

ANTONIN SCALIA LAW SCHOOL AT GEORGE MASON UNIVERSITY
ACADEMIC REGULATIONS (Master of Laws (LL.M.) and Juris Masters (JM) Programs)

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AR 1. Purpose and Limitations

This document contains regulations and policies applying to students in the Master of Laws (LL.M.) and Juris Masters (JM) programs of the Antonin Scalia Law School at George Mason University (“Law School”). These programs have been approved by the State Council of Higher Education for Virginia (“SCHEV”) and have received acquiescence from the American Bar Association (ABA).¹ All information, including but not limited to statements pertaining to course requirements and offerings, admissions and graduation requirements, tuition and fees, is subject to change without notice. These Regulations will be reviewed by the faculty and re-adopted, with changes as appropriate, at least once each year. In order to deal with emergencies not provided for in these Regulations, in cases where it is impracticable to convene the faculty in time to deal with the emergency, the Dean is authorized to make such temporary exceptions and adopt such temporary supplements to these Regulations as he deems necessary to deal with the emergency; provided, however, that the Dean must provide every voting member of the faculty with a full report of his action, in writing, within one business day of his action; and provided further that the Dean must at the next meeting of the faculty propose a new regulation to deal with similar emergencies in the future; and provided further that the Dean’s authority to take emergency measures is non-delegable.

AR 2. Admissions

Application requirements for the LL.M. and JM programs are described below.

1. Application;
2. Applicants must hold a baccalaureate degree or its equivalent;
3. Official Transcripts: Applicants must submit all transcripts from college, university, law school, and post-graduate level work;
4. 500-Word Statement;
5. Résumé;
6. One Letter of Recommendation, which can be waived by Admissions Director or designee;
7. Interview;
8. Application for Virginia In-State Tuition Rates (required only for applicants who believe they qualify for in-state tuition rates);

¹ The ABA does not approve non-JD programs so acquiescence is the appropriate standard for LL.M. and JM programs

9. Law School Admission Test (LSAT) Scores (required only for applicants who are graduates of United States law schools and applying to LL.M.); and
10. Proof of English Proficiency for applicants who are not native English speakers; and have not received a degree from a college or university whose language of instruction is English, a TOEFL or IELTS score that meets George Mason University Antonin Scalia Law School minimum requirements is required.

The minimum TOEFL iBT score required to be considered for admission is 90.

The minimum IELTS score required to be considered for admission is 6.5.

AR 3. Matriculation, Registration, and Graduation Requirements

AR 3-1 Matriculation

The Law School offers a full-time and a part-time program leading to the LL.M. and JM degrees. A student matriculates either in the full-time program or as a part-time student. All students who do not qualify for classification as full-time students are part-time students.

AR 3-1.1 Students Matriculated in Other Divisions of George Mason University

George Mason University undergraduates may not enroll in courses in the Law School. Students currently matriculated in other graduate divisions of George Mason University (who are not also matriculated at the Law School) will be permitted to enroll in courses at the Law School only if they have written permission from the following: a faculty member at the division in which they are currently matriculated, the instructor teaching the Law School course in which they wish to enroll (who may impose conditions or limitations other than those applicable to students matriculated in the Law School), and the Director, Student Academic Affairs or designee. The Law School's administration will not intercede with law school instructors, directly or indirectly, in behalf of graduate students who are not matriculated in the Law School.

In classes with enrollment limits, law students have the first claim on all available spaces; space availability will be determined as of the last day of the add/drop period, and graduate students who have enrolled in a class may be required to withdraw in order to make space for a law student.

Credit from Law School courses taken by graduate students enrolling under this section cannot be retroactively applied to a law degree program at Scalia Law School.

Unless other arrangements are made as specified below, a Law School instructor allowing a graduate student to enroll under this section shall give the graduate student the same grade the instructor would have given a student matriculated in the Law School who submitted the same work. Alternative grading arrangements can be made with the consent of the instructor and the Law School's Director, Student Academic Affairs or designee. If arrangements are made for a graduate student enrolling under this section to receive a grade that reflects the grading curve in the graduate student's school or department, the graduate student's grade will not be included with the grades of students matriculated in the Law School for purposes of computing mandatory law school curves. If a graduate student is graded differently from law students, then the course will not be listed on the graduate student's transcript as a Law School course, and will not carry a Law course number.

AR 3-1.2 Changing Status

A student may change from part-time to full-time, or from full-time to part-time, at periods that permit programs to be arranged in accord with sound educational practices, as determined by the Associate Dean for Strategic Initiatives, or designee, who must approve any such change in status and who may

impose conditions and restrictions as the Associate Dean for Strategic Initiatives, or designee deems appropriate.

