honor Code and the University Academic Integrity Policy are entirely consistent. The University Academic Integrity Policy can be found in the section on University Policies.

All students must sign an oath that they have read and are familiar with the Honor Code of the University of Baltimore School of Law. They swear to uphold themselves in accordance with the Honor Code and that they will neither condone nor tolerate cheating, plagiarism or falsification or any other violation of the Honor Code of the School of Law.

The Honor Board is the student organization charged with implementation of the policies and procedures outlined in the Honor Code. The Honor Board works closely with the School of Law administration when complaints about possible Honor Code violations are filed.

### Honor Code

The Honor Code can also be found [online](#)

#### I. Purpose

The University of Baltimore School of Law prides itself on maintaining high standards of academic and professional responsibility. The Honor Code presumes that all students will embody the principles of honesty and personal responsibility during their legal education.

The Honor Code sets out specific guidelines that will govern student conduct with regard to academic integrity. The Honor Code creates and defines the administrative structure in which matters of academic dishonesty are addressed by the law school community, and it establishes an Honor Board that is charged with implementing the procedures.

#### II. Notice of Honor Code Provisions

All students are on notice of this Honor Code and its provisions by virtue of enrollment at the School of Law. Copies will be distributed at orientation, are placed on reserve in

the Library, are available at the office of Academic Affairs, and are available online. All students should also be aware that a record of academic dishonesty is an extremely serious obstacle to a student's gaining admission to the practice of law.

### III. Definitions

- A. "The Dean" shall mean the Dean of the Law School or the Dean's designee, who may be the Honor Board Advisor.
- B. "Examination" shall include any graded test or assignment, or any work required or performed for academic credit.
- C. "Investigator" shall mean a person(s) who is charged with being a neutral finder of facts of alleged violations.
- D. "Presenter of Facts" shall mean the person responsible for presenting the case to the Hearing Committee on behalf of the Honor Board.

### IV. Prohibited Conduct

An honor code violation demonstrates a lapse in professional judgment and may have a serious adverse effect on a student's professional career. In this context, except as otherwise specified below, to be guilty of an honor code violation, a student must have engaged in the prohibited conduct with purpose, knowledge, recklessness or negligence as these terms are defined in the Model Penal Code.

It shall be a violation of the Honor Code to engage in any of the following academic misconduct:

- A. **Plagiarism.** Plagiarism is misrepresenting the work of another person as one's own. Examples include—but are not limited to—submission of papers purchased or downloaded on the internet or supplied by others; paraphrasing or quoting material written by another, published or unpublished, without properly documenting the source; misrepresenting another's analysis, synthesis, organization, or compilation of sources as one's own, whether the source is a fellow student or any other author; or using any Internet sources as one's own without full citation and appropriate use of quotation marks. Plagiarism is a breach of academic honesty and does damage to the student's own education, to the legitimate interests of other students who observe the norms of academic professionalism and to the process of education and scholarship generally. The harms caused by plagiarism are the same whether the conduct is knowing or simply negligent. For this reason, even negligent or inadvertent plagiarism is a violation of this code. Law students are adults, and aspire to membership in a profession that demands integrity and high standards of professional care. They are

responsible for ensuring that their academic conduct steers well clear of the line between original work and plagiarism.

- B. **Cheating.** Cheating includes the actual giving or receiving of any unauthorized assistance or unfair advantage on any form of academic work. Examples may include, but are not limited to, talking with other students during the administration of an exam, the use of crib sheets or any other materials not expressly authorized by the professor during exams, unauthorized possession of exam materials prior to or after the administration of the exam, and copying from other students' exams, use of unauthorized resources on a research or other writing assignment or in a competition for academic credit when prohibited by the competition's rule, and violating rules provided by a professor or proctor on an examination or assignment.

1. There shall be a presumption that any student who accesses potential resource materials, including, but not limited to, crib sheets, outlines, cellular phone, "smart phone", tablet, mobile device, or any other technological device not specifically authorized by a professor for use during an examination has cheated.

C. **Misuse of Materials.**

1. Misuse of any law school library, writing center, or law career development office materials. Misuse includes marking, damaging, hiding, or destroying materials; removing materials without authorization; or depriving other students of materials meant to be for the use of all students, such as a failure to reshelve or replace books, multimedia recordings, or other class or resource material.
2. Use of another student's or professor's books, class notes, or other study materials without that person's consent.
3. Depriving another student, temporarily or permanently, of that student's books, class notes, or other study materials.
4. Intentionally giving another student false or inaccurate information about class assignments, study materials, notes, or other class requirements.

D. **Communications regarding examinations.**

1. Knowingly discussing an examination that has been taken with another student who has yet to take the examination or with any person in any place where a reasonable person should realize that the conversation could be heard by another student who has not yet taken the examination. Any student who learns, intentionally or accidentally, of any question or answer to an exam not yet taken must report this information immediately to the professor, administrator or staff member responsible for supervising the examination or to the Dean's Office.
  2. Knowingly discussing an examination that has not been taken (but is scheduled to be taken) with another student who has already taken the examination.
- E. **Misrepresentation.** Misrepresentation includes but is not limited to:
1. Misrepresenting one's own or another's class attendance or falsifying attendance records;
  2. Misrepresentation of one's own credentials, academic history, class standing or extracurricular experience on any application for any academic position or honor or document submitted for internship, recommendation, employment or reimbursement, including, but not limited to a resume, transcript, a job application, or a cover letter.
  3. Material misrepresentation to any member of the Law School faculty, staff or administration or to any supervising attorney in the case of clinics or internships of any matter pertinent to satisfaction of employment or course requirements, including, but not limited to, the number of hours worked.
- F. **Impeding the Honor Code Process.** A student who engages in the following misconduct shall be considered to be impeding the Honor Code Process:
1. Failing to make a prompt report of a potential violation of this Code as required by Section V.(A).
  2. Failing to reveal fully any knowledge or evidence concerning an alleged violation on proper request of an Investigator, the Hearing Committee, or any accused student or his or her representative.

3. Knowingly misstating or misrepresenting a material fact in testimony or a written statement given during an investigation or a hearing of an alleged violation of this Code.
4. Knowingly filing a false complaint of a violation of this Code.
5. Knowingly failing or refusing to comply with any order of an Investigator or the Hearing Committee.

## V. Proceedings

Every stage of the proceedings shall be conducted without unnecessary delay. All parties shall act as expeditiously as possible, consistent with the purposes of the Honor Code. Persons who become aware of possible violations of the Honor Code shall report such violations immediately.

### A. Complaint

1. Complaints may be made by students, faculty, administrators, staff members or the Dean and shall be reported in writing to the Honor Board Chairperson (hereinafter the Chairperson), or to the Honor Board Advisor (hereinafter the Advisor).
2. The complaint shall describe the incident, shall state the date(s), time(s), place(s), person(s) involved and potential witnesses, and shall be signed and dated by the complainant.
3. Upon agreement, the Chairperson and the Advisor, in their discretion, may dismiss immediately a complaint that does not allege academic misconduct or fall within the purview of the Honor Code. They shall send notice of the dismissal to the accused student. The dismissal shall not be reported to the Board of Bar Examiners.
4. If not dismissed, the Chairperson or Advisor shall send, within ten (10) business days of the filing of a complaint, notice of the complaint to the accused student.

