



UNIVERSITY OF
SOUTH DAKOTA
KNUDSON SCHOOL OF LAW

KNUDSON SCHOOL OF LAW Academic Rules and Student Policies

(Updated: 5/10/2021)

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Academic Rules and Student Policies

Honor System

The Honor System applies to all aspects of student life including, but not limited to, conduct at the Law School, and conduct while working as an intern or while participating in co-curricular activities.

Lying, cheating, stealing, plagiarizing, or breaking of one's word of honor are condemned.

At all times, the student has responsibility for demonstrating those qualities of good character required to obtain certification by the School of Law for admission to the practice of law.

In addition, students are expected to satisfy the standards of conduct appropriate to a professional school and the Rules of Professional Conduct as approved by the Supreme Court of South Dakota.

Unless properly excused or excepted, students are obligated to comply with the academic rules and to observe applicable rules and instructions issued by the faculty.

For breaches of discipline and the requirements of this section, penalties may be imposed to include oral or written reprimand, grade reduction (including the failure of the course), probation, suspension of rights and privileges (i.e., class standing and participation in co-curricular activities), suspension from Law School, and expulsion from Law School. Procedural rules are set out in the Student Disciplinary Procedures found below.

Honor System Policy

The provisions of the Honor System or the Student Disciplinary Procedures do not prevent a faculty member from taking action with respect to honor code violations involving that faculty member's course, course materials or classroom conduct. In any such case the faculty member may, in his/her discretion, refer the matter to the Examiner, as provided in the Student Disciplinary Procedures, or take action against the student concerned if, in the judgment of the faculty member, an appropriate sanction can be imposed within the authority of the faculty member (i.e., imposition of added assignments, special projects, and/or grade reductions including failure of the course).

Action by the faculty member does not bar further consideration by the Examiner and the Disciplinary Board. In the event a matter is referred to the Examiner in accordance with the Student Disciplinary Procedures, the Examiner and Board will give particular consideration to the academic freedom and the authority of the faculty member to deal with the course in its



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entirety and the classroom conduct of students. The Board should take further action in such cases only if there is indicated a significant breach of discretion or a discriminatory practice.

Course of Study

Hours Required for Graduation

To be recommended by the Faculty for graduation, a student must have completed 90 semester credit hours in residence with a minimum cumulative grade point average of 70. Of these 90 semester credit hours, a minimum of 70 hours must have been completed in substantive classroom law courses. All required courses in the curriculum must be satisfactorily completed, and must be taken in sequence, as designated by the Law School. All coursework must be completed no earlier than 24 months and no later than 84 months after a student has commenced law study in the Law School or another law school from which the school has accepted transfer credit. Students are expected to complete the full-time program within three years and the flex-time program within five years. Exceptions may be granted only for exceptional circumstances and may not extend the completion period beyond the 84-month maximum.

Residence

The University of South Dakota School of Law is accredited as a full-time program leading to a juris doctor degree upon completion of 90 semester hours of courses in six full-time semesters. Students enter the School of Law in the fall of each year.

In order to qualify for the juris doctor degree, a student must complete six semesters or their equivalent in residence. A semester in residence is a fifteen-week semester during which a student enrolls for at least 12 credit hours and completes at least nine of these hours with passing grades. The equivalent of a semester in residence is obtained by a combination of at least six credits earned in the summer in courses for which Law School credit is awarded and a summer externship, provided that the combination yields at least 12 credit hours and the student completes at least nine of these hours with passing grades. Enrollment for the purpose of this rule must be continuous throughout the semester.

A student may not satisfy the six-semester requirement by completing the summer externship and more credit hours than the normal course load in other semesters. A student who plans to complete the degree requirements in less than three calendar years shall notify the Law School before the beginning of the third semester in residence. All coursework must be completed no earlier than 24 months and no later than 84 months after a student has commenced law study in the Law School or another law school from which the school has accepted transfer credit. Students are expected to complete the full-time program within three years and the flex-time program within five years. Exceptions may be granted only for exceptional circumstances and may not extend the completion period beyond the 84-month maximum.

Flex-Time Program Requirements

Students enrolled in the flex-time program are required to take 15 credits, including Torts, Property, Foundations of Law, Fundamental Legal Skills I & II, and Legal Research Foundations, in their first year of study, and the remainder of the full-time first-year curriculum



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in their second year of study. Flex students in good standing at the end of their 1L year (after the completion of two years in the flex-time program) may take summer courses.

Flex-time students may apply to transfer to the full-time program after completion in good standing of their 1L year. Students must complete four additional semesters and one summer term of at least six credit hours. Flex-time students who are not in good standing at the end of their 1L year are subject to the dismissal and probation provisions of the Law School's Academic Rules and Student Policies.

Students who begin as flex-time students, including flex-time students who transfer to the full-time program, are not ranked with full-time students. Instead, each flex-time student is informed of the quintile in which the student's cumulative grade point average would rank in the class with which the student matriculated. However, if a student who matriculated as a flex-time student graduates with a cumulative grade point average that – as measured against the class with whom he or she graduates – would make the student eligible for honors, such honors may be conferred. This rule does not confer an official rank on any such student; therefore, a determination that a student who matriculated into the flex program is eligible for honors will not affect the rank or honors eligibility of any student who matriculated as a full-time student.

Flex-time students may participate in co-curricular activities after the completion of 30 credit hours in Law School. (Effective 4/30/01)

Academic Work Load

The juris doctor degree requires completion of 90 credits. The full-time program is completed within three years. The course of study in the School of Law is intended to occupy the full time of students. For each fall and spring semester, a full-time student must take at least 12 hours per semester and may take up to 18 hours. No student may take more than 18 hours in any semester, and no exceptions to this limitation may be granted.

Flex students must take a minimum of 8 credits in each semester after completion of the first-year curriculum (two years in the flex program). Flex students may also take 3 to 7 credits each summer, depending on course offerings.

Repeating Courses

A student must satisfactorily complete all required courses in the curriculum in order to meet graduation requirements. Required courses in which a failing grade is received must be repeated the next time the course is regularly offered. A student who repeats a course will be evaluated and assigned a course grade in the same manner as other students who are taking the course at that time. A student receiving a failing grade in an elective course may substitute another course or he or she may repeat the course. A student may not improve his or her cumulative grade point average by repeating a course. If a student is required to repeat a course, or elects to repeat a course, all grades received in that course will be entered on his or her permanent record, but only the original grade will be used in computing the cumulative grade point average.



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Adding and Dropping Courses

Adding Courses. A student who wishes to add a course must do so within the first six school days of the semester or the first three school days of a summer session. Students may add courses by contacting the Office of the Dean.

Dropping Courses. Permission to drop a required course will not be granted except for medical or other unusual and exceptional reasons. Elective courses may be dropped only during the first 30 school days of the semester, or if requested beyond the first 30 days, for medical or other unusual and exceptional reasons. The same rules apply for dropping courses during the summer session, except that the request must be made within the first five school days of the session. A student who is permitted to withdraw from a course will receive a grade of “W” if passing the course at the time of withdrawal. Unilateral withdrawal by a student from a course without proper prior permission, where required, will result in a grade of 50 for that course. Such grade will be used in computing the student's cumulative grade point average. Students may drop courses by contacting the Office of the Dean. Students may also make add and drop changes through USD’s Registration Self-Service but must notify the Office of the Dean of any changes.

Syllabus Requirements

Students shall receive from the instructor, prior to the first day of Law School classes, a syllabus containing course requirements and course policies. The syllabus must include the course name, number, credit hours, academic term, meeting times and location(s), instructor contact information (including name, office location, office hours, phone number, and email address), a course description, course pre-requisites, course requirements (including required texts and other materials, recommended materials, if any, the class attendance policy, and a make-up policy), course learning outcomes, final grade components, criteria for grading, the date of the final exam, if scheduled, the list of student assignments, any other student responsibilities, and the University policies governing freedom in learning, academic integrity, and disability services.

The following statements governing freedom in learning, academic integrity, and disability services must be included on the syllabus:

- 1. Freedom in learning.** Under Board of Regents and University policy, student academic performance may be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Students who believe that an academic evaluation reflects prejudiced or capricious consideration of student opinions or conduct unrelated to academic standards should contact the dean of the college that offers the class to initiate a review of the evaluation.
- 2. Academic Integrity.** No credit can be given for a dishonest assignment. A student found to have engaged in any form of academic dishonesty may, at the discretion of the instructor, be:
 - a. Given a zero for that assignment.