AR 3-1.3 Maintenance of Matriculation

Maintenance of matriculation requires regular class participation and attendance, registration in the course of study required for the status and program the student has selected, successive registration for each fall and spring term of each academic year until study is completed, and compliance with all other relevant requirements.

AR 3-1.4 Leaves of Absence

Matriculation is canceled if a student fails to complete the work of a term or fails to register for a subsequent fall or spring term, unless the student has registered and been granted a leave of absence in writing. Leaves may be granted only by the Associate Dean for Strategic Initiatives, or designee, and only for unexpected hardship, or because of circumstances indicating that the best academic welfare of the student will be served by the leave. Leaves are granted only to those maintaining acceptable levels of academic performance. Failure to register in a timely fashion for courses for the term immediately following the leave of absence will result in cancellation of matriculation.

AR 3-1.5 Students with Disabilities

The Law School adheres to the University's Policy 1203 of non-discrimination and reasonable accommodation on the basis of disability and the accompanying reasonable accommodation procedures.

All student requests for an accommodation must be handled by the University's Office of Disability Services (ODS). This ensures that all requests are handled consistently by the office equipped to review medical documentation, assess what accommodations may be necessary and reasonable, and provide any auxiliary aids and supportive services.

If a student identifies him or herself as needing an accommodation, or law school staff has reason to believe an accommodation may be appropriate, the student must be referred to ODS. Information regarding [ODS policies and procedures](#) is available.

AR 3-1.6 Students with Conflicts Due to Religious Observance

Students who cannot take a final exam or submit a final paper on the scheduled date due to a religious observance must follow the procedures outlined in AR 4-4.1 (Permission to Delay Sitting for an Examination or Submitting a Final Paper). Students who cannot comply with other course-related assignments or in-class exercises due to a religious observance must inform their instructor of any conflict during the first two weeks of the semester, or upon the assignment or exercise being announced if it is not announced in the course syllabus. Students who cannot attend a scheduled class due to a religious observance may utilize an absence under AR 4-1 (Class Attendance). Pursuant to AR 4-1, students may miss up to 20% of class sessions (30% if substituted work is permitted) and remain eligible for academic credit.

AR 3-2 Registration

A student is not registered until the student has completed all forms required for continued registration, the Office of Student Accounts has certified that appropriate arrangements have been made for settling the student's account, and the law school's Associate Registrar has certified that the student has completed all registration requirements.

AR 3-2.1 Timeliness

Deadlines for registration are set by the law school's Associate Registrar.

AR 3-2.2 Adding and Dropping Courses

Students may add and drop courses without penalty during the time period specified in the University's Add/Drop Policy (as reflected on the Law School's Academic Calendar).

AR 3-2.3 Tuition Refunds and Liability

Students remain liable for the full tuition imposed less any refund specified even if the tuition has not yet been paid. Once the registration deadline has passed, tuition refunds for dropped hours or withdrawal from the Law School will be available according to the policies set by the Office of the University Registrar (as reflected on the Law School's Academic Calendar).

Requests for refunds outside the announced schedule must be made to the Office of Student Accounts in Fairfax.

AR 3-3 Graduation Requirements

The faculty may elect to candidacy for the degree of LL.M. and JM only those students who have satisfied each and all of the requirements specified in these Regulations. Except as otherwise provided in these Regulations, LL.M. and JM students must perform these requirements during five academic years.

Academic work must satisfy program requirements in effect at the time the student seeks to be elected by the faculty to candidacy for the degree.

AR 3-3.1 Credit Hours for LL.M. and JM Students

LL.M. students must present no fewer than 24-26 credit hours of completed work in courses taken not more than five years before the time of presentation.

Additional credit hours may be required for specialty tracks.

JM students must present no fewer than 30 credit hours of completed work in courses taken not more than five years before the time of presentation.

AR 3-3.2 Required Courses for LL.M and JM Students

Curriculum Details are published on the law school's website and required courses are identified below.
For the LL.M. in U.S. Law

Required Courses: Introduction to United States Law, Professional Responsibility

For the LL.M. in Cyber, Intelligence, and National Security

Required Courses: Introduction to United States Law (waived for students who have completed a JD degree from a United States law school), Cybersecurity Law Seminar, Economics for Lawyers, Homeland Security Law Seminar, Intelligence Law Seminar, National Security Law

For the LL.M. in Global Antitrust Law and Economics

Required Courses: Introduction to United States Law (waived for students who have completed a JD degree from a United States law school), Economics for Lawyers, Antitrust I: Principles, Antitrust II: Applications, Antitrust Economics, Statistics for Lawyers, European Union Competition Law or Global Antitrust Law Seminar

For the LL.M. in Law and Economics

Required Courses: Introduction to United States Law (waived for students who have completed a JD degree from a United States law school), Economics for Lawyers, Law & Economics, Litigation and

Dispute Resolution Theory, Public Choice and Public Law Seminar or Perspectives on Regulation

For the LL.M. in Intellectual Property

Required Courses: Introduction to United States Law (waived for students who have completed a JD degree from a United States law school), Economics for Lawyers, Patent I, Patent II, Trademark Law, Copyright Law, Legal and Economic Theory of Intellectual Property

For the JM

Required Courses: Introduction to United States Law, Legal Research & Writing, Contracts, Capstone I, Capstone II

AR 3-3.3 Minimum GPA

The student shall present a cumulative grade point average of at least a 2.33 for all course work taken for which a quality grade (i.e., a grade on the A+* through F scale) was awarded.