5. Notice of the complaint shall be sent via official University Communication means (University email) and shall include the following:
  - a. A description of the alleged conduct that constituted the charged Honor Code violation;
  - b. Identification of specific Honor Code sections alleged to have been violated;
  - c. Names of the student investigator and members of the Preliminary Review Panel;
  - d. That the accused student is entitled to be represented by counsel or other representative;
  - e. That the accused student is entitled to consult with the designated "Process Aide" for advice about the process and procedure;
  - f. That the accused student is under no obligation to admit or deny the charges or to make any other statement;
  - g. That any statement the accused student makes may be used against him/her;
  - h. That the accused student may concede the alleged action(s) that is the subject of the complaint and waive his/her right to a hearing on the merits and proceed with a hearing on sanctions only.
6. Upon notice of the complaint, the accused student may request the recusal of any investigator or members of the Preliminary Review Panel on the grounds of potential bias.
7. Complaints against graduates:
  - a. Except for § V(A)(7)(b), no complaint may be filed against a student more than six months after that student leaves the University of Baltimore School of Law.
  - b. If a student leaves the University of Baltimore School of Law and either returns or attempts to transfer this law school's credit to another law school, complaints may be filed until six months after that student graduates from law school.

**B. Investigation**

1. Within seven (7) business days of the filing of the complaint, the Chairperson or Advisor shall select one member of the Honor Board to serve as Investigator for the matter and present a report to the Preliminary Review Panel, and shall select three (3) student

members of the Honor Board to serve as the Preliminary Review Panel.

2. Any Honor Board member who could potentially be called as a witness in the matter, or who has a professional or personal relationship with the accused that would create, or give the appearance of creating, an unfair bias, must be recused from all proceedings relating to the matter.
3. The Investigator shall complete the investigation within fourteen (14) business days of his/her appointment, unless an extension for good cause is granted by the Chairperson. The accused student shall be notified of any extension of time.
4. The Investigator shall interview all relevant witnesses, the accused student, and any witnesses then proffered by the accused and shall prepare an investigation report. The investigation report shall consist of a written, signed and dated statement from each witness, and any other relevant information collected by the investigator.
5. During the investigation, the accused student shall not have the right to be informed of the name of the complainant, but shall be informed of the name of the complainant if the Preliminary Review Panel finds sufficient evidence to set the matter for a hearing. All witnesses contacted by the Investigator shall be informed of the confidentiality requirement imposed by Section V.(G).
6. The Investigator shall strive to be a neutral fact finder and presenter of facts to the Preliminary Review Panel. The investigator does not participate in the panel's deliberations

**C. Preliminary Review Panel**

1. Upon completion of the investigation, the Preliminary Review Panel (hereafter the Panel) shall meet to determine whether the Investigator has offered sufficient evidence to support a prima facie case that an Honor Code violation has occurred. The Investigator shall present to the Panel the following materials for its consideration:
  - a. The complaint;

- b. The investigation report, including signed and dated witness statements; and
  - c. A written statement submitted by the accused student, if the student chooses to submit a statement.
2. The Advisor shall attend the Panel proceedings for purposes of clarifying procedural matters, but shall not vote in the Panel's deliberations.
3. Sufficient evidence - Prima Facie Case. If a majority of the Panel finds that the investigator has presented sufficient evidence to support a prima face case that a violation has occurred, the Panel will prepare and deliver a letter to the Dean outlining the allegation, the investigation, the evidence considered and the Panel's findings. The matter shall proceed to a Hearing. The Dean shall send, via university email, a letter to the accused student enclosing the Panel's letter, and shall set a date for a hearing. The letter shall include:
  - a. Name of the complainant;
  - b. Names of the six Hearing Committee members;
  - c. Date, time, and place of the hearing;
  - d. A description of the alleged conduct that constituted the charged Honor Code violation;
  - e. Identification of the specific Honor Code sections alleged to have been violated;
  - f. That the accused student is entitled to be represented by counsel or other representative;
  - g. That the accused student is entitled to consult with the designated "Process Aide" for advice about the process and procedure;
  - h. That copies of all documentary evidence susceptible to photocopying are available and that the accused student and counsel shall have a reasonable time to examine any evidence not susceptible to photocopying;
  - i. The names and available contact information of all persons that may be called as witnesses;
  - j. That the accused student is under no obligation to admit or deny the charges or to make any other statement;
  - k. That any statement the accused student makes may be used against him or her; and
  - l. That the accused student may admit to the conduct at issue and waive the right to a hearing on the merits at any

time, in which case the Hearing Committee will hear evidence relating to sanctions.

4. Insufficient evidence - No Prima Facie Case. If a majority of the Panel finds that the investigator has presented insufficient evidence to support a prima facie case for an Honor Code violation, the Panel shall prepare and deliver a letter to the Dean outlining the allegation, the investigation, the evidence considered and the Panel's findings, and the matter shall be dismissed. The Dean shall send, via official university communications, a letter to the accused student enclosing the Panel's letter and a notice of dismissal. The matter shall not be reported to the Board of Bar Examiners.
5. If thirty (30) business days pass, without an extension for good cause, from the selection of an investigator without a finding by the Panel or admission by the student to the conduct alleged, the complaint shall be dismissed. Notice of the dismissal shall be sent to the accused student, and shall not be reported to the Board of Bar Examiners.
6. Should exonerating or mitigating evidence or information appear at any point after the Panel has found reasonable grounds of a violation but before the hearing has occurred, such evidence shall be provided to the accused student and introduced at the Hearing by the Presenter of Facts.

**D. Hearing**

1. Composition of the Hearing Committee. The Hearing Committee shall be composed of four Honor Board student members and two faculty members selected from members of the faculty who are tenured. A Faculty member may be excused from a Hearing Committee by the Dean for hardship or cause. Any Hearing Committee member who may be called as a witness or who has a professional or personal relationship that would create, or has the appearance of creating, an unfair bias shall be recused by the Dean. In cases of related actions, the Dean shall have the discretion to decide whether to consolidate the hearings of several students or of several complaints or to consider them separately. The Hearing Committee shall immediately select a Chair from among the student members.

2. Rights of Accused Students.
  - a. An accused student may represent him/herself or use outside counsel. Current members of the full-time or part-time faculty may not represent students before the Hearing Committee or on an appeal of an Honor Board proceeding.
  - b. The Dean annually shall appoint a full-time, tenured faculty member to serve as accused student's Process Aide. The Process Aide will make himself or herself available to the accused student in order to provide information about proceedings under the Honor Code, including information about the alternatives that are available to the student at each step. The accused student's Process Aide shall not advise the student or represent any student in proceedings related to the Honor Code.
  - c. An accused student need not testify, but an adverse inference may be drawn from a student's refusal to answer questions if, under the circumstances, it would be reasonable to draw that inference.
  - d. The accused student may request the recusal of any Hearing Committee member on the grounds of potential bias. Such requests are to be addressed to the Dean who shall have final, non-reviewable authority to determine whether to grant the request. If the request is granted, a new Hearing Committee member will be selected pursuant to the procedures of §V.(D)(1), above.
  - e. An accused student may admit to the alleged conduct by informing the Advisor or the Hearing Committee Chair. The Hearing Committee Chair shall draft a statement of agreed facts and submit it to the accused student for review. Upon agreement, the statement shall be submitted to the Hearing Committee for consideration during sanctions deliberation. If the accused student admits to the alleged conduct, it shall be considered a violation of the Honor Code and the Hearing Committee shall hear evidence relating to and deliberate only about appropriate sanctions, including the factors outlined in Section V.(E)(2).
  