- b. Allowed to rewrite and resubmit the assignment for credit.
- c. Assigned a reduced grade for the course.
- d. Dropped from the course.
- e. Failed in the course.

- 3. Disability Accommodation.** Any student who feels they may need academic accommodations or access accommodations based on the impact of a documented disability should contact and register with Disability Services during the first week of class or as soon as possible after the diagnosis of a disability. Disability Services is the official office to assist students through the process of disability verification and coordination of appropriate and reasonable accommodations. Students currently registered with Disability Services must obtain a new accommodation memo each semester. Contact information is as follows:

Karen Gerety, Accommodations Coordinator
Disability Services, North Complex Commons 116
605-658-3745
<https://www.usd.edu/student-life/disability-services>

If a student approaches a faculty or staff member and discloses a disability, but does not have documentation from Disability Services, that faculty/staff person has a responsibility to direct the student to Disability Services. Students with disabilities have the responsibility to follow institutional policies and procedures. Faculty and staff should alert students to those responsibilities if the students are not familiar with them.

Accessibility Statement. The University of South Dakota strives to ensure that physical resources, as well as information and communication technologies, are accessible to users in order to provide equal access to all. If you encounter any accessibility issues, you are encouraged to immediately contact the instructor of the course and the Office of Disability Services, which will work to resolve the issue as quickly as possible.

Statement on Inclusive Excellence. Faculty are encouraged, but not required, to include the following statement in their syllabi: “The University of South Dakota strives to foster a globally inclusive learning environment where opportunities are provided for diversity to be recognized and respected. To learn more about USD’s diversity and inclusiveness initiatives, please visit the website for the Office for Diversity. <https://www.usd.edu/diversity-and-inclusiveness/office-for-diversity>.”

The written statements required by this rule are subject to change with written notice.

Student must first discuss questions or complaints about alleged violations of these policies with the instructor involved and thereafter with the Office of the Dean. The Associate Dean of Academic Affairs shall be responsible for enforcing these policies.



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Credit Hour Policy

ABA Standard 310 states that a credit hour is an amount of work that reasonably approximates not less than one hour of classroom or direct faculty instruction and two hours of out-of-class student work per week for fifteen weeks, or the equivalent amount of work over a different amount of time. A credit hour may also reasonably approximate an equivalent amount of work for other academic activities, including externships, internships, co-curricular activities, and other academic work leading to the award of credit hours. The USD Law School Credit Hour Policy implements the ABA Standard, and it is located in Appendix A of this document.

Class Attendance and Preparation

Regular and punctual class attendance and preparation by students are an important part of the learning process and accordingly are required of all students. Students should be aware that the School of Law is obligated to certify to the various boards of state bar examiners that each student has been in regular attendance in classroom instruction, and that the School intends to refuse to certify a student whose attendance has not been regular. If the instructor has announced standards of attendance and participation at the beginning of the term, a student may be excluded from the course or from the final examination in the course whenever that student has accumulated an unreasonably large number of absences or instances of unpreparedness in the course. The instructor shall notify a student orally or in writing that he or she accumulated too large a number of absences or instances of unpreparedness before the student is excluded. The instructor shall inform the administrative office in writing of the exclusion of any student under this rule. A student who is excluded from a course or final examination because of excessive absences or instances of unpreparedness shall receive a withdrawal (W), if adequate justification is made, or a withdrawal with a grade of 50 as indicated by the instructor. No exclusion shall be made under this rule unless the professor has announced at the beginning of the term his or her requirements concerning attendance or preparation. As a rule, the School of Law does not provide video or audio tapes of classes for students who are absent from class. Students are instead encouraged to get notes from other students. In rare instances, exceptions will be made for students who, due to health issues or military duty, have to be gone from class for more than one week.

Upper Level Writing Requirement

Each student shall complete an “upper level writing requirement” in order to be qualified to graduate from The University of South Dakota School of Law. This requirement may be satisfied in one of four ways.

The first way is by enrolling in and satisfactorily completing a “W” course during one semester of the student's second or third year of Law School. One or more such courses shall be offered each fall and spring semester, but not during the summer term. “W” courses will be identified on the schedule of courses by the presence of a “W” (writing required by professor as part of course) or “W/O” (writing requirement component at option of the student) near the number of the course on the schedule. The substance of the writing requirement of each “W” course will be determined by the professor teaching the course, who will also grade the written work. The requirement will be fulfilled by a substantial written product (a minimum equivalent of 25 double-spaced, typewritten pages) based on significant independent legal research by the student.



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At least two separate drafts must be submitted to the professor for the “W” requirement to be satisfied. The professor shall report satisfactory completion of the “W” component of the course separately to the Registrar in order for the Registrar to indicate on the student's record completion of the requirement for graduation. The percentage of the course grade allocated to the paper is at the discretion of the professor subject to syllabus notice requirements. The student must achieve a passing grade for both the paper and any separate course work in order to complete the writing requirement. Students do not earn additional credit for “W” courses because of the writing involved.

The second way the upper level writing requirement may be satisfied is by taking Independent Research with the express agreement by the professor that the course is to be taken in satisfaction of that requirement. The paper must be the equivalent of at least 25 pages double-spaced in length and be based on significant independent legal research by the student. At least two separate drafts must be submitted to the professor for the “W” requirement to be satisfied by Independent Research. The agreement to use Independent Research to satisfy the “W” requirement must be clearly indicated on the form submitted by the student and signed by the professor to initiate the class.

The third way the upper level writing requirement may be satisfied is by writing an appellate brief under the supervision of a faculty member. The brief must be the equivalent of at least 25 pages double-spaced in length. It must be based on significant independent legal research by the student. It may be on an issue that the student previously researched for a brief submitted with another student in a moot court competition. At least two separate drafts must be submitted to the faculty member for the “W” requirement to be satisfied by this option.

The fourth way the upper level writing requirement may be satisfied is by writing a law review article under the supervision of a faculty member. The article must be the equivalent of at least 25 pages double-spaced in length. It must be based on significant independent legal research by the student. It may be on an issue that the student previously researched for a law review article submitted to the USD Law Review. At least two separate drafts must be submitted to the faculty member for the “W” requirement to be satisfied by this option.

Extern Education Policy

The Law School’s Extern Education Program is a credit-based program during the academic year and the summer to full time and flex students who have earned a minimum of 32 credits. An externship offers the student a direct personal experience in the lawyering process, client responsibility and applied legal ethics by involving the student in the actual practice of law under the supervision of a practicing attorney. Students can be compensated by their employer for their externship work, even if they are receiving credits. However, the student cannot receive compensation from a client, and the law firm cannot accrue billable hours for the students' work. Students who have completed the course in Evidence as well as the equivalent of four semesters may appear in court while under the supervision of an attorney pursuant to the South Dakota Supreme Court Rules of Student Practice and the corresponding rules of the United States District Court. Each term, the externship program consists of both a classroom instruction



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component and a field component. During the term, students may register for 1-3 credits per semester, and 1-6 credits during the summer. The course is pass/fail.

Experiential Learning Policy Governing Clinics and Externships

In order to support student interest in gaining exposure to multiple areas of law, the desire to gain substantial practical training, and the need to satisfy the experiential learning requirement for graduation, the following policy limits have been put in place:

- Students may earn no more than a total of 15 combined clinic, practicum, and externship credits;
- Students may earn no more than a total of 12 clinic or practicum credits;
- Students may earn no more than a total of 9 externship credits;
- Subject to the credit cap limits, students may enroll for credit in the same clinic or same field placement for no more than two semesters, or for no more than one summer and one semester;
- Students may not enroll in multiple clinics, practica, or externships during the same semester unless approved by the Director of Experiential Learning.