AR 3-3.5 Full Payment

The Office of Student Accounts must certify that the student has settled all outstanding accounts.

AR 3-3.6 Application for Graduation

The student must complete and file an application to graduate with the law school's Associate Registrar by the date specified in the Academic Calendar. Incomplete applications will not be accepted.

AR 3-4 Courses and Course Loads

Only courses approved by the faculty will be counted toward meeting graduation requirements; provided, however, that the Associate Dean for Academic Affairs and Programming or designee may authorize a course to be given one time, on an experimental basis, and counted toward graduation.

AR 3-4.1 Course Selection

Except in special circumstances, as determined by the Associate Dean for Academic Affairs and Programming or designee, all courses are open to both full-time and part-time students.

AR 3-4.2 Course Loads for LL.M. and JM Students

Each semester, students take between 5 and 17 credit hours, with most full-time students completing 9-14 credit hours a semester, and most part-time students completing 5-8 credit hours a semester. For purposes of the F-1 and J-1 visas, 9 or more credit hours are required to meet the full-time requirement of the visa.

AR 3-4.3 Approval of Less Than Minimum Loads

Approval of less than five credit hours a semester requires the written permission of the Associate Dean for Strategic Initiatives or designee, and permission will be granted only in furtherance of desirable academic goals.

AR 3-4.4 Load in Last Term

A student is not required to take loads in the last term to complete graduation requirements in excess of the load necessary to complete credit hour requirements for the degree.

AR 3-5 Academic Performance

In order to maintain matriculation, all students must satisfy the following minimum academic requirements. If a student fails to satisfy any of the academic requirements, the student is ineligible to continue; matriculation is canceled, and the notation “Academically Ineligible to Continue” is entered on the student’s transcript. Such a student shall not again be matriculated except as provided in AR 3-5.1. If a student’s matriculation is cancelled after a fall semester pursuant to AR 3-5(b) or (c), any subsequent spring tuition paid will be returned to the student.

- (a) Beginning with the Spring semester, 2023, LL.M. and JM students must earn a minimum grade point average of 2.33 for every two (2) consecutive academic semesters completed. A student who earns a grade point average less than a 2.33 for any two consecutive academic semesters will be permitted to graduate so long as their final cumulative grade point average is a 2.33 or higher as required by AR 3- 3.3;
- (b) LL.M. and JM students may not accumulate three or more exclusion points during any single semester or over the course of any two consecutively enrolled semesters. For the purpose of this subsection, a “semester” means a fall or spring semester. Exclusion points earned during a summer term are counted as fall semester exclusion points in the fall semester immediately following the summer term, and exclusion points earned during the winter term are counted as spring semester exclusion points in the spring semester immediately following the winter term. Withdrawals (W) earn one exclusion point; D grades (D+, D, D-) earn one exclusion point; F and NC grades earn two exclusion points. The number of credit hours for a particular course will not be considered in calculating exclusion points. The Associate Dean for Academic Affairs and Programming or designee has the discretion to waive exclusion points for one or more withdrawals. Such waivers must be in writing and should be limited to situations where the withdrawal was necessitated by circumstances beyond the student’s control; and
- (c) A student may not fail any required course in AR 3-3.2 for a second time.

AR 3-5.1 Readmission of Students with Academic Deficiencies

A student failing to meet the requirements set forth in AR 3-5 for the first time may be readmitted only by action of the Academic Standing and Student Affairs Committee. The committee will begin with the presumption that the student should not be readmitted, and will approve readmission only if the student provides convincing evidence that the student is likely to complete all requirements for graduation successfully and be admitted to the bar (if applicable).

The committee may require the student to repeat courses, or impose such other conditions as the committee deems appropriate. Where the committee conditions readmission on retaking a particular course or particular courses, the prior grade will be included in the student’s grade point average unless the committee provides otherwise. Where the committee conditions readmission on retaking an entire year of studies, the prior grades will not be included in the student’s grade point average unless the committee provides otherwise. In any event, the student’s transcript will reflect the prior grade or grades.