3. Procedures for the Hearing.

- a. The Hearing shall be a bifurcated hearing in which the matter of sanctions shall be addressed only after the Committee has determined - either based on the evidence presented or upon the admission of the accused student to the conduct alleged - that a violation occurred.
  - b. The Hearing shall be informal, confidential and shall be closed to all except official participants. For all proceedings relating to a complaint, the accused student may be accompanied by counsel. If the Hearing Committee Chair and accused student agree, others may be permitted to attend the Hearing.
  - c. An audio recording shall be made of the Hearing.
  - d. All of the materials reviewed by the Preliminary Review Panel, the Panel's letter to the Dean and new evidence, if any, shall be made available to Hearing Committee members at least one business day prior to the Hearing.
  - e. The accused student and all witnesses will be requested to be present during the hearing, although witnesses shall not be in the hearing room except during their own testimony.
  - f. The Hearing Committee Chair shall call the Hearing to order and ask the Presenter of Facts, selected by the Preliminary Review Panel from among its members, to present all information relevant to the allegations in the complaint to the Hearing Committee, including: the written investigation report, Panel findings, any other evidence and call witnesses.
  - g. The Hearing Committee Chair shall ask the accused student (or his counsel) to present any witnesses, evidence, and statements in the student's favor.
  - h. The Hearing Committee shall have the right to participate in the questioning of any witness, including the accused student.
4. Deliberations. After all evidence and testimony relating to the alleged conduct has been presented, the Committee shall meet privately to deliberate and make findings. The standard for establishing a violation shall be clear and convincing evidence that a violation has been committed. The Hearing Committee may only find an Honor Code violation if at least 5 members so vote. The Committee shall vote by secret ballot, counted by the Hearing Committee Chair.

- a. No violation. If the Hearing Committee finds that the accused student did not violate the Honor Code, it shall announce its finding to the accused student right away, dismiss the complaint and prepare its decision, which shall include findings of facts. The Hearing Committee's decision shall be provided to the accused student within seven (7) calendar days of the hearing. The matter shall be reported to the Bar Examiners as "Dismissed after a Hearing."
- b. Violation. If the Hearing Committee finds that the accused student violated the Honor Code, or if the student has admitted to the alleged conduct as described in the agreed upon statement of facts, the Hearing Committee shall meet privately and vote on an appropriate sanction(s) pursuant to Section V.E. of this Code. The Hearing Committee shall then prepare its decision, outlining the basis for the finding of the violation and the sanctions. The Hearing Committee's decision shall be provided to the accused student within seven (7) calendar days of the hearing. The matter shall be reported to the Bar Examiners as "Violation."

**E. Sanctions**

1. Upon a finding of an Honor Code violation or upon an admission by the accused student to the alleged conduct (as set forth in an Agreed Statement of Facts), the Hearing Committee shall, by a secret ballot vote of at least four (4) members, select one or more of the following sanctions
  - a. Written reprimand, to be made part of the student's official record;
  - b. Loss of credit for the particular academic endeavor involved;
  - c. Loss of credit for the course for which the academic work involved was prepared;
  - d. Suspension for a stated period;
  - e. Expulsion (or revocation of degree if finding of violation follows the awarding of the degree);
  - f. Probation for a stated period;
  - g. Reduction of course grade, including failure with Honor Board citation;
  - h. Monetary restitution;

- i. Prohibition from use of the services of the Law Career Development Office permanently or for a specified period of time; or
  - j. Any other sanction the Hearing Committee deems appropriate.
2. If no sanction receives the support of four (4) members of the hearing Committee, the Hearing Committee shall impose sanction 1.(a) - a written reprimand, to be made part of a student's official record.
3. In addition to the evidence presented to the Hearing Committee, the Hearing Committee may consider any or all of the following factors when imposing sanctions:
  - a. Whether the student cooperated with the Honor Board's investigation;
  - b. The nature of the violation;
  - c. The degree of premeditation; and/or
  - d. Whether the student admitted to the alleged conduct.

**E. Appeals**

1. An accused student may appeal either a finding of violation or the imposition of a particular penalty.
2. Requests for appeals must be made in writing to the University's Dean of Students within ten calendar days of the mailing of the Hearing Committee's decision to the accused student. Requests for appeals will then be promptly transmitted to either the Provost or the Provost's designee, who will be responsible for deciding the appeal.
3. The accused student, the Presenter of Facts, the Chair of the Hearing Committee and the Dean shall have the opportunity to submit materials for consideration on appeal.
4. The violation or penalty may be reviewed based on whether:
  - a. Findings of a violation are unsupported by substantial evidence in the view of the entire record;
  - b. There was substantial departure from the required procedures which materially affected the fairness or reliability of the decision-making process;

- c. There is previously unavailable evidence which, if proven accurate, would substantially alter the finding of violation or the appropriateness of the penalty; or
  - d. The sanction imposed is disproportionate to the gravity of the conduct.
5. The accused student, Dean and Chair of the Hearing Committee shall be notified in writing of the result of the appeal.

**F. Confidentiality**

- 1. Honor Board members (students and faculty) shall not engage in any discussion that is not called for by their functions either of a pending case or after a case which does not result in a finding of a violation.
- 2. The Advisor or Hearing Committee Chair or Honor Board Chair may answer a complainant's reasonable request for information about the procedural status of a case.
- 3. The Advisor shall publicize to the Law School Community findings of violation of the Honor Code. The Advisor shall determine, in the interest of justice, whether the name of the student shall be included in the notice.

**G. Discovery of New Evidence**

- 1. Within twelve months after the imposition of a sanction, the accused student may petition the Dean for reconsideration based on new evidence that could not with reasonable diligence have been discovered prior to the initial evidentiary hearing. The Dean, upon concluding both that the new evidence is relevant and that there were reasonable grounds for the evidence not being brought forth earlier, shall convene a new Hearing Committee to consider the new evidence.
- 2. The new Hearing Committee shall contain as many members of the original Committee as possible.

## VI. Reports to Bar Examiners

### A. **Records retention.**

School of Law Office of Academic Affairs retains records of all charges of academic misconduct issued in accordance with this Honor Code as well as the disposition of all such charges.

### B. **Bar Applications.**

The Office of Academic Affairs shall report Honor Code violations and/or dismissal to the Bar Examiners as indicated in this Code. Students are responsible for reporting Honor Code violations and/or dismissals on their applications for the Bar Examination.

## VII. Members of the Student Honor Board

### A. **Selection of Honor Board members**

Honor Board membership is open to all University of Baltimore law students whose grade point averages are 2.750 or higher. Members of the Honor Board shall be selected by an application and interview process. The selection committee shall include the current Honor Board Chairperson and the Honor Board Advisor.

### B. **Composition of the Honor Board**

The Honor Board shall be composed of a maximum of 15 students, including the Chairperson. Term of service for new members begins when the applicant is selected to serve on the Honor Board and continues until graduation unless the Honor Board member resigns or is removed. An Honor Board member shall be removed by the Chair or Honor Board Advisor for good cause.

### C. **Honor Board Chairperson.**

The Honor Board Chairperson shall be selected by majority vote of the current Honor Board members, the Honor Board Advisor and the Associate Dean. The Honor Board Chairperson shall not serve on the Student Bar Association Board. The Honor Board Chairperson shall:

1. Schedule and preside over monthly Honor Board meetings;

2. Facilitate Honor Code procedures in conjunction with the Honor Board Advisor;
3. Keep and disseminate meeting minutes to members;
4. Report Honor Board general business to the student body and faculty as necessary;
5. Any other responsibilities conferred by the Honor Board.