Transfer Credit

The Dean may grant a maximum of 40 hours of credit for law courses taken in other American Bar Association approved law schools. No transfer credit may be granted for any course in which a student received a grade lower than a “C” or its numerical equivalent. At least 50 hours of credit must be earned at The University of South Dakota School of Law. Grades earned in transferred courses are not used in computing the cumulative grade point average. Students will not be permitted to take required courses outside The University of South Dakota School of Law except for those that are transferred into a student's degree program by a transfer student and taken before he or she matriculates at USD School of Law. The Associate Dean of Academic Affairs has the discretionary authority to waive the latter policy only as it applies to the required third-year bar preparation course for USD Law students who intend to visit another ABA-accredited law school during the 3L year. This authority is subject to the Associate Dean's ability to identify a course at the host school in which the student might enroll during the 3L year, which is of comparable rigor and is offered for at least an equivalent number of credits.

Distance Education

A student may not receive more than eight credit hours in any semester, nor more than a total of 18 credit hours, for distance-education courses. These credits may include transfer credits for distance-education courses offered by other ABA-approved law schools that comply with ABA Standard 306. Distance-education courses offered by other academic units may only be counted for credit toward the J.D. degree with the prior approval of the Associate Dean of Academic Affairs.



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Student Complaints Relating To Program of Legal Education

(effective 7/01/2013; approved by faculty 1/23/2013)

- a) A student who wishes to bring to the attention of the Law School a significant problem that directly implicates the school's program of legal education and its compliance with A.B.A. Standards should file a written complaint with the Associate Dean who oversees academic and student matters. The written complaint must include a sufficient description of the problem to permit the Associate Dean to investigate the matter, the specific A.B.A. Standard at issue, and the student's name, mailing address, email address, and phone number. The standards may be found (as of August 2019) at:
https://www.americanbar.org/groups/legal_education/resources/standards/.
- b) Absent unusual circumstances, within twenty-one days after receiving the complaint described in subsection (a) the Associate Dean shall advise the student in writing of the resolution of the complaint. The resolution communicated by the Associate Dean shall be final.
- c) In the event that a student complaint implicates an alleged failure by the Associate Dean to comply with the A.B.A. Standards, the student should file a written complaint with the Chair of the Academic Affairs/Curriculum Committee. The Chair and the remainder of the Academic Affairs/Curriculum Committee will then observe the investigatory and decision-making procedures set forth in paragraphs (a) and (b). The resolution communicated by the Committee shall be final.
- d) The Associate Dean, or designated delegate, shall maintain a record of complaints described in subsections (a) and (c), including the resolution of any such complaints, for ten years from the date of final resolution of the complaint.
- e) This section shall not apply to student complaints that are covered by the individual grade appeal process, the Honor Code, or by University complaint procedures, including but not limited to, complaints relating to discriminatory harassment or sexual harassment.

(A.B.A. Standard 510)

Grading

The School of Law uses the following grading system for final grades:

90-99	A	Outstanding intellectual achievement
80-89	B	Above average professional competence
70-79	C	Professional competence
60-69	D	Below average professional competence
50-59	F	Failure

Other marks are used to indicate varying grades of work as follows:



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F - Failure: The grade of “F” carries an assigned value of 50. Neither hours of credit nor residence credit is given for the grade of “F”; however, such grade is used in computing the cumulative and semester grade point averages. The grade “F” cannot be converted into a higher grade by repeating the course in which the “F” was received. (See Repeating Courses, above.)

N - Pass, F - Fail: The Externship Program, SD Law Review, Moot Court, ADR Board, Trial Advocacy, and Independent Research credits are graded on a Pass/Fail basis. The grade of “N” carries no assigned value and is not used in computing a student's cumulative grade point average. The grade of “Fail” carries an assigned value of 50 and will be used in computing a student's cumulative grade point average. No other courses will be graded Pass/Fail without prior approval of the Faculty and Dean.

I - Incomplete: This grade indicates that the student was unable to complete the course for some reason beyond his or her control though doing passing work. A grade of “I” must be converted to a final grade upon completion of any examination and all required work within one academic semester following the Incomplete or it will be recorded as “F”; provided however, that upon showing by the student of good cause in a writing which sets forth the reasons for an extension, the faculty member may grant one additional semester to complete the work. The approval of the faculty member shall be recorded and the matter placed in the student's academic records. The grade of Incomplete carries no assigned value and is not used in computing a student's cumulative grade point average. The grade of “F” resulting from the conversion of “I” carries the value of 50 and will be used in computing a student's cumulative grade point average.

W - Withdrawn: This grade signifies withdrawal from the course by permission of the Dean and instructor with no grade assigned.

WF - Indicates a course from which the student withdrew while doing unsatisfactory work. This grade carries a value of 50, and will be used in computing a student's cumulative grade point average.

For the Academic Year 2021-2022: For any upper level class with more than 10 students, the average grade may not exceed 89. If the average grade exceeds 89, the instructor must adjust the class grades to produce an average of 89 or lower. Faculty may request an exception for a class average in excess of 89 based on unusual circumstances or exceptional student performance. Such an exception must be agreed to by the Dean.

Notification of Final Grades (Effective Fall 2019)

Final grades will not be posted. Students may obtain their individual grades through USD's Banner system as grades for each class are posted or from the Office of the Dean after grades for all courses have been compiled. The confidentiality of grades will be preserved at all times.

Transcripts

Official student transcripts are kept by the Office of the University Registrar.

Use of Cumulative Grade Point Average

The student's cumulative grade point average, determined from the School of Law's transcript within the range 50-99, shall be used to determine:

- academic standing;
- class rank;
- satisfaction of residency requirements;
- satisfaction of normal course load requirements;
- eligibility to:
 - a) participate in, be selected to the board of, and continue in any co-curricular activity;
 - b) pursue independent study;
 - c) participate in a joint degree program;
 - d) take courses outside the Law School;
 - e) receive scholarships, honors, awards, and certain loans.

Dean's List

Students achieving a grade point average of at least 85 or who are in the top ten percent of their class for that semester, whichever group is smaller, and who have enrolled in 12 credits, 10 of which are numerically graded, will receive distinction on the Dean's List.

Sterling Honor Society

Students who rank in the top ten percent of their graduating class at the end of the sixth semester will receive recognition as the Law School's Sterling Honor Graduates.

Latin Honors

Students will be eligible for Latin Honors at graduation based on the following: (1) Students who rank in the top 5% of the graduating class will be eligible to receive the designation of summa cum laude; (2) students who rank in the top 10% of the graduating class, but who were not eligible for summa cum laude, will be eligible to receive the designation of magna cum laude; and (3) students who rank in the top 15% of the graduating class, but who were eligible for neither summa cum laude nor magna cum laude, will be eligible to receive the designation of cum laude. The determination of Latin Honors will be made at the end of the fifth semester.

Graduation Honors for Flex Students

If a student who matriculated as a flex student graduates with a cumulative grade point average that – as measured against the class with whom he or she graduates – would make the student eligible for honors, such honors may be conveyed. This rule does not, however, confer an official rank on such students; therefore, a determination that a student who matriculated into the flex program is eligible for honors will not affect the rank or honors eligibility of any student who matriculated as a full-time student.

Graduation Honors for Transfer Students

Transfer students shall be eligible for graduation honors.

Determination of Honors Status for Transfer Students. The cumulative grade point averages of the members of the graduating class will be recalculated, *for this purpose only*, using only the second and third year grades and excluding the first year grades. The transfer student's cumulative grade point average will then be compared to the recalculated cumulative grade point average for each member of the graduating class. If this comparison yields a finding that the transfer student's cumulative grade point average places him or her in the top five percent, ten percent, or fifteen percent of this recalculated grouping, he or she will be eligible for the corresponding set of honors.

This policy will not confer an official rank on the transfer student; therefore, the determination that a transfer student is eligible for graduation honors will not affect the rank or honors eligibility of any student who matriculated as a first-year student.

This policy will not affect the standard rank calculation or determination of graduation honors for students who matriculated during the first year of law school.

Early Graduates

Students who graduate early – typically, in December of the final year of enrollment – shall be eligible for graduation honors.

Prizes and Awards

Law students are recognized for outstanding contributions each year.