If a student fails to meet the requirements set forth in AR 3-5 a subsequent time, such a student shall not be readmitted except by the Academic Standing and Student Affairs Committee upon written submission of extraordinary circumstances. The committee’s decisions are final. The only basis for reconsideration would be new and relevant information which, through no failure on the part of the student, was not available to the committee at the time of its decision. Requests for reconsideration must be made within 30 days of the committee’s decision being communicated to the student.

AR 3-5.2 Academic Probation

Any student readmitted pursuant to AR 3-5.1 shall be continued on Academic Probation. Academic Probation includes each of the following:

- (a) Conditions may be imposed by the Academic Standing and Student Affairs Committee or by the Associate Dean for Strategic Initiatives, or designee, such as a change in status (to full-time or part-time) or light load, corrective educational work, leave of absence, repeat of a course or courses, or of the entire previous term or year of studies, obtaining a specified grade point average by the conclusion of a specified term, and other conditions appropriate to the student's circumstances;
- (b) The academic program shall be monitored and approved by the Associate Dean for Strategic Initiatives, or designee, so long as the student remains on academic probation;
- (c) If a readmitted student has a cumulative grade point average less than 2.33, the conditions shall include, in all cases, that a student obtain a cumulative average of not less than 2.33 by the end of the next academic year; and
- (d) Except with the written permission of the Academic Standing and Student Affairs Committee, the student may not participate in any extracurricular or co-curricular activity; provided, however, that the student may hold membership (but not an office) in a student organization.

AR 3-5.3 Fulfillment of Probation Conditions

When a student is readmitted on academic probation, compliance with the conditions of probation shall entitle the student to continue in matriculation. A determination by the Associate Dean for Strategic Initiatives, or designee, that the student has failed to meet the conditions, shall result in cancellation of matriculation. A student once readmitted shall not be readmitted a second time by the Academic Standing and Student Affairs Committee. Only the full faculty can readmit such a student, and the faculty shall consider such petitions only when the Academic Standing and Student Affairs Committee has found extraordinary circumstances and recommends that the faculty readmit that student.

AR 3-6 Other Grounds for Sanction, Including Termination of Matriculation

Matriculation may be canceled, or other sanctions imposed, by the Associate Dean for Academic Affairs and Programming or designee for misconduct (including, but not limited to, violation of the Antonin Scalia Law School Honor Code), demonstrated inability or unwillingness to engage seriously in law study, and infractions of academic or other regulations.

Before imposing any sanction pursuant to AR 3-7 that adversely affects the good standing or graduation of a student, the Associate Dean for Academic Affairs and Programming or designee shall provide the student with a written description of the conduct at issue, a brief description of the supporting facts, and a date and time when the student shall have the opportunity to be heard (a "hearing date"). Any written materials, evidence, or statements (including witness statements) that the student would like considered must be provided to the Associate Dean for Academic Affairs and Programming or designee at least seven business days prior to the hearing date. Witnesses will not appear in person unless the Associate Dean for Academic Affairs and Programming or designee determines, after reviewing the witness' written statement, that an appearance may be helpful to the Associate Dean for Academic Affairs and Programming's or designee's determination. The student may not bring anyone to the hearing. After the hearing, the student will be notified in writing of the decision and the basis therefore.

Nothing contained in the Antonin Scalia Law School Honor Code shall limit the authority of the Associate Dean for Academic Affairs and Programming or designee over these matters.

AR 3-6.1 Duty to Report

A student who has reasonable grounds to believe that another student has engaged in any misconduct, violated the Honor Code, or broken any academic or other regulation, must report the suspected misconduct or violation to the Associate Dean for Student Affairs & Academic Support or designee.

AR 3-6.2 Jurisdiction

Honor Code referrals will be considered under the provisions of the Honor Code and the due process policies and procedures contained therein. As an initial matter, the Associate Dean for Student Affairs & Academic Support or designee will determine if the matter warrants an Administrative Honor Hearing or an Honor Panel Hearing. The decision of the Associate Dean for Student Affairs & Academic Support or designee is final and may not be appealed. No matter the type of hearing chosen, the Associate Dean for Strategic Initiatives, or designee, will participate alongside those participants identified in the Honor Code.

AR 3-6.3 Written Work Must Be Available in Electronic Form

All written work submitted by a student must be available in electronic form (unless the work was handwritten), through the end of classes in the semester following that in which the work was submitted, so that it can be compared with electronic databases and/or submitted to plagiarism detection services.

The Law School may at any time submit a student's work without prior permission from the student. Individual instructors may require that written work be submitted in electronic form as well as printed form.

AR 3-7 Email and Listserv Information

It is expected that every student will regularly check his or her GMU email account, as it is used for all Scalia Law communications, including emergency notices as well as academic, student organization, physical plant, and career information. Students are responsible for deadlines or other important information sent to their GMU email account.