### **VIII. Miscellaneous Provisions**

- A. This Honor Code shall be publicized to the student body as often as is necessary to ensure student awareness of its provisions.
- B. If any provision of this Code is determined to be invalid, all remaining provisions shall continue in effect.
- C. This Code shall become effective on the first day of the semester following its publication for student review and comment, adoption by the Faculty Council, and its approval for legal sufficiency by the Office of the Attorney General.

*(NOTE: At the beginning of the fall semester during orientation, first year students take an oath to be governed by the Honor Code during their tenure at the law school. They are also required to sign a copy of that oath.)*

## CHAPTER 6: DISABILITY POLICY

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 guarantee equal access to programs and services to those with disabilities. In order to be a qualified individual subject to the protections of these Acts, a person must demonstrate that he or she has a disability that substantially limits a major life activity (e.g., seeing, hearing, walking, breathing, performing manual tasks, learning, caring for oneself, and working) and, as such, requires a reasonable accommodation in order to have equal access. This section of the LL.M. LOTUS Handbook catalog explains a student's rights and responsibilities in seeking to receive accommodations from the Law School because of a disability. The process and procedures outlined here apply to seeking Law School classroom accommodations, exam accommodations, and accommodations related to accessing the University's facilities.

Any student who requests the use of an English dictionary or requests additional time on exams due to English proficiency must comply with this disability policy.

### Rights and Responsibilities in Seeking Accommodations for a Student's Disability

1. A student who believes that he or she has a qualifying disability warranting accommodation for academic programs, exams or access to the University's facilities should notify Ms. Leslie Metzger, the Director of Student Support, by contacting her at [LMetzger@ubalt.edu](mailto:LMetzger@ubalt.edu) or (410)837-3623. This notification is required and separate from any communication with the Admissions Office or other Law School staff. Students should not go directly to any faculty in an effort to arrange accommodations for disabilities.
2. Generally, requests for accommodations in the classroom should be made at least thirty days prior to the start of any semester. Requests specifically seeking accommodation for exams should be submitted sixty (60) days before the beginning of the exam period.
3. Following notice to Ms. Metzger, the student will then meet with a representative from the Law School (typically Ms. Metzger) and a staff person from the Center for Educational Access at the University of Baltimore (CEA). At this meeting, they will review with the student the documentation provided to verify the existence of a qualifying disability. **All documentation submitted, preferably before this meeting, should comply with the documentation guidelines set forth at <http://www.ubalt.edu/campus-life/center-for-educational-access/students/documentation-guidelines.cfm>.**
4. CEA and the Law School also may request additional documentation at any time or may request that the student's physician or other licensed health

professional speak directly to Law School or CEA staff. The student also may be asked to be evaluated by another medical professional.

5. If it is determined at this meeting that the student does have a qualifying disability, CEA and the Law School also will discuss suggested reasonable accommodations with the student with respect to the student's courses, exams, and access to university facilities. In assessing the appropriateness of an accommodation, CEA and the Law School also will examine medical and other health professional documentation, the student's history of past accommodations, and the course and exam structure of a particular class.
6. A reasonable accommodation is an accommodation that does not impose an undue financial or administrative burden on the Law School and does not fundamentally alter the nature of the educational service, program or activity at the Law School. The Law School in determining a reasonable accommodation may seek the assistance of consultants and may require additional testing and/or evaluations as indicated above. The Law School also may select the least burdensome accommodation in the event that more than one form of accommodation is available.
7. Following the student's meeting with CEA and the Law School representative, CEA will notify the Associate Dean of Student Affairs or his designee of the student's disability and the suggested accommodations. The Associate Dean or his designee will then advise the student by email of the Law School's decision to deny, grant, or partially grant the suggested accommodations. This email is required prior to any accommodations being made.
8. If the student accepts a plan of accommodation, the Law School will inform the student's instructors and the reasons for the accommodations only to the extent necessary to assure effective implementation of the accommodation. As a general rule, when feasible, student anonymity will be maintained.
9. If the Law School concludes that a student is not a qualified individual with a disability or has not provided reasonable accommodations to the student, the student may appeal the decision to Kathleen Anderson, Dean of Students, 112 Academic Center, University of Baltimore Academic Center, as provided in the Grievance Procedure in the University of Baltimore Student Handbook.

### **Rights and Responsibilities After Receiving Accommodations for a Student's Disability**

1. **A student must renew his or her request for accommodations each semester that he or she attends law school** by meeting in person with Ms. Metzger and CEA to determine whether new and different accommodations are necessary for the student's disability to be accommodated. At these meetings, the Law School and CEA also may request that the student submit

updated documentation verifying the nature and extent of the student's disability. Generally, this mandatory **meeting should take place at least thirty (30) days** before the start of each semester.

2. If a student's **condition changes at any time**, thereby affecting the nature and extent of his or her disability, the student must notify the Law School (Ms. Metzger or the Associate Dean of Student Affairs) immediately.
3. If there is a problem with any accommodations that a student receives, whether it is related to a course, an exam, or access to a facility, the student must notify the Law School promptly so that steps may be taken, to the extent practicable, to resolve the problem.
4. Communication via accommodations (including exam schedules and room assignments) will be made using the student's UBALT email account. A student is responsible for checking email on a timely basis to determine the status of any issue relating to the accommodation that has been put in place for a particular disability. If the student's disability prevents physical access to email, an alternative method of communication will be determined in consultation with CEA, the Law School, and the student.

## CHAPTER 7: EXAM PROCEDURES AND GRADING POLICIES

### Overview

Final examinations for each course are generally given at the end of the semester. Students are identified by confidential exam numbers, which are obtained online on MyUB before each exam period. These blind grading identification numbers are randomly generated by the Records office and assigned to the student for one semester. Students are given a different blind grading identification number each semester.

The faculty member has discretion to set examination rules such as whether students may consult books, notes or other materials during the examination (“open” or “limited source” exam) or whether they may not (“closed” exam).

LL.M. LOTUS students for whom English is not a first language may request reasonable accommodation (including use of a paper dictionary) in taking an exam. Students who do not make such requests will not be permitted to use those accommodations. See *Reasonable Accommodations in Taking Exams* below.

A student may take a deferred examination with the permission of the Associate Dean for Academic Affairs or his or her designee upon a showing of good cause. The period to petition for an exam deferral is typically the month before the exam period and is announced through the University of Baltimore email system.

The Law School complies with the requirements of both the [Federal Education Privacy Act \(FERPA\)](#), Federal “Buckley Amendment” and the Maryland State Public Information Act relating to privacy and cannot post students’ grades publicly as a matter of course. Final course grades are posted to the student’s transcript and are available through the Student Center on MyUB.

Students are not permitted to retake a final examination except under extreme circumstances and for good cause as determined by the Associate Dean for Academic Affairs.

### Reasonable Accommodations in Taking Exams

In courses which only have LL.M. students, the time allowed for the exam has already been adjusted to account for potential language difficulties. An English-foreign language dictionary may be used for these exams. This dictionary must be in hard copy

book form. **Cell phones and other electronic devices are not allowed to be used as dictionaries.**

In courses which have both J.D. and LL.M. students, LL.M. LOTUS students for whom English is not his or her first language may petition the Associate Dean for Academic Affairs for up to one additional hour to complete the examination and for permission to use an English-foreign language dictionary. This dictionary must be in hard copy book form. **Cell phones and other electronic devices are not allowed to be used as dictionaries.**

Students who have a disability within the meaning of the Americans with Disabilities Act (ADA) that has been certified by the Center for Educational Access may be entitled to reasonable accommodations in taking exams. Students may seek accommodations for exams pursuant to the guidelines published by the Office of Academic Affairs each semester.