ABA/BNA Book Awards
Advocacy Award
ALI-ABA Scholarship and Leadership Award
American Bankruptcy Law Journal Prize
Hannah Anderson Award*
Roger & Claudia Baron Awards*
Barristers' Certificates
Justice Frank Beiglemeier Award*
Alan Bogue Memorial Excellence in Legal Writing Awards*
Alan Bogue Moot Court Awards*
CALI Excellence for the Future Awards
Gary G. Colbath, Sr. Award*
Fred & Luella Cozad Award*
Alan Cross Tax Award*
Dean's Certificate for Outstanding Performance
Gavel Award
John F. Hagemann Public Service Award*
Roland W. Hagemann Prize in Water Law*
Edward W. Hope Award*
R.D. Hurd Volunteer Law School Society Certificates
Indian Law Award
Intramural Client Counseling Awards*

Intramural Negotiations Awards*
Horace R. & Dorothy L. Jackson Memorial Award*
John W. Larson/Delta Theta Phi Award*
Law Review Award*
Lexis Law Publishing Award
Sam Masten Intramural Moot Court Awards*
George S. Mickelson Memorial Award*
Moot Court Competition Awards
National Association of Women Lawyers Award
Phi Delta Phi Highest Grade Award
Kurt Preszler Award*
Roy K. Rietz Award*
William K. Sahr Award*
Donald R. Schultz Award*
South Dakota Trial Lawyers Association Award
State Bar Real Property, Probate & Trust Section Award*
Thomas Sterling Honor Society
Student Bar Association President Award
West Publishing Company Awards for Outstanding Scholastic Achievement
Women in Law "Eleanor M. Keuter" Award*
Gayla Gull Worthington Award*

*Award has monetary prize.

Good Academic Standing

In order to remain in good academic standing, law students must attain, and then maintain, throughout their enrollment a level of academic performance sufficient to permit the award of the degree of juris doctor. This requires a minimum cumulative grade point average of 70.00 (“C”) based on official grades kept and issued by the School of Law.

Dismissal from Law School

A student with a cumulative grade point average below 70 at the end of the first two semesters, or at the end of any semester thereafter, shall be ineligible to continue in the School of Law and dismissed. Under these rules, dismissal is mandatory and continuance on probation is discretionary. A student disqualified with a cumulative average of less than 67.5 is ineligible to petition the Admissions Committee for probationary readmission. A student disqualified with a cumulative average of at least 67.5 is eligible to petition the Admissions Committee to be readmitted on probation. The terms of probation are set by the Admissions Committee. Students who have withdrawn from Law School without completing the first year of study, but after completing at least one full semester, and who have been readmitted to the Law School, are required to achieve a cumulative grade point average of 70 or above at the end of the completed first year of study or be dismissed and ineligible to continue.

Application for Academic Probation

A dismissed student, with a cumulative average of at least 67.5, may, upon written application to and in the discretion of the Admissions Committee, be readmitted on a probationary status for the following semester, subject to such conditions as the committee may impose. The student bears the burden of establishing his or her ability to satisfactorily complete the Law School’s educational program and be admitted to the bar. The Law School shall not continue the enrollment of a student whose inability to do satisfactory work is sufficiently manifest so that the student’s continuation in school would inculcate false hopes, constitute economic exploitation, or detrimentally affect the education of other students.

If, at the end of that semester, the readmitted student has not satisfied the conditions of readmission, the student shall be dismissed. The Admissions Committee may in its discretion grant a second semester of probationary status.

In dealing with requests for probation, decisions of the Admissions Committee shall be final. A tie vote of the committee shall be deemed a denial of the request. All decisions of the Admissions Committee shall be expeditiously transmitted to the student.

In no event shall a student be allowed to enter upon the fifth or sixth semester of Law School while on probation.

Students on academic probation are ineligible to register for and attend a summer session in the Law School.



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Under Board of Regents Policy 2:9, a student may appeal the Admissions Committee's decision to deny readmission on probation or the probationary conditions to the associate dean, who will attempt to resolve the matter. If the matter is not resolved, the dean is designated by the president to make the final decision on the appeal.

Early Warning Program

The Early Warning Program is designed to help students develop and sustain their path to academic excellence. Students are eligible for this program based on any of the following criteria: (1) scoring 75% or below on the comprehensive mid-term during their 1L Fall semester; (2) receiving a final grade of 65 or below in an individual course in the 1L fall semester; or (3) ending any semester with a cumulative GPA of 79 or lower.

Students participating in the Early Warning Program may be subject to any of the following requirements as determined by the Director of Academic Excellence:

- 1) Meet with the Director of Academic Excellence as directed;
- 2) Attend weekly Academic Excellence Workshops;
- 3) Complete multiple choice questions or other assignments in a number and in subjects assigned by the Director of Academic Excellence;
- 4) Meet with faculty members or student research assistants as directed by the Director of Academic Excellence;
- 5) Provide proof of completion of any assignments;
- 6) Comply with additional assignments from the Director of Academic Excellence;
- 7) Enroll in an independent study course with the Director of Academic Excellence; and
- 8) Any other intervention measures that the Director of Academic Excellence deems appropriate.

The Director of Academic Excellence may restrict the number of credits or classes taken by a student participating in the program during that semester and the semester after their successful completion of the program. Once students have been enrolled in the program, they must continue to participate until the student acquires a cumulative GPA of 80 or above in a subsequent semester or until the student is released by the Director of Academic Excellence, whichever is earlier.

Withdrawal From Law School

Complete withdrawal from the Law School is a formal process and can be accomplished only after giving written notification to the Dean. A student who withdraws without notifying the Dean will be ineligible for readmission.

First-year students who withdraw before the final day to withdraw and receive a full tuition refund may defer enrollment for a year. First-year students who withdraw at any other time during the academic year or who fail to re-enroll for the second semester are not eligible to return to school. Instead, they must compete with other applicants for the year in which they wish to return. The reason for the later withdrawal or failure to re-enroll and the quality of work done prior to withdrawal or failure to re-enroll are considered when students reapply. (Students



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are considered first-year if they have fewer than 30 semester hours of credit at the time of withdrawal or failure to enroll.)

Unless granted a leave of absence by the Dean, second- and third-year students who withdraw or fail to enroll for any semester during the academic year must obtain permission from the Admissions Committee if they wish to re-enroll. The reason for the withdrawal or failure to re-enroll and the quality of work done prior to withdrawal or failure to re-enroll are considered when students reapply.

The Dean may grant a second-year or third-year student a leave of absence for up to one year, if the student shows good cause.

Tuition and refundable fees are assessed or refunded, as appropriate, according to the date of official withdrawal, as provided by the University's withdrawal policy.

Final Examinations

Final Examinations and Rescheduling of Final Examinations

A student shall take an examination at the designated time and place unless prior authority for a change in time is granted by the Associate Dean, upon a written request from the student involving either planned or unplanned events.

Planned events are foreseeable and include, for example, two scheduled examinations on the same day, three exams scheduled on consecutive days, significant family events, and National Guard or reserve military duty. Unplanned events are unforeseeable and include, for example, sudden deaths of close relatives and accidents occurring within the two weeks before or during the examination period. Examinations given on consecutive days do not constitute exceptional circumstances.

With planned events, the student shall submit a written request on the form provided by the Dean's Office to the Associate Dean for permission to take the examination at other than the scheduled time. If the request involves two scheduled examinations on the same day, the student shall submit the request on or before the last date to drop a Law School course. For other planned events, the student shall submit the request at least 30 calendar days before the scheduled examination date.

The request must be approved by the Associate Dean. If permission is granted, the student may be given the same or a different examination at the rescheduled time. An examination rescheduled because of a planned event normally will be rescheduled at a time earlier than the time originally scheduled. With unplanned events, the Associate Dean will work with the student to reschedule the examination. The student may be given the same or a different examination at the rescheduled time, which may be earlier or later than the time originally scheduled. Failure to take an examination as scheduled, except as provided above, shall result in a grade of "F" with an assigned value of 50. Re-examination is not allowed.



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A student who arrives late for an examination will not be permitted additional time beyond that designated in which to complete the examination. Failure to turn in an examination at the designated time and place, and failure to file any final papers required in any course at the designated time and place, shall result in a grade of “F” with an assigned value of 50, or a reduction of grade, at the discretion of the instructor, unless excused in writing by the instructor. A student so excused will receive a grade of Incomplete (I). The grade of “I” must be converted to a final grade within one academic semester following receipt of the Incomplete, provided however, that upon showing by the student of good cause in writing which sets forth the reasons for the extension, the instructor may grant one additional semester to complete the work.