AR 3-8 Student Records

Certain student academic information relevant to the operation of the Law School is maintained by the Office of Student Records. For the purpose of this regulation, the term "student" includes all current and former students matriculated in the Law School.

AR 3-8.1 Confidentiality

Dissemination of student records is constrained by law, and controlled by procedures established by the law school's Associate Registrar. Students who wish to have information in their own student records released to someone other than themselves or others legally entitled to receive the information must provide the Law School with written permission to release the information.

AR 3-8.2 Access by Students

Except as indicated below, students may review their student records and the census information they have supplied. The following information is not available for student review:

- (a) Documents excluded by law;
- (b) Financial records of parents; and
- (c) Information for which the student has signed a waiver of access, such as letters of recommendation.

AR 3-8.3 Inspection

A student wishing to inspect or copy information from his or her student records in the Office of Student Records shall submit a written, signed request to the law school's Associate Registrar. The request will be granted and access afforded within 45 days after the law school's Associate Registrar has received the request.

AR 3-8.4 Challenges

If a student wishes to contest the content of their student records, or their disclosure or non-disclosure, the student shall provide a written challenge to the law school's Associate Registrar who will rule on the contest within a reasonable time.

AR 3-9 University Internal Complaint System

Students may utilize the university's Student Complaint System to register concerns. Except in extraordinary circumstances, a complaint must be submitted prior to the end of classes in the semester following that in which the alleged problem became known. The Associate Dean for Academic Affairs and Programming or designee will ordinarily respond to the complaint within twenty-one business days of acknowledging receipt. Any decision communicated by the Associate Dean for Academic Affairs and Programming or designee is final.

AR 4. Course Work and Evaluation of Academic Performance

AR 4-1 Class Attendance

Regular and punctual attendance and class preparation are required to earn academic credit.

AR 4-1.1 Absences

If a student is absent for any reason for more than 20 percent of the sessions of a course, the student is not eligible for credit in that course. A student who is not present for at least 75 percent of a session of the course is absent from that session.

AR 4-1.2 Substituted Work

In cases that the instructor believes have merit, the instructor may permit the substitution of work equivalent to class attendance if the work is designed to achieve approximately the purpose of class attendance. Substitution is solely at the instructor's discretion, and no instructor is compelled to permit it. Attendance credit for substituted work cannot exceed 10 percent of scheduled class sessions.

AR 4-1.3 Enforcement

It shall be an honor code violation, and a violation of these academic regulations, for a student to sit for an exam in a course (or otherwise receive credit for a course) knowing that he or she has not met the attendance requirement.

AR 4-1.4 Instructor Attendance Records

Instructors may monitor class attendance by any method they deem appropriate including, but not limited to, circulating a sign-in sheet, calling roll, or visually surveying the class.

Prior to the final examination or assigning a final grade in any course, the instructor will provide the law school's Associate Registrar with the name of any student who the instructor believes is out of compliance with AR 4-1.1 (and if applicable AR 41.2). The law school's Associate Registrar will then inform the student, in writing, that he or she is not eligible to receive credit in the instructor's course (and

so may not sit for the final exam, if applicable).

AR 4-2 Course Policies

AR 4-2.1 Binding Effect

Instructors may adopt policies regarding the conduct of the course that are reasonably calculated to provide for its orderly conduct. Such policies may include, but are not limited to, prohibitions or limitations on computer and internet usage during class.

AR 4-2.2 Recording Class Sessions or Examinations

Unless expressly permitted in writing by an instructor, no portion of a class session or an examination may be preserved by means of a recording device (such as an audio recording device or a camera).

AR 4-3 Limitations on the Use of Generative Artificial Intelligence (GAI) in Academic Work

(a) Definition: Generative artificial intelligence (GAI) is a type of artificial intelligence that uses algorithms to generate new content, such as text or images, based on the data it has been trained on. For purposes of this regulation, GAI is not intended to encompass legal research databases and word processing applications that, while incorporating AI-based elements or enhancements, do not generate novel text.

(b) Papers and coursework: The use of GAI in drafting or writing coursework, including papers and reaction papers, is prohibited unless expressly identified in writing by the instructor as an appropriate resource for the work in the instructor's course.

(c) Examinations: The use of GAI in preparing to write or writing exam answers is prohibited unless expressly identified in writing by the instructor as an appropriate resource for the exam in the instructor's course.

(d) Instructors permitting the use of GAI outputs shall specify in writing the course parameters of allowable use and disclosure expectations. Instructors may require students to disclose the GAI outputs relied upon, and further show exactly how and where those outputs were used in the academic work.

(e) If not expressly identified as permissible in writing by the instructor, any use of GAI will be considered academic dishonesty involving cheating in violation of Section 1.01.1 and/or 1.01.5 of the Honor Code, and violators may be subject to the disciplinary sanctions set forth in Section 3.01 of the Honor Code. Law School instructors and administrators reserve the right to use AI detection software to find instances of GAI in student submissions.