## **Final Exam Deferral Procedures**

### *Deferral conditions*

Examination deferrals may be granted for the following situations only:

- Two examinations at the same time. If two exams are scheduled at the same time on the same day, the exam in the required course must be taken and the other deferred. If both are electives, one must be taken at the scheduled time.
- Two exams within 24 hours. If two exams are scheduled to start within 24 hours, the exam in the required course must be taken and the other deferred. If both are electives, one must be taken at the scheduled time.
- Religious reasons. Deferrals for religious reasons must be supported by a letter from a minister, priest, rabbi or imam or other religious authority or clergy (written on appropriate letterhead).

No deferrals shall be granted for reasons related to student employment, graduations and/or weddings. Only in-class examinations may be deferred. Take home exams may not be deferred.

### *Emergency Deferrals During Examination Period*

If an emergency arises during the examination period, the Associate Dean for Academic Affairs must be contacted and proper documentation presented to arrange a deferral. If

the Associate Dean for Academic Affairs is unavailable, the student shall contact a staff member of the Office of Academic Affairs or the Head Proctor in the Examination Room. Emergency deferrals will be granted provisionally by phone but must be supported by a written request and supporting documentation within 48 hours unless extended by the Associate Dean or his or her designee.

#### *Failure to Appear for an Examination*

In the absence of a documented emergency, a student who fails to take a final examination during the scheduled time will receive a grade of F. Decisions about what constitutes a documented emergency are made by the Associate Dean for Academic Affairs. Students may not contact faculty about missed examinations.

### **Use of Computers in Taking Exams**

Students may use laptop computers to take their exams – open book, limited source, and closed book – unless the instructor specifically prohibits the use of computers for the examination. An instructor may not prevent use of a computer as an approved accommodation for a student with a documented disability for which use of a laptop is a reasonable accommodation.

Students are permitted to use laptops during a final exam only if they are using the exam software that is provided through the Office of Academic Affairs. For open book exams, a student must bring a hard copy of any materials he/she plans to use.

LL.M. LOTUS students are encouraged to download the software well before the day of the exam to test the software to make sure that the system works properly on their computer.

### **Anonymous Grading**

All students enrolled at the School of Law are assigned a blind grading identification number to use instead of their names or social security numbers on law school exams. Blind grading identification numbers are confidential and available to students prior to the start of exams online using MyUB.

In classes in which exams are the primary means of evaluation, faculty members assign grades without knowing the identity of the test taker. After faculty members turn in the "blind" exam grades, they have the opportunity to match student exam numbers with student names. Faculty members are permitted to adjust the raw exam grades to reflect class participation according to the guidelines set forth in the course syllabus.

The final grade students receive in a course may differ from their blind exam grade to the extent that professors take into account class participation or other factors as outlined in the syllabus.

Anonymous grading is not required where grading is not based primarily on an exam.

Final grades are posted on MyUB.

## Grading Scale

LL.M.LOTUS students are awarded the following range of grades for their courses:

"A+" – 4.33 grade points	
"A" – 4.00 grade points	"C" – 2.00 grade points
"A-" – 3.67 grade points	"C-" – 1.67 grade points
"B+" – 3.33 grade points	"D+" – 1.33 grade points
"B" – 3.00 grade points	"D" – 1.00 grade points
"B-" – 2.67 grade points	"D-" – 0.67 grade points
"C+" – 2.33 grade points	"F" – 0.00 grade points

An incomplete grade (I) is given when the student and the professor agree that the circumstances warrant an extension of time for the student to complete the assigned work. In order to receive an incomplete grade, the student must file a petition (form) with the faculty member requesting the same. The Associate Dean for Academic Affairs decides whether an "I" will be granted.

It is the student's responsibility to complete the required work and have it submitted to the instructor in sufficient time for the instructor to comply with the deadlines below. The "I" grade will be changed to an "F" grade if a grade change form is not submitted to the Records Office by:

- Fall Semester: February 1
- Spring Semester: July 1
- Summer Semester: October 1

Graduating students must resolve all incomplete grades no later than sixty (60) calendar days following the last day of final exams of their last semester.

## **Grade Submission Policy**

All final grades shall be submitted by each faculty member by entering grades on MyUB no later than 21 calendar days after the last course final exam for fall or spring semester, 18 days for summer or winter sessions. Dues dates for grades are posted on the School of Law Academic Calendar.

## **Grade Appeals**

Students have the right to a grade that is based on their actual course performance based on an articulated standard applied to all those taking the course. The Grade Appeal Rules and Procedures are [online](#).

## **Dismissal for Academic Reasons**

An LL.M. student whose grade point average drops below 2.00 after the second semester as a full-time student will be dismissed from the School of Law for academic deficiency. A part-time LL.M. student whose grade point average drops below 2.00 after the third semester will be dismissed from the School of Law for academic deficiency.

## **Appeals of Academic Dismissals**

A student who has been academically dismissed has a right to appeal the academic dismissal by filing a petition with the Academic Review Committee. The appeal will be granted if the student can clearly demonstrate the following:

1. Extraordinary circumstances caused the student's academic deficiency
2. Those circumstances have been eliminated; and
3. There is good reason to believe that the student can satisfactorily complete his or her law studies.

A student who has been dismissed for academic deficiency may submit a petition in writing in the form of a letter to the Chair of the Academic Review Committee.

The Academic Review Committee holds hearings on these petitions three times a year, usually in June, August and January. Students have the right to one hearing before the Committee, at a time of their choosing within a year of their dismissal. If the Academic Review Committee decides to readmit a student, it may impose conditions upon this readmission.

## CHAPTER 8: STUDENT LIFE

Student life at the Law School reflects the urban setting and professional focus of the student body. Students are actively involved in the community and in a wide variety of law student organizations and groups. Through many of these groups, distinguished speakers from the nearby legal and academic communities participate in lectures, forums, conferences, and workshops. Informational programs, debates, recreational activities, and specialized employment programs also are offered.

Through University resources, such as the Hoffberger Center for Professional Ethics and the Office of Diversity Education, programming is offered on issues of professional ethics and cultural diversity. Students have the opportunity to be associates of the Hoffberger Center, developing programs of interest to them, and to be LL.M. associates of the Center for International and Comparative Law. The University of Baltimore Student Center houses a coffee kiosk, a game room, function rooms, student organization workspace, a computer lab, and both quiet and social areas for study and meetings. The University also operates an athletic club that offers students convenient hours to work out, take classes, and participate in intramural sports. The Center for Student Involvement (CSI) offers student trips and discounted tickets to plays, musicals, and area attractions. All University facilities and a variety of University services are available for student use. These services include referral information for community housing, a student health insurance program, and accommodations for students with disabilities.

### Housing

The University of Baltimore does not provide student housing. University Of Baltimore Living, <http://www.ubalt.edu/housing>, provides housing leads and the Law School Admissions Office assists students in locating suitable housing.