All examinations shall be administered by the Dean's Office and are subject to proctoring. No course materials may be taken into an examination room except those specifically authorized by the instructor, in which case authorized material shall be subject to inspection by a proctor to insure compliance. A student who is permitted to leave the examination room shall not speak with anyone, except the instructor and/or proctor, regarding any matter. Cell phones and similar electronic devices are prohibited in the examination room and the use of such devices during the examination by students taking an exam is prohibited, unless specifically authorized by the professor. Emergency calls should be made to the Dean's Office, 605-677-5443. If deemed necessary, students may leave their cell phone in the Dean's Office and allow staff to take calls.

All final examinations, and when practicable, all other written work, shall be identified and graded by number only, and without knowledge on the part of the instructor of the identity of the writer of the examination or paper.

In addition to points added or subtracted for classroom attendance and preparation, and upon prior notice by the professor, the final grade may consist of a grade for participation and performance of course requirements, a grade for papers, a grade for interim examinations, a grade for a final examination, or any combination of the above; provided, however, that the major portion of any final grade shall represent an evaluation of written work, except in the Extern Program, Trial Techniques, and Appellate Advocacy. After final grades are submitted, an instructor may submit a written request for a grade change explaining the basis for the change. Requests for final grade changes must be approved by the Dean.

Appeals Of Final Grades or Other Final Academic Decisions

Under Board of Regents Policy 2:9, located at <https://www.sdbor.edu/policy/documents/2-9.pdf>, a student may appeal a final grade or other final academic decision made by an instructor to the associate dean, who will attempt to resolve the matter. If the matter is not resolved, the dean is designated by the president to make the final decision on the appeal.

Under Board of Regents Policy 2:9, a student may appeal a final academic decision made by the associate dean to the chair of the Academic Standards & Curriculum Committee. If the matter is not resolved, the dean is designated by the president to make the final decision on the appeal.



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Under Board of Regents Policy 2:9, a student may appeal a final academic decision made by the registrar to the associate dean. If the matter is not resolved, the dean is designated by the president to make the final decision on the appeal.

Law students wishing to appeal a final grade or other final academic decision made by an instructor or by the associate dean **must use the appropriate appeals form, available at Appendix B**, in accordance with Board of Regents Policy 2:9. Appeals must be initiated by the student through discussion with the decision maker. The student must have this discussion within 30 calendar days of being notified of the decision that is being appealed. If notification occurs within 15 calendar days of the end of a term, the discussion must occur, at the latest, within 15 calendar days of the start of the next term. The student must also adhere to the other deadlines in the appropriate appeals form.

Independent Research

After two semesters of law study, students may submit proposals for Independent Research to any instructor. Such proposals shall conform to the Faculty Guidance below. The hours assigned to any project shall not exceed two credits in any one semester or summer session. No student may submit and have approved more than four Independent Research proposals nor receive more than eight credit hours for such work during his/her Law School residence (except by permission of the Academic Affairs and Curriculum Committee). A cumulative grade point average of 70 is required before submission for approval of any proposal for Independent Research. Independent Research is graded on a Pass/Fail basis.

Faculty Guidance Regarding Independent Research

The faculty believes that as part of the professional, graduate education of law students, opportunities for independent research and study are essential. To that end, the faculty has authorized the Independent Research (Law 877) course.

This protocol is intended to serve as a guide to all members of the faculty who undertake to supervise Independent Research projects. It is specifically designed to express the faculty's belief that, in order to implement faculty goals, student activity receiving academic credit for Independent Research will presumptively be conducted pursuant to the following guidelines:

- All students enrolling for Independent Research projects must comply with registration and eligibility requirements.
- Independent Research projects will culminate in a professional quality *written* work product.
- Prior to the submission of the final written product, the student will, in a timely fashion, submit a detailed written outline of the project including, at a minimum, the following:
 - A timetable for completion;
 - A statement of research objectives;
 - A statement of legal issues to be resolved;
 - A description of research methodology to be employed.
- Submit one or more written “drafts.”
- Meet with the supervising faculty member to discuss the outline or drafts.

- Comply with other requirements of the faculty supervisor (e.g., compilation of research bibliography).
- At the discretion of the faculty member, the final written work product will be submitted to the Law Library for inclusion in the appropriate permanent file.

Special Academic Requirements for Journals and Boards

A cumulative grade point average of 75 is required for selection, participation, and continuation in any co-curricular activity, including *The South Dakota Law Review*, the Moot Court Board, the Alternative Dispute Resolution Board, and Trial Advocacy Team competition. Students will not be permitted to serve on more than one co-curricular activity board. A maximum of four credits may be earned for co-curricular activity.

Co-curricular members of boards and staffs may receive pass/fail credit for participation. The faculty advisor for each Journal, Board or Team approves the award of credit. Credit may be awarded as follows:

The South Dakota Law Review

One hour of credit per semester for members of the board of editors who complete their editorial responsibilities, for staff writers who write publishable case notes or comments and complete their staff responsibilities in the first semester, and for staff writers who complete their staff responsibilities in the second semester. No student may receive more than a total of four hours of credit.

Moot Court Board

One hour of credit per semester for members of the Moot Court Board who complete a written appellate brief and compete in a regional or national Moot Court tournament approved by the School of Law. No student may receive more than four hours of credit.

Alternative Dispute Resolution Board

One hour of credit per semester for members of the Alternative Dispute Resolution Board who compete in at least one interschool competition during that semester. No student may receive more than four hours of credit.

Trial Advocacy Competition

Participation in trial advocacy competitions requires a commitment of time and offers unique educational opportunities to hone skills for courtroom presentation. Team members compete with students from other law schools. Students may earn one credit hour per semester for participation on trial team, with an overall cap of two credits. In order to earn a credit during a semester, the student must compete in at least one interschool trial team competition during that semester.

Board Selection Act of 2019



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The Board Selection Act of 2019 governs the process for choosing members of the Alternative Dispute Resolution Board, the Moot Court Board, and *The South Dakota Law Review*. A copy of the act is contained in this document, at Appendix C.

Student Practice Rules and Policies

Student opportunities to make court appearances may arise in various instances, including externships for credit during the summer or academic year (if available), in non-credit situations when the student has secured a paid or non-paid summer internship, when a graduate is employed following graduation and prior to the bar, when a student is working for a lawyer as a paid or non-paid intern during the school year, or when a student is participating in a Law School *pro bono* programs.

Student Practice Eligibility

Law students who have completed four semesters of law school can participate in legal work of varying kinds under the applicable rules and with the supervision of a lawyer, including making court appearances in both the state courts and the federal district court. (SDCL 16-16-1; SDCL 16-18-2.2-16-18-2.9; SDCL 19-19-19-502; FRE 502(a)-(d); LR 83.2(I) of the Rules of Practice (Civil) for the United States District Court for the District of South Dakota; and LR 44.1(I) of the Rules of Practice (Criminal) for the United States District Court for the District of South Dakota Students working in other states should consult that state's rules.) To qualify to make a court appearance, a law student should consult the rules above, but basically must: a) be certified by the dean of the law school as a person of good character, competent ability and adequately trained as a legal intern, (b) be introduced to the court in which he or she is appearing by a lawyer authorized to practice law in South Dakota, and (c) not receive compensation directly from the client but only from the student's employer/contractor nor receive compensation if receiving credit, and (d) certify in writing that he or she has read and is familiar with the rules of professional conduct of the Supreme Court of South Dakota and relevant practice rules of the jurisdiction.

How to Apply for Certification

Student certification forms for both the South Dakota state courts and the federal district court can be obtained from the Director of Experiential Learning. A student should obtain the appropriate form(s) three weeks in advance of an anticipated court appearance date to allow for the form to be signed by the dean and received by the court(s). A certification for the particular court may remain effective for a period up to eighteen months. A supervising attorney who is a member of the State Bar of South Dakota also must approve the temporary certification of the law student. Each time a student changes supervisors or positions, re-application for practice eligibility must be obtained.