AR 4-4 Basis of Evaluation

Unless otherwise specifically and expressly provided by the faculty, all courses must include an evaluation by examination or by a substantial writing assignment.

AR 4-4.1 Examinations and Writing Assignments

Courses may be designated as writing or examination courses, or some combination of the two, either by the faculty or, in the absence of a decision by the faculty then by individual instructors.

Unless the faculty has determined that a course will be graded by some other means than an examination, the course will be presumed to be an examination course. Individual faculty members who decide to add a writing component to the grade, or to substitute a writing requirement for an examination, shall notify the students prior to the end of the first week of the term. Courses in which writing assignments provide a substantial basis for the grade shall be designated as writing courses.

The law school's Associate Registrar shall be notified of the grading method sufficiently in advance to schedule examinations.

AR 4-4.2 Class Participation

In courses that emphasize oral skills (e.g., trial or appellate advocacy), class participation may constitute a substantial portion of the final course grade. In courses that are evaluated primarily by written examination and/or papers, class participation adjustments ordinarily will be limited to a discretionary single increment adjustment either upward or downward (e.g., from B to B+ or from A- to B+).

In either case, students shall be notified no later than the end of the first week of classes of the degree to which oral performance or class discussion may affect the final course grade. In default of such notification, class participation adjustments shall be limited to a single increment, and students should presume that the instructor retains the discretion to make such single-increment adjustments. Instructors, other than regular full-time faculty members, must receive advance written approval to deviate from the one-increment adjustment maximum, either by faculty designation of the particular course, or from the Associate Dean for Academic Affairs and Programming or designee for a particular offering of the course.

AR 4-5 Examinations

To the extent practicable, all examinations are to be graded anonymously. Examinations must be taken at the time and place noted on the examination schedule (or, if a mid-semester exam, as announced in the course syllabus), unless an exception is made pursuant to AR 4-4.1; provided, however, that the law school's Associate Registrar may establish rules allowing students to take examinations during the makeup period in cases where students would otherwise be required to begin more than one examination in less than a 24 hour period.

AR 4-5.1 Permission to Delay Sitting For an Examination or Submitting a Final Paper

(a) Delaying an Exam: Excuses and requests for permission not to sit for an examination when scheduled must be presented, with appropriate documentation, to the Associate Dean for Strategic Initiatives, or designee. Except in emergencies, such requests should be presented no later than two weeks before the date of the examination. An exam may be delayed only in the circumstances listed in subsection (c). The Associate Dean for Strategic Initiatives, or designee shall specify the date and time when a student with an excused absence may sit for the examination. A student who is absent from an examination without permission from the Director, Student Academic Affairs or designee shall be given a grade of "F" or "NC", whichever is appropriate.

(b) Delaying the Deadline for a Final Paper: A "final paper" for the purpose of AR 4-4.1 is, with the exception of Legal Research, Writing, and Analysis (LRWA) assignments, any written assignment that accounts for 50% or more of the final course grade.

(i) Authority to Delay Delegated to the Associate Dean for Strategic Initiatives Except for instances described in AR 4-4.1(b)(ii), instructors may not grant deadline extensions for final papers; all authority in this matter is delegated to the Associate Dean for Strategic Initiatives, or designee. Excuses and requests for a deadline extension must be presented, with appropriate documentation, to the Associate Dean for Strategic Initiatives, or designee. Except in emergencies, deadline extensions must be sought in advance of the scheduled deadline. A deadline extension may be granted only in the circumstances listed in subsection (c).

Students seeking an extension shall not contact the course instructor. Instructors will notify Associate Dean for Strategic Initiatives, or designee if any student: fails to turn in a paper

by the deadline; contacts the instructor seeking an extension of the deadline; or submits a paper to the instructor after the deadline. The Associate Dean for Strategic Initiatives, or designee will be responsible for following up with the student.

(ii) Authority to Delay Retained by the Course Instructor

If the deadline for a final paper falls during a period when the University is closed (e.g., Winter Break), the course instructor retains the authority to grant deadline extensions. Excuses and requests for a deadline extension must be presented, with appropriate documentation, to the course instructor with a copy to lawadmin@gmu.edu. Except in emergencies, deadline extensions must be sought in advance of the scheduled deadline. A deadline extension may be granted only in the circumstances listed subsection (c).

Once the University reopens, the instructor shall notify Associate Dean for Strategic Initiatives, or designee of any student who failed to turn in a paper by the deadline; sought an extension of the deadline; or submitted a paper to the instructor after the deadline. If a deadline extension was granted, the instructor shall forward the supporting documentation to Associate Dean for Strategic Initiatives, or designee for the student's record. If supporting documentation is not provided, the paper shall be graded as if no extension was granted.