### Student Responsibility for Medical Services and Health Insurance Coverage

F-1 visa students are required, and all LL.M. LOTUS students are encouraged, to purchase health insurance through the carrier of their choice for the period of time that they are enrolled at the University of Baltimore and in the United States. The University of Baltimore Student Health and Accident Insurance has been designed to help students meet what could be catastrophic costs associated with health care in the U.S. It also provides for limited preventive care benefit and prescription coverage. The plan provides benefits in addition to any family plan that students may carry, subject to the exceptions and restrictions described in the policy. The individual premium covers only

the student. Family members may be insured for an additional premium. Maternity benefits for students as well as wives of insured students are optional. Please contact Wendy Burgess, Director of International Student and Scholar Services, for more information.

The University of Baltimore Counseling Services office provides professional and confidential mental health services to promote students' academic, personal and social development. More information is available at [www.ubalt.edu/counseling](http://www.ubalt.edu/counseling).

## **Student Organizations**

Student organizations have an expansive workspace in the Rosenberg Student Center on campus. Mailboxes for all official organizations are in the Center for Student Involvement (Student Center Room 303). Student organizations represent a vast array of academic and personal interests and there are many student organizations at the University beyond those relating to law or operating at the Law School. To find out more about any law school student organization, contact Dean Rebecca Bainum, Assistant Dean of Students, at [rbainum@ubalt.edu](mailto:rbainum@ubalt.edu). To learn about other student groups on campus, contact the Office of Student Involvement at [www.ubalt.edu/csi](http://www.ubalt.edu/csi).

LL.M. LOTUS students may be interested in the following organizations:

### **American Constitution Society (ACS)**

ACS is comprised of law students, lawyers, scholars, judges, policymakers and activists working to ensure that fundamental principles of human dignity, individual rights and liberties, genuine equality, and access to justice enjoy their rightful, central place in American law. ACS is working to: Promote a progressive vision of the Constitution, public policy and the law and build a diverse and dynamic national network of students, lawyers, academics, judges and policymakers to lead America today and over the long term.

### **Amnesty International (AI)**

Amnesty International promotes human rights for peoples all over the world. Our purpose is to protect people wherever justice, freedom, truth and dignity are denied.

### **Asian Pacific American Law Student Association (APALSA)**

The Asian Pacific American Law Student Association (APALSA) serves as an academic, social and political resource for Asian Pacific American (APA) students in the Law School. The Chapter offers an APA perspective on the law school experience and the legal profession. APALSA encourages participation, leadership, and public service among APA law students at the University of Baltimore (UB). It maintains communication with the National Asian Pacific American Law Student Association (NAPALSA), the Korean Bar Committee of the Maryland State Bar Association (KBC), the Asian Pacific American Bar

Association (APABA), and other APA organizations. Additionally, APALSA assists in recruiting APA students to the University of Baltimore, assists immigrants in understanding and working through the Immigration and Naturalization Service (INS) process, and brings awareness to APA issues through its bulletin board, website, guest speakers, and other activities.

**Black Law Students' Association (BLSA)**

The Black Law Students' Association (BLSA) is a national organization created and designed to articulate and promote the needs and goals of black law students. The chapter has developed a Law Student Assistance Program in which upper-class law students are assigned to incoming first-year J.D. students in order to help them adapt to the law school environment. BLSA also sponsors an exam-taking seminar open to all first-year students, which provides additional practice in taking final exams. BLSA also assists with recruiting in an effort to increase the enrollment of black students at the University of Baltimore.

**Criminal Law Association (CLA)**

The purpose of the CLA is to provide a forum for students interested in all aspects of criminal law through activities related to the field of Criminal Law. CLA seeks to facilitate discussion and lectures on issues and perspectives of criminal law, to encourage and provide information on employment within the criminal law field, to provide open forums for the exchange of ideas, and to promote the social community among those interested in pursuing a career in criminal law.

**Entertainment, Arts and Sports Law Association (EASL)**

The Entertainment, Arts and Sports Law Association (EASL) is an organization that presents various recreational and entertainment activities. For a number of years, EASL sponsored a spring semester Sports Law Symposium.

**Environmental Law Society**

The Environmental Law Society sponsors a speaker series featuring practicing attorneys from both the public and private sectors. Members discuss different career opportunities with these speakers, as well as trends in environmental law. Additionally, key environmental issues are addressed in symposia organized by the society and open to the entire law school community.

**Family Law Association (FLA)**

The Family Law Association, meets once a month and is open to students, faculty, alumni and members of the family law community. The FLA was established to further the education of students interested in Family Law, broadly defined.

**Intellectual Property Law Society**

The Intellectual Property Law Society provides an opportunity for students to meet

practitioners and learn about developments in this field. Several programs are held each semester, announced on the Society bulletin board.

**International Law Society (ILS)**

The International Law Society facilitates greater awareness and continuing education in matters concerning international law. The ILS invites practitioners from the international field to meet and speak to students on matters of interest. The ILS also shows films which give a better understanding of this area of law. Additionally, the ILS provides information relating to job opportunities. Meetings also provide an outlet for members to express their mutual interest in the field of international law.

**Jewish Law Student Association (JLSA)**

University of Baltimore's JLSA, Jewish Law Student Association, is a cultural, social, educational, and religious organization that reflects the varied interests of the Jewish student community at University of Baltimore School of Law. In the past JLSA has co-sponsored renowned speakers and an array of social activities. Check out our bulletin board for what's new.

**OUT Law (LGBT)**

OUTLaw is the University of Baltimore's LGBT student organization. The organization seeks to educate up and coming lawyers to LGBT issues and advocate for LGBT rights, especially as it relates to discrimination faced by LGBT individuals under the law. Outlaw welcomes all students, gay and straight, to join the organization and strengthen OUTLaw by adding to its diversity.

**Phi Alpha Delta National Law Fraternity**

Phi Alpha Delta Law Fraternity International is a professional law fraternity advancing integrity, compassion and courage through service to the student, the school, the profession and the community.

**Phi Delta Phi National Law Fraternity (PDP)**

Phi Delta Phi (PDP) is an international legal fraternity, established in 1869 with chapters all over the United States, Canada, Latin America and Europe. PDP-Carroll Inn is the only legal honors fraternity at the University of Baltimore. It is our goal to continue to promote the organization's "higher standard of professional and personal ethics and performance." The Carroll Inn continues to bring networking opportunities to our members with Alumni events throughout the year. Equally important is the Inn's desire to give back through various community service projects. Some prominent members of PDP are Chief Justice William Rehnquist, Justice Thurgood Marshall, Justice Sandra Day O'Connor, and President Theodore Roosevelt.

**Real Estate Law Association (RELA)**

The mission of the UB Real Estate Law Association (RELA) is to educate and encourage interest in the field of real estate law by providing a forum to discuss relevant topics at the forefront of this practice area such as current developments, legislation, and career paths. In addition, RELA strives to prepare students for the practice of real estate and real estate law by providing networking and mentoring opportunities with seasoned professionals in the field.

**South Asian Law Students Association (SALSA)**

The South Asian Law Students Association at UB provides an exciting cultural, social, moral, and academic climate for all UB students. SALSA focuses on establishing and educating members and others about South Asian history, culture, and legal issues on the global front. For those years in which there are not enough students to comprise a SALSA chapter, South Asian students are welcome to join APALSA.

**Student Animal Legal Defense Fund (UBSALDF)**

The UBSALDF exists to provide a forum for education, advocacy, and scholarship aimed at protecting the lives and advancing the interests of animals through the legal system, and raising the profile of the field of animal law. The UBSALDF is dedicated to informing the university and surrounding community about issues that involve animals and their rights. All public policy positions taken by the UBSALDF shall be consistent with the mission of the Animal Legal Defense Fund (ALDF): “to protect the lives and advance the interests of animals.”