Limitations on Court Appearances

- a) No limitations - Students participating in an externship for credit during the summer after the 2L year or during the 3L year, a summer internship (paid), or during employment after graduation, are not limited in the number of court appearances they may make during the certification period.

b) Limitations - Students participating in the Law School's pro bono programs and working as paid interns (not for credit) during the academic year, are limited in the number of court appearances they may make in a semester as follows:

- Students in pro bono programs are limited to three appearances per semester.
- Students interning in a paid position during the academic year are limited to three appearances per semester.

Students should arrange appearances so that classes are not missed. Absences for court appearances are not excused absences unless specifically excused by the instructor of the class missed.

Interdisciplinary Courses

Second- and third-year law students may take up to six credit hours in other divisions of the University and apply them to the 90 credit hours required for the juris doctor degree. The School of Law extends this privilege to assist in broadening a law student's education by the pursuit of new disciplines. Students desiring to exercise this option may register for one of the courses on the list of approved courses without obtaining special approval. Students wishing to take a course not on the list must submit their request, course description and reason in writing to the Associate Dean of Academic Affairs for approval *before registration*. Approval will not be granted for courses on topics which are covered by courses offered in the School of Law, such as administrative law, constitutional law, and business law.

Only in exceptional circumstances will a student be permitted to receive law credit for more than one interdisciplinary course per semester. As an exception, a student will be allowed to receive six credits of approved non-law courses to be taken in the summer. Students with less than a cumulative grade point average of 75 are ineligible to take courses outside the Law School. Interdisciplinary non-law course grades are not used in computing a student's cumulative grade point average.

In addition, law credit will not be given for courses taken *prior* to entry to Law School, or in a *previous* academic period while in Law School if approval was not obtained. Law students must obtain a grade of "C" or better in the approved graduate course in order receive law school credit.

Law students must complete an interdisciplinary form provided by the Office of the Dean in order to receive law credit if the course is not on the preapproved list, which is contained in the Law School Catalog. It is the student's responsibility to obtain from the outside instructor permission to take the interdisciplinary course.

Law students taking approved interdisciplinary courses in other schools of the University are subject to the rules and regulations of the college or school governing the program and courses they are taking. In addition, admission to these courses will be governed by the regulations of the department or school in which the student takes the course. Students must pay applicable tuition and fees for these courses.

Joint Degree Program

The School of Law offers a joint degree program leading to the juris doctor degree and a master's degree from The University of South Dakota in three years in the following disciplines:

School of Business

- JD/Master of Professional Accountancy
- JD/Master of Business Administration

Cross-Disciplinary Studies

- JD/Master of Science in Administrative Studies

School of Education

- JD/Master of Arts in Education Administration

College of Arts & Sciences

- JD/Master of Arts in English
- JD/Master of Arts in History
- JD/Master of Arts in Political Science
- JD/Master of Public Administration
- JD/Master of Arts in Psychology
- JD/Master of Science in Sustainability (Plan B, non-thesis)

Admission to the joint degree program is a formal process and requires approval from the School of Law, admission to the participating master's program, and is conditioned upon a cumulative grade point average of at least 75 upon the completion of the first year of law school or a subsequent semester.

Students admitted to this program take courses concurrently leading to both degrees. Students who defer Law School graduation until the master's degree is completed may receive up to nine credit hours toward the 90 credit hours required for the juris doctor degree. Each master's program determines the amount of law credit it will accept for its degree, so the amount may vary. Law students may not receive law credit for more than one course each semester outside of the School of Law without permission of the Associate Dean. If students do not complete the requirements for the master's degree by the time of their graduation from the School of Law, only six hours of the credit earned toward the master's degree will be counted toward law school graduation requirements. Students must pay applicable tuition and fees for these courses.

Although law students may not begin the joint degree program until successfully completing at least the first year of law school with a cumulative GPA of 75, applicants to the School of Law may simultaneously apply for admission to any master's program approved as a joint degree program. Students not simultaneously applying to the School of Law and to a master's program may apply to the joint degree program until the end of their fifth semester in the School of Law.



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Application and acceptance to a master's program is the applicant's responsibility. Classes taken in a master's program prior to matriculation in the School of Law will not receive law school credit. Only those courses approved as a graduate course for this program will qualify for law credit.

Law students must have a cumulative grade point average of 75 to be admitted and to continue in the joint degree program. Non-law courses taken in the joint degree program are not used in computing a student's cumulative grade point average. Law students must obtain a grade of "B" or better in the approved graduate course in order to receive law school credit.

Law students interested in the joint degree program should visit with School of Law Associate Dean and the respective joint degree advisor in the school or college.

Dual Degree in Environmental Law

Vermont Law School and The University of South Dakota School of Law offer a Dual Degree Program that enables qualified students to earn two degrees in three years: a JD from South Dakota and a Master of Environmental Law and Policy from Vermont Law School. Financial aid is available for this program through Vermont Law School. Students must pay applicable student and fees for these courses.

University of South Dakota first-year law students initially seek approval to participate in the Dual Degree Program from their Law School's Office of the Dean. Approved students then apply to Vermont Law School for the MELP part of the Dual Degree early in the spring semester of their first-year of law school. If accepted, they register for courses later in the semester. Dual Degree students attend the nine-week Summer Session at Vermont Law School between their first and second years of law school. Students may also complete an approved internship at an organization or law firm involved with environmental work. Vermont Law School will work with South Dakota to arrange for and supervise an appropriate internship. Dual Degree students share the remaining credits required for their JD degree with the MELP degree, thus reducing the overall MELP 30 credit requirement.

Employment While Attending Law School

Whether outside or inside the Law School, students should devote substantially all working hours to the study of law. Regular and punctual class attendance is necessary to satisfy residence and class hour requirements. It is thus the policy of the School of Law that students will not work more than 20 hours per week during any semester in which they are enrolled for 12 or more class hours. **First-year students are strongly discouraged from working unless absolutely necessary.**

Bar Admission

Should you elect to practice law in South Dakota it is necessary for you to fulfill a number of requirements including, but not limited to (see <http://ujs.sd.gov/>, select "Information for..." click "Attorneys," then click "Bar Exam," and see "Rules and Regulations for Admission to Practice Law in South Dakota"):

- Furnish satisfactory evidence that you graduated from a law school accredited by the American Bar Association or that you will so graduate prior to the examination, or that you have successfully completed all of the requirements for graduation prior to the examination (SDCL 16-16-6);
- An applicant for admission without examination shall pay a fee of four hundred fifty dollars. An applicant shall also pay the National Conference of Bar Examiners the applicable fee for preparation of an initial or supplemental character report. If an applicant fails to appear for the examination, the fee paid shall only be applied to the next scheduled combined Multistate Essay Examination, Multistate Performance Test and Multistate Bar Examination. The fees thus paid to the secretary shall be retained in a special fund and shall be paid out by the state court administrator when authorized by the secretary for the compensation and necessary expenses of the board of bar examiners.
- Each applicant for admission without examination shall also file a request for preparation of a character report and application with the National Conference of Bar Examiners. Such request and application shall be accompanied by the fee prescribed by the National Conference of Bar Examiners.
- The Bar Exam application and required number of copies must be postmarked by November 1 for the February examination and by April 1 for the July examination, and must be accompanied by the correct fee and a recent photograph of the applicant.
- Pass satisfactorily an examination conducted by the Board of Bar Examiners (SDCL 16-16-6);
- Be at least eighteen years of age (SDCL 16-16-2);
- Be a person of good moral character (SDCL 16-16-2).

Students register for the South Dakota Bar Examination in the final year of law school. Bar examiners in South Dakota, and all other jurisdictions, require a certification of character from the Dean of the Law School. As a result, law students are required to update their character and fitness information by the last day of the spring semester of each year in the Law School's Dean's office. This information is used by the dean to certify the student's character for bar admission. Without this updated information from the student, the dean will be unable to certify a student for bar admission.

A list of bar admission offices for all jurisdictions is found on the National Conference of Bar Examiners' web site at www.ncbex.org. Some states require law students to register for their bar examination within a few months of enrolling in law school. Select the appropriate jurisdiction on the list for information about bar admission requirements.