(iii) Mandatory Grade Reductions for Late Submission of a Final Paper

Late submission of a final paper will result in a full grade reduction (e.g., A to B, B- to C) for each 24-hour period that the paper is submitted beyond the deadline. The first 24-hour period begins at the submission deadline. A paper submitted at any point during the first 24-hour period will receive a full grade reduction; a paper submitted at any point during the second 24-hour period will receive a second full grade reduction; and so on until the paper is submitted or the grade is reduced to a failing ("F") grade. A professor may decide to impose a greater reduction for each 24-hour period (including a policy that no late work will be accepted) but may not impose a lesser reduction. Any professor deviation from the full grade reduction policy must be announced in the course syllabus posted to the course website no later than the end of the first week of classes.

(c) Circumstances Allowing Delay of an Exam or Deadline for a Final Paper Valid excuses for delaying an exam or the deadline for a final paper include only:

- (i) Illness of or injury to the student, attested by a physician's certificate;
- (ii) Attendance at the funeral of a spouse, child, parent, grandparent, or sibling;
- (iii) Court attendance required by legal process;
- (iv) Religious observance; or
- (v) Other extraordinary circumstances as determined by the Associate Dean for Strategic Initiatives, or designee.

AR 4-5.2 Unexcused Absence from Examination

A student who is absent from an examination without permission from the Associate Dean for Strategic Initiatives, or designee, shall be given a grade of "F" or "NC," whichever is appropriate.

AR 4-6 Grades

Upon completion of a course, students are graded on an A+* through F scale unless the faculty has designated the course as a CR/NC course, or the Associate Dean for Academic Affairs and Programming or designee specifically authorizes a grade other than one on the A+* through F scale. When so

authorized, CR indicates work equivalent to a C or better on the A+* through F scale. The grade of NC indicates work that falls below the equivalent of a C on the A+* through F scale and does not qualify for credit towards the LL.M. or JM degree.

LL.M. and JM students are not graded on mandatory curves.

1. LL.M and JM students are not graded on the same curve as JD students. Professors will have discretion to grade them as they consider appropriate.
2. While professors will have broad discretion to assign LL.M and JM grades as they choose, as a general rule, LL.M and JM grades should fall within the A or B range unless the student shows serious incompetence, fails to complete assigned work on time, or other unusual circumstances arise.
3. If they so choose, professors have the option of calculating what the LL.M and JM students' grades would be on the regular curve and then giving them a bonus. In such cases, the bonus should generally not exceed one grade increment (e.g. – going from B to B+), barring highly unusual circumstances. This suggestion and the preceding one are not necessarily meant to be used simultaneously.

AR 4-6.1 Quality Points

Quality points are awarded as follows:

A+* = 4.33	A- = 3.67	B- = 2.67	C- = 1.67	D- = 0.67
A+ = 4.33	B+ = 3.33	C+ = 2.33	D+ = 1.33	F = 0.00
A = 4.00	B = 3.00	C = 2.00	D = 1.00	

Other grades and notations which may be found on student transcripts, but which are excluded from grade point average calculation, include:

CR Credit	NC No credit
IN Incomplete	AU Audit (no credit granted) W Withdrawn

AR 4-6.2 Late Work

Excluding final exams and final papers (which are subject to the provisions of AR 4-4.1), a student may complete assigned work after the end of the semester only if the student has first received the written permission of the instructor and the Associate Dean for Strategic Initiatives, or designee. If permission has been granted to complete the missed work, the temporary notation in lieu of grade, "IN", is entered and is replaced by the appropriate grade upon completion of that work. If permission is not granted to complete the late work, the student receives an "F" or "NC", whichever applies. Late work must be completed according to a timetable approved in writing by the instructor and the Associate Dean for Strategic Initiatives, or designee.

AR 4-6.3 Passing Grades

All Law School grades on the letter scale except "F" are passing, and credit is earned for the work completed with such grades. Credit is also awarded for grades of "CR." Graded credit earned elsewhere is eligible for credit at the Law School only if it was earned with a grade of "C" or better, and such credit is treated as ungraded in computing grade point averages at the Law School. Neither academic credit nor residence credit is awarded for work receiving an "F" or "NC."

AR 4-6.4 Withdrawal

"W" is entered in lieu of a grade as a final academic disposition of a course upon withdrawal approved in

writing by the Associate Dean for Strategic Initiatives, or designee.

AR 4-6.5 Audit

The notation “AU” is entered to indicate that a matriculated student has registered and is permitted to attend a course for which neither academic credit nor a grade will be awarded. Permission in writing of the instructor and the Associate Dean for Strategic Initiatives, or designee is required.