**Students Supporting the Women’s Law Center (UBSSWLC)**

The UBSSWLC exists to provide a forum for education, advocacy, and scholarship aimed at advancing the interests of women through the legal system and legislation. The UBSSWLC is dedicated to informing the university and surrounding community about issues that involve women and their rights.

**UB Federalist Society**

The UB Federalist Society exists to promote principles that the state exists to preserve freedom, that the separation of governmental powers is central to our Constitution, and that it is emphatically the province and duty of the judiciary to say what the law is, not what it should be.

**University of Baltimore Students for Public Interest (UBSPI)**

The University of Baltimore Students for Public Interest (UBSPI) is a law foundation aiding in the promotion of public interest law through education and the provision of grants to law students enabling public interest employment. UBSPI seeks to encourage public service and public interest by providing grants that will pay for internships with public interest organizations or public services. UBSPI also acts as a liaison between the law school and the public interest legal community.

### **Women's Bar Association (WBA)**

The University of Baltimore student chapter of the Women's Bar Association of Maryland organizes and hosts a series of educational and informational programs addressing legal issues which have an impact on women in the profession and the community at large. Some events include a speakers' series, an annual tea, and a variety of events to commemorate Women's History Month. The student chapter is also actively involved with the state organization in developing programs exploring opportunities for professional growth of women attorneys.

### **Other student organizations**

For a complete listing of all student organizations on the UB campus or for information on starting a student organization, please visit the Student Life section of the website or contact the Henry and Ruth Blaustein Rosenberg Center for Student Involvement at 410-837-5417, or by email: [csi@ubalt.edu](mailto:csi@ubalt.edu).

## **University Facilities and Services**

### *Bookstore*

Textbooks and supplies may be purchased at the University bookstore. The bookstore stocks all required and recommended texts and supplies, a complete line of Hornbook series, Nutshell series, law dictionaries, and supplemental study aids as well as food, cards, clothing and recreational reading. The University Bookstore is located in The Fitzgerald building, 62 West Oliver Street.

### *Campus Recreation and Wellness*

Campus Recreation and Wellness offers a variety of programs, resources and services that are dedicated to improving the quality of life and well-being of the University community. Information on fitness and wellness programs, the recreation center, intramural sports and sports clubs is available [online](#). The Campus Recreation and Wellness office is located in room 331 on the third floor of the Academic Center.

### *Diversity and Culture Center*

The Diversity and Culture Center defines multiculturalism as including, but not limited to, race; color; ethnicity; geographic origin; language; socioeconomic class background; gender; gender identity; sexual orientation; physical, developmental, or psychological disability; religious or spiritual affiliation; creed; age; physical appearance; marital status.

The purpose of the Diversity and Culture Center is to provide services, resources and initiatives that support diversity, promote cross cultural learning, appreciation and understanding. The Center assists students with successful transitions and meaningful

experiences that promote recognition and appreciation of the different cultural threads that make up the UB community. The Diversity and Culture Center offers personal, social and cultural support to students and creates opportunities for them to embrace, celebrate and learn about multiculturalism and internationalism. The Center educates the University community about the unique histories, cultures, and experiences of all students and supports learning, understanding and appreciation among them.

From an international student life perspective, the Center plays a major role in the student experience by offering various academic, social and cultural programs for the international community, including Chinese New Year Celebration, Holidays Around the World, International Student Career Week, and International Education Week programming. The Center provides leadership with immigration and international student related issues.

From a multicultural student life perspective the office responsible for planning and implementing cultural awareness and diversity education programs for the student community at the University of Baltimore. The Center provides a wide-range of services, educational programming, and cultural activities to enhance and support the creation of a multicultural community at the University, including Hispanic Heritage Month, Black History Month, Women’s History Month, Pacific Islander Heritage Month, and LGBTQ programming.

### Mission

The mission of the Diversity and Culture Center is to support, assist, empower and promote the success of multicultural and international students. The Center helps create and sustain an inclusive community that appreciates celebrates and advances multiculturalism, internationalism, and diversity at the University of Baltimore.

### Services

Advising and Advocacy	Student Organization Advisement
Co-Curricular Programming (Cultural, Educational, Social Programming)	Awareness programs
Cultural Adjustment/Integration	Cultural Outings
International Student Orientation with Admissions	Diversity Dialogues
Study Abroad	Resource Library
Training and Consultations	Classroom Facilitation
	Training and Consultations

### Location

The Diversity and Culture Centers located in the Student Center, Room 002. For questions about services or programs, please call 410-837-5744.

*Parking*

Student parking is available in the University of Baltimore area at special student rates. Visit the Parking webpage at <http://www.ubalt.edu/parking> for account information and parking options.

*Public Transportation*

The School of Law is also readily accessible by public transportation. Information on the bus lines, light rail, subway, trains and rideshare programs available to UB students are posted at <http://www.ubalt.edu/transportation>. Maryland Transit Administration offers “MTA All Access Transit Passes” to students at a discounted rate. Students may purchase a pass at the UB Bursar’s Office in the Academic Center.

## CHAPTER 9: UNIVERSITY POLICIES

Although a select few University policies are highlighted here, all University of Baltimore policies are available on the [University website](#) and/or on the student portal (MyUB).

### Official Campus Communications

The University of Baltimore requires use of the ubalt.edu e-mail account in all official University administrative and academic communications in order to:

- Streamline campus communications
- Increase security of University e-mails
- Ensure that official University announcements are sent to active e-mail accounts
- Enhance the student experience by maintaining a standard e-mail protocol and directory throughout the University.

You may choose to redirect your University e-mail to an outside, personal account; please see the instructions on how to forward your ubalt.edu mail provided by the Office of Technology Services. Individuals who select this option assume full responsibility for maintaining their private accounts and remain accountable for any official University communication sent to the ubalt.edu address.

It is important to check the ubalt.edu account on a regular basis, as e-mails constitute an official means of communication regarding University policies, deadlines and other important student information.

Please contact the OTS Call Center at (410)837-6262 with any questions or for further assistance.

### Tuition Related Policies

Students who choose to withdraw from a course may be eligible for a tuition refund according to the policies established by the [Office of the Bursar](#).

### Student Conduct Policies

[The Office of Community Life and the Dean of Students](#) maintains policies relating to student conduct, privacy, academic integrity, sexual harassment, nondiscrimination and

ADA services/grievance procedures. Please visit the webpage or the office itself in the Academic center to find out more about these policies.

### **Title IX Sexual Harassment and Sexual Misconduct Policy**

The University of Baltimore's Sexual Harassment and Sexual Misconduct policies are compliant with Federal laws prohibiting discrimination. Title IX requires that faculty, student employees and staff members report any known, learned or rumored incidents of sex discrimination, including sexual harassment, sexual misconduct, stalking on the basis of sex, dating/intimate partner violence or sexual exploitation and/or related experiences or incidents. Policies and procedures related to Title IX and UB's nondiscrimination policies can be found at: <http://www.ubalt.edu/titleix>.