Equal Opportunity

The School of Law provides equal opportunity for the study of law and entry into the legal profession in accordance with policies of the South Dakota Board of Regents, the governing body for higher education in South Dakota; the Council of the Section of Legal Education and Admissions to the Bar of the American Bar Association, the accrediting agency for United States law schools; and the Association of American Law Schools, a nonprofit corporation that



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promotes improvement of the legal profession through legal education and of which the School of Law is a member.

Relevant Policies

- South Dakota Board of Regents Policy 1:17, 1:17.1, 1:18, 1:19 (Harassment Including Sexual Harassment; Prevention of Sexual Assault, Domestic Violence, and Stalking; Human Rights Complaint Procedures; Equal Opportunity, Non-Discrimination, Affirmative Action) (<https://www.sdbor.edu/policy/Pages/Section-1-Governance.aspx>).
- American Bar Association Section of Legal Education and Admissions to the Bar Standards 205 (Non-Discrimination and Equality of Opportunity), 206 (Diversity and Inclusion), and 207 (Reasonable Accommodation for Qualified Individuals with Disabilities) (https://www.americanbar.org/content/dam/aba/publications/misc/legal_education/Standards/2018-2019ABASStandardsforApprovalofLawSchools/2018-2019-aba-standards-chapter2.pdf).
- Association of American Law Schools Bylaws, Section 6-3 (Diversity: Non-Discrimination and Affirmative Action) (<https://www.aals.org/about/handbook/bylaws/>), Association of American Law Schools Executive Committee Regulation 6.32 (<https://www.aals.org/about/handbook/executive-committee-regulations/>).

Student Disciplinary Procedures

I. Disciplinary Board. The Disciplinary Board shall consist of five members: three students and two members of the full-time faculty of the School of Law. The student members shall be appointed by the Dean of the School of Law annually from nominations submitted by the Student Bar Association. The faculty members shall be appointed by the Dean. The Dean shall designate one faculty member of the Board to serve as Chair. The Board members shall be appointed no later than the tenth day of September of each school year. In addition to the Board appointments previously mentioned, there shall be appointed three student alternate and two faculty alternate Board members. The alternate Board members shall serve at such times as one of the regular Board members withdraws from a particular hearing. The choice of such alternate shall be made by the Chair. The Dean may appoint additional student or faculty alternates, if at any time a sufficient number of alternates is not available to constitute a five-person board.

II. Purpose of the Disciplinary Board. The Disciplinary Board shall handle such Honor Code violations involving law students at The University of South Dakota School of Law as are properly referred to it.

III. Examiner. The Dean shall appoint a member of the faculty to act as Examiner in all disciplinary matters. The Examiner shall be appointed at the same time as members of the Board. In the case of recusal by the Examiner from a particular matter, the Dean shall appoint another faculty member to act as Examiner for that matter.

IV. Confidentiality. All matters that come before the Examiner or the Board are confidential and shall be maintained as such.



V. Allegations of Misconduct. All allegations of misconduct intended to be processed in accordance with these procedures shall be submitted to the Examiner. Allegations may be made by faculty, students or staff. The person or persons making the allegations shall provide the Examiner with a signed written statement of specific acts constituting the alleged misconduct and all known information in support of the allegations, including names of any known witnesses, statements, or other data. The allegations should be stated in terms of: (1) proscribed misconduct as specified in Part XV of the Student Disciplinary Procedures (entitled Honor System); or (2) failure to meet the standards expected under the Rules of Professional Conduct approved by the Supreme Court of South Dakota; or (3) failure to meet instructions and directions issued by faculty or other proper authority. The Honor System and standards of professional conduct apply when students participate in clinical training, externships, or summer employment.

A faculty member may impose an appropriate academic sanction, with the approval of the Dean, with respect to misconduct that affects the student's performance in that course. The faculty member who imposes the academic sanction, or any other faculty member, student, or staff member may also make an allegation of misconduct based on the same conduct. With respect to any allegation involving misconduct for which an academic sanction has been imposed, the Examiner and Board shall consider the fact that an academic sanction has been imposed. After a determination by the Examiner or the Board, a faculty member may not impose an academic sanction with respect to misconduct in that faculty member's course which is greater than or inconsistent with the action of the Examiner or the Board.

VI. Notice and Preliminary Procedure. Upon receipt of the allegations as set out in paragraph V above, the Examiner shall give written notice to each individual student accused of misconduct (the respondent(s)). The notice shall advise the respondent of: (a) the specific allegation(s) into which the Examiner shall inquire and about which he/she shall assemble relevant evidence and information; (b) the respondent's right to remain silent; (c) the respondent's right not to respond to the notice, but within seven consecutive days from the date of notice to submit a statement or other relevant information or data concerning the allegations; and (d) the respondent's right to counsel. The Examiner shall give the Dean simultaneous notice of the receipt of any allegation(s) of misconduct against any respondent.

A. Pre-hearing Procedure. The Examiner shall promptly inquire into the allegation(s) and assemble the relevant facts and data. The Examiner shall consider the information available, including any material submitted by the respondent and such action as may have been imposed by any faculty member concerned.

B. Examiner's Recommendation. The Examiner shall make his or her recommendation to the Board either that a hearing be held, that a private reprimand be issued without a hearing, or that no further action be taken by the Board with respect to the allegation(s). The Examiner may not dispose of any matter before making a recommendation.

It is the responsibility of the Board in its discretion to determine how to proceed.

Normally, a hearing should be held when there exists evidence of a probable significant breach of the Honor Code.

A private reprimand may issue from the Board when the facts are not in dispute, a breach of the Honor Code exists but has not led to harm to the public or to other students, and the breach is not so significant as to justify a hearing and formal decision.

A private reprimand shall be issued in writing, stating the reason for issuance.

If the Board determines that no hearing shall be held, or that a private reprimand shall be issued, the assembled materials shall be forwarded to the Dean. The Dean shall provide the respondent prompt written notice of the Board's decision.

VII. Hearing. If the Board determines that a hearing shall be held to determine the veracity of the allegation(s), it shall promptly fix the time and place for the hearing, and the Chair shall advise the respondent by service of a written notice.

VIII. Hearing Procedures. Once notified by the Chair, the respondent shall have ten working days from the date of receipt of service to prepare for the hearing. The notice shall advise the respondent of all allegation(s) to be considered, as stated in paragraph V above, and of the respondent's rights to appear in person and be represented by counsel of choice, to examine witnesses and other evidence that will be considered by the committee, and to make a statement and present evidence in the respondent's behalf.

The Examiner shall present the case supporting the allegations; the respondent is responsible for presenting evidence in his or her behalf. Unless otherwise determined by the Chair, the hearing shall consist solely of the presentation of the Examiner's case for the validity of the allegations, presentation of the respondent's evidence, and evidence of exculpatory or mitigating circumstances. The Examiner and respondent may cross-examine witnesses and present rebuttal evidence and evidence of exculpatory or mitigating circumstances. The veracity of any allegation must be established by a preponderance of the evidence.

The rules of evidence do not apply, but the Board shall exercise care to assure that all matters considered are relevant and true. **Anonymous statements shall be excluded.** The Chair shall rule on all questions of procedure and questions as to what information will be considered by the Board in its deliberations. The Board shall assure that the respondent is provided the rights set out above and that the proceedings are conducted in accord with the dictates of fundamental fairness.

The hearing shall be closed, except for the respondent and his or her counsel. The Chair has discretion to admit additional individuals to the hearing upon the request of respondent, submitted in advance.

IX. Record of the Hearing. A tape recording of the proceedings shall be made.



X. Findings and Determination. The Board shall meet immediately following the hearing and determine whether the allegations are supported by a preponderance of the evidence. The Examiner will not meet with the Board during its deliberations. A finding that an allegation is supported by a preponderance of the evidence requires three affirmative votes by the members of the Board. If the Board finds an allegation is supported by a preponderance of evidence, it will determine an appropriate sanction. The sanction agreed upon requires an affirmative vote by three members of the Board, except that a sanction which includes expulsion or suspension from school will require four affirmative votes of the Board. The private reprimand is also an available sanction. Once the Board has approved its findings and recommendation of sanction, they shall be delivered to the Dean.