AR 4-6.6 Academic Average

A student’s cumulative average is calculated by dividing the total number of quality points earned by the total number of quality hours (i.e. credit hours for which grades “A+*” through “F” have been given). The law school’s Associate Registrar prepares cumulative averages at the end of each term. End-of-term cumulative averages reflect only the work completed to the end of the given term (some work may be in progress and some may be incomplete). The law school’s Associate Registrar updates the relative standing of various cumulative averages for all students, including the graduating class, after the end of each fall and spring semester.

AR 4-7 Repeated Course

Except where these Regulations provide otherwise, either expressly or by necessary implication, a student may not repeat a course except as follows:

- (a) A student may repeat a course if the law school faculty has specifically and expressly approved the course as eligible to be taken more than once with the approval of the course instructor; or
- (b) In extraordinary circumstances, the Associate Dean for Strategic Initiatives, or designee, may permit a student to repeat a course. In such cases, the prior grade will be reflected on the student’s transcript and included in the student’s grade point average.

AR 4-8 Review of Performance

After final course grades are reported, students may request and shall be given a reasonable opportunity to review their exam and exam answer(s). Any review must be supervised by a law school employee to protect exam security. Instructors may decide what information to make available during the review (e.g., model answers, instructor’s grading annotations, etc.) but, at a minimum, must allow students to review a copy of the exam, the student’s answer(s), and, in the instance of multiple-choice exams, a key or other information indicating which answer choices was the correct answer.

Instructors are expected to be available for reasonable periods to meet with individual students to discuss their performance in the course. The Law School controls access to all examination papers and does not return them to examinees.

AR 4-9 Appeals of Course Grades

Completed course grade appeals shall be handled in the following manner:

AR 4-9.1 Initial Appeal

Student questions about course final grades should be directed to the course instructor. A student may challenge a grade by submitting written objections to the instructor with a copy to the Associate Dean for Student Affairs & Academic Support or designee. Except in extraordinary circumstances, a grade appeal must be initiated by the student prior to the end of classes in the semester following that in which the course was taken. An instructor who receives such objections will review the examination or other basis for the grade and notify the student and the Associate Dean for Student Affairs & Academic Support or

designee in writing of the outcome of the review within a reasonable time.

The instructor may raise or lower a grade only with the approval of the Academic Standing and Student Affairs Committee. That committee will approve a grade change only after determining that the original grade was clearly erroneous because of (a) clerical error, or (b) defective construction or evaluation of the examination.

At least one week prior to the first regularly scheduled faculty meeting of each semester, the Academic Standing and Student Affairs Committee must provide every voting member of the faculty with a report either (a) describing in detail the circumstances and reasons for every change of grade approved during the prior semester, or since the last report to the faculty, or (b) stating that no grade changes had been approved. Unless for good cause, this report shall not disclose the identities of any students whose grades were changed.

AR 4-9.2 Appeal to the Administration

In order to further appeal a grade after the instructor's review described in AR 4-8.1, a student must submit to the Associate Dean for Academic Affairs and Programming or designee a detailed written petition stating why the student believes the grade is clearly erroneous. Except in extraordinary circumstances, the petition must be submitted to the Associate Dean for Academic Affairs and Programming or designee within 60 days of the student being notified of the outcome of the instructor's review. After consulting with the instructor, the Associate Dean for Academic Affairs and Programming or designee may either deny the petition or determine that the petition should be given further consideration.

AR 4-9.3 Referral to Faculty Committee

If the Associate Dean for Academic Affairs and Programming or designee determines under AR 4-8.2 that a petition should be given further consideration, he or she will submit the petition, along with his or her own written evaluation of the merits of the petition, to

- (a) the Academic Standing and Student Affairs Committee, if that committee comprises at least three tenured members of the faculty; or
- (b) in case the Academic Standing and Student Affairs Committee does not comprise at least three tenured members of the faculty, then to an ad hoc committee of three tenured members of the faculty elected by the faculty.

AR 4-9.4 Action of Faculty Committee

After consulting with the instructor, the faculty committee may either deny the petition or, if the committee concludes that the grade is clearly erroneous, recommend such relief as the committee deems appropriate. In all cases where the committee recommends that relief be granted, the committee must within seven days provide every voting member of the faculty with

- (a) the student's petition;
- (b) the statement of the Associate Dean for Academic Affairs and Programming or designee required under AR 48.3; and
- (c) a written committee report that provides a detailed explanation of the committee's recommendation. Unless for good cause, this written report shall not disclose the student petitioner's identity.

AR 4-9.5 Action of Full Faculty

If the committee recommends that relief be granted, the faculty shall consider the petition at its next

meeting. Except as provided in AR 4-8.1, the grade assigned by the instructor may never be changed except by a vote of the faculty to accept the committee's recommendation for relief. The faculty shall not consider petitions that have been denied by the committee.