### **Title IX: Sexual Misconduct and Nondiscrimination**

The University of Baltimore does not discriminate on the basis of race, religion, age, color, national origin, sex, sexual orientation, gender identification or disability in its programs, activities or employment practices. Inquiries regarding discrimination related to educational programs and activities should be directed to the Title IX coordinator, Anita Harewood, vice president, Office of Government and Community Relations, Academic Center, Room 336, phone: 410.837.4533, [T9@ubalt.edu](mailto:T9@ubalt.edu); or dean of students, Office of Community Life, Academic Center, Room 112, phone: 410.837.4755, [communitylife@ubalt.edu](mailto:communitylife@ubalt.edu); or assistant vice president, Office of Human Resources, Charles Royal Building, Third Floor, 410.837.5410, [mmaher@ubalt.edu](mailto:mmaher@ubalt.edu), including inquiries regarding employment discrimination and Section 504 of the Rehabilitation Act of 1973.

View the University's [sexual misconduct policy](#).

### **Safety policies and precautions**

The website for the [University Police](#) provides detailed information about drug and alcohol policies on campus, sexual assault policies, campus sex crimes prevention and emergency communications.

The University of Baltimore has introduced LiveSafe, a revolutionary emergency phone app that connects UB students, faculty and staff to the UB Police Department in a seamless manner, allowing for more efficient communications and response. For details on the application, please see the [website](#).

## **CHAPTER 10: UNIVERSITY RESOURCE LISTINGS**

### **Achievement and Learning Center**

The services of the University Achievement and Learning Center (ALC) are open to LL.M. LOTUS students. The ALC services help clarify and reinforce what students learn in the classroom, enhance specific skills (e.g., writing, exam-taking, memory). LL.M. students often seek conversation partners and writing coaches. The ALC is located in Academic Center 113, (410) 837-5383. Webpage: <http://www.ubalt.edu/alc>

### **Center for International and Comparative Law**

The Center for International and Comparative Law (CICL) promotes the study and understanding of international and comparative law, and of the political and economic institutions that support the international legal order. CICL sponsors research, publication, teaching, and the dissemination of knowledge about international legal issues, with special emphasis on human rights, democracy, intellectual property, and international business transactions.

Webpage: <http://law.ubalt.edu/cicl>

### **Office of Graduate and International Admission and Enrollment**

The University of Baltimore Office of Graduate and International Admission and Enrollment offers a number of services to address the needs of both immigrant and nonimmigrant students. These include coordinating the admission, enrollment and employment of international students and conducting orientation, socio-cultural adjustment and ongoing personal advisement for foreign-born students. Tax compliance, career planning and other seminars and events are held throughout the year. The Office of Graduate and International Admission and Enrollment advises F-1 students on maintenance of their legal status in the U.S., travel outside and reentry to the U.S., matters related to accompanying family members, and other topics associated with their academic study and post-graduation pursuits. They are located in the Academic Center 117, (410) 837-4756. Webpage: <http://www.ubalt.edu/admissions/graduate.cfm>

## **Law Library**

Conveniently located near the School's classroom area, the Law Library is a place to study, conduct research, meet and converse. Seating includes individual study carrels, tables with natural lighting, and conference rooms for study groups. There are two PC labs with standard software and network printers, which also accept print jobs from laptops via the campus-wide wireless network.

The Library provides access to the major legal databases as well as specialized electronic sources. The physical collection of 365,000 books and microform volume-equivalents contains material not available electronically, as well as study aids and print versions of primary legal sources needed for instruction in legal research. The Library is a selective depository for U.S. Government documents, as well as a U.S. Patent and Trademark Office depository library.

The Library's catalog includes the holdings of all the libraries in the University System of Maryland. Students and faculty have borrowing privileges at all those libraries, and can request that books be sent to the Law Library for pick-up.

The Library staff is committed to helping our students develop the research skills needed in a legal career. During the school year we are open seven days a week until midnight (later during final exams), with reference staff available days, evenings and weekends to help with research exercises, finding information electronically and in print, and organizing research projects for school and work. The Library prepared a special webpage "Resources for LL.M. LOTUS Students" that is posted both on the LL.M. LOTUS webpage and on the Library webpage.

The Library's mission includes service to the community as well as our students and faculty, and local alumni are encouraged to use our resources after graduation. Library hours are posted on the Library & Technology home page, <http://law.ubalt.edu/library>.

## **Law Career Development Office**

### *LCDO Services for LL.M. LOTUS Students*

The Law Career Development Office (LCDO) recognizes that students enrolled in the Master of Laws in the Law of the United States Program (LL.M. LOTUS) represent an exciting diversity of academic and cultural backgrounds, and face unique challenges in exploring career and experiential opportunities to complement their scholarly pursuits.

To meet these challenges, the LCDO offers a range of services designed to assist you in identifying, preparing for, and competing for opportunities. Among the services we

provide are: one-on-one career counseling, including cover letter and resume review; mock interviews tailored to the individual; a broad scope of panels, programs and events focused on professional development, trends in the legal profession, and diverse practice areas; and assistance in building and expanding a network of contacts in the legal profession through the University of Baltimore's extensive law alumni network.

**While the LCDO is committed to assisting you in your pursuit of opportunities, we encourage you to be realistic about the challenges LL.M. students face in finding employment in the U.S. during and after their law school careers. It is imperative that students understand that an LL.M. is not a substitute for a J.D. The legal market is very competitive and employers interested in hiring international LL.M. students for permanent employment in the U.S. are few. Additionally, many federal and state government employers have restrictions on hiring foreign nationals.**

For additional information, we suggest you visit the International Services Office, which offers a range of support programs for international students, including advising students who are in the U.S. on F-1 student visas about opportunities under the Optional Practical Training program after completion of the LL.M. degree.

Webpage: <http://law.ubalt.edu/career>

### **Office of Technology Services**

The Office of Technology Services (OTS) provides technology support to the UB community. It assists students with campus IT services. The Call Center number is 410-837-6262. Webpage: <http://www.ubalt.edu/ots>

## CHAPTER 11: BAR ADMISSION

Each U.S. state has its own rules governing admission to the bar. Students seeking to engage in the practice of law are encouraged to familiarize themselves with the rules of the state in which they intend to practice, especially those rules relating to registration, deadlines, residency requirements, and courses that may be required during law school. The information regulating admission to the bar may be obtained from the appropriate agency responsible for bar admission in each state. One website that accesses information about the bar examinations in all 50 states and several U.S. territories is <http://www.abanet.org/legaled/baradmissions/bar.html>.

There are several states that permit international LL.M. graduates to take their bar examination. Maryland, New York, California and the District of Columbia are among them. Many of the states that do permit foreign lawyers to sit for a bar examination have additional requirements that may preclude an LL.M. graduate from taking the bar. We recommend that international students interested in a bar examination check with the Board of Law Examiners of the state where they wish to take the bar to see if they are eligible. Detailed information regarding admission can be found at the American Bar Association website above and the Comprehensive Guide to Bar Admission Requirements published by the National Conference of Bar Examiners, <http://www.ncbex.org/comprehensive-guide-to-bar-admissions/>.

The curriculum of the LL.M. LOTUS U.S. Practice track is designed to assist students in learning broad areas of law that are often covered by state bar examinations. Students must further prepare for a particular state's examination. U.S. students often take a short "bar review course" for the particular state before sitting for the exam. Some LL.M. LOTUS students have successfully taken bar examinations in New York and the District of Columbia.

Links to the state bar examination webpages on admission of foreign lawyers posted by The Maryland Board of Law Examiners, The New York State Board of Law Examiners and the District of Columbia Court of Appeals Committee on Admissions are provided on the LL.M. LOTUS webpages.