XI. Appeal and Final Action. The Dean shall forward, in writing, the findings and recommendation to the respondent. The respondent will be advised that he/she has five working days from receipt of the notice of findings and recommendation to file an appeal with the Dean. After the Dean has received an appeal from the respondent, has been advised by the student that no appeal will be submitted, or the time for filing notice of intent to appeal has elapsed, the Dean shall act on the record and rule on any appeal. The Dean may approve or disapprove the action of the Board, in whole or in part. If the Dean disapproves the action of the Board in whole or in part, the Dean may substitute a different finding and less severe sanction or return the matter to the Board for further review and consideration. In no case may the Dean add to the findings or impose a more severe sanction than that recommended by the Board. Any action by the Dean, other than returning the case to the Board for further review and consideration, shall be considered a final action. The Dean shall promptly notify the respondent in writing of the final action.

XII. University Appeal. The respondent may file a written appeal of the Dean's final action to the President of The University of South Dakota. The respondent shall have ten calendar days after service of the Dean's final action to file the appeal. The respondent shall provide a copy of the appeal to the Dean. The appeal shall not be subject to any other formal requirements except a reasonable expression of his/her desire to appeal the Law School determination and the basis thereof. Upon receipt of the appeal, the President shall advise the Dean of the Law School that an appeal has been filed. A record of the proceedings will be made available to the President. The President shall act on the appeal within his/her discretion, which may include modification of the final action of the Dean.

XIII. Placement in Student's File. When the matter is concluded, the Dean shall place in the respondent's file the Board's findings and recommendations, the Dean's final action, and the President's action, if any. Pursuant to an appropriate release from the respondent, the Dean may provide this information, along with any necessary explanation or additional documentation, to a bar admission authority.

XIV. Notice. A copy of these procedures shall be published, provided to each of the new students at the beginning of their first year, and posted on the Law School bulletin board.



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XV. Honor System. The honor system applies to all aspects of student life, including but not limited to conduct at the Law School, conduct while working as clinical intern or extern, participating in co-curricular activities, and in summer employment. Lying, cheating, stealing, plagiarizing, or breaking of one's word of honor are condemned. Students are also expected to conform their conduct to standards appropriate to a professional school and the Rules of Professional Conduct as approved by the Supreme Court of South Dakota. Unless properly excused or excepted, students are obligated to comply with the academic rules and to observe applicable rules and instructions issued by the faculty. Students at all times must demonstrate those qualities of good character required to obtain certification by the School of Law for admission to the practice of law. Faculty and students shall report such violations of this section that raise a substantial question as to another student's honesty, trustworthiness or fitness to apply for admission to the bar.

Student Records Policy

This policy is intended to implement the requirements of FERPA, and to the extent that there is any dispute concerning the terms and conditions of the policy, the provisions of FERPA will prevail in each instance, notwithstanding anything in the policy which may seem to provide otherwise. Students are provided access to forms used by them to authorize release of information related to character and fitness to boards of bar examiners, including the National Conference of Bar Examiners; letter of recommendation authorization; request to inspect records; and directory information non-disclosure.

I. Definitions. For the purposes of this policy, the School of Law uses the following definitions of terms.

Student: Any person who attends or has attended the School of Law, beginning at 8:00 a.m. on the first day the student begins attending class. This policy does not apply to applicant files or to files of accepted applicants who do not matriculate.

Education records: Any record (in any medium, including handwriting) maintained by the School of Law or an agent of The University of South Dakota or the School which is directly related to a student, except:

1. A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.
2. Records maintained by The University of South Dakota Department of Public Safety, Student Health Services, and the Office of Disability Services, if the records are maintained solely for the purposes of that department, are revealed only to persons within that department or to other authorized persons as provided by FERPA, and those departments do not have access to education records maintained by the School of Law.
3. Alumni records which contain information about a student after s/he is no longer in attendance at the School of Law and which do not relate to the person as a student.

School official: A person employed by the School of Law or The University of South Dakota in an administrative, supervisory, academic or research, or support staff position; a person serving on an institutional governing body; a student serving on a School of Law committee while performing his/her responsibilities as a committee member; a person employed by or under contract to the institution to perform a special task, such as an attorney or an auditor; or a person or organization acting as an official agent of the institution and performing a business function or service on behalf of the institution.

Legitimate educational interest: A school official is determined to have legitimate educational interest if the information requested is necessary for that official to: a) perform appropriate tasks that are relevant and necessary to the accomplishment of an employment responsibility of the inquirer; b) perform a task related to a student's education; c) perform a task related to the discipline of a student; d) provide a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid. Access to information under this definition does not constitute authorization to share information with a third party without the student's written permission. Questions regarding "legitimate educational interest" should be referred to the Dean, Associate Dean, or Assistant Dean.

II. Annual Notification. Students will be notified of their FERPA rights annually by publication in the *Academic Rules and Student Policies*, by notice posted on TWEN, and on the Law School's website. The *Academic Rules and Student Policies* is available to all students electronically on the Law School's portal.

III. Procedure to Inspect Education Records. Students may inspect and review their education records upon written request to the Office of the Dean. The written request must identify as precisely as possible the record or records the student wishes to inspect. The Office of the Dean will make the necessary arrangements for access as promptly as possible, but no later than 45 days from the receipt of the request, and notify the student of the time and place that the records may be inspected. When a record contains information about more than one student, the student may inspect and review only the records which relate to him/her, or a record that has been redacted to protect the privacy of other students.

IV. Right of School of Law to Refuse Access. The School of Law reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student's parents, if applicable.
2. Letters and statements of recommendation for which the student has waived his/her right of access.
3. Records connected with an application to another unit of The University of South Dakota, if that application was denied.

4. Those records which are excluded from the definition of education records, above, or for which refusal is otherwise authorized by law.

V. Refusal to Provide Copies. The School of Law reserves the right to deny copies of education records if it would create an unreasonable burden on the School of Law. In that case, the student retains the right to review the records personally or through an agent.

VI. Fees for Copies of Records. The fee for copies will be \$.25 per page.

VII. Disclosure of Education Records. The School of Law will disclose information from a student's education records only with the written consent of the student, except:

1. To school officials who have a legitimate educational interest in the records. School officials may not release any information to a third party without the written consent of the student, except as specified below. Faculty letters of recommendation which are made from the recommender's personal observation or knowledge do not require a written release from the student who is the subject of the recommendation. However, if the student wishes the recommender to include personally identifiable information from a student's education record (such as grades, GPA, etc.), the student must provide the faculty member with a signed release.
2. Upon request to officials of another school in which a student seeks or intends to enroll. The School of Law will make a reasonable attempt to inform the student prior to the disclosure, unless the request was initiated by the student.
3. To certain officials of the U.S. Department of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities, in connection with certain state or federally supported education programs, and as otherwise authorized by law.
4. To persons or organizations providing financial aid to students or determining financial aid decisions, on the condition that the information is deemed necessary to: 1) determine eligibility for the aid; 2) determine the amount of the aid; 3) determine the conditions for the aid, or 4) enforce the terms and conditions of the aid.
5. If required by a state law requiring disclosure that was adopted before November 19, 1974.
6. To organizations conducting certain studies for or on behalf of the University or the School of Law to develop, validate, and administer predictive tests, to administer student aid programs, or to improve instruction.
7. To accrediting organizations to carry out their functions.

8. To parents of an eligible student who claim the student as a dependent for income tax purposes.
9. To comply with a judicial order or a lawfully issued subpoena. The School of Law will make a reasonable attempt to inform the student prior to the disclosure, unless ordered not to do so by the subpoena.
10. To appropriate parties in a health or safety emergency.
11. To a victim of an alleged crime of violence, including a non-forcible sex offense, who requests the final results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.
12. To parents regarding the student's violation of any federal, state, or local law, or of any institutional policy or rule governing the use of alcohol or a controlled substance, if: 1) the student is under the age of 21 at the time of the disclosure; and 2) the institution has determined that the student committed a disciplinary violation with respect to that use or possession.
13. To Veterans Administration officials, the Immigration and Naturalization Service, military recruiters, or the Internal Revenue Service, under certain conditions. A student's consent to release information from his/her education record to a third party, when required, must be submitted to the Office of the Dean in writing. Such written consent must:
 - 1) specify the records to be released;
 - 2) state the purpose of the disclosure;
 - 3) identify the party or class of parties to whom disclosure may be made; and
 - 4) be signed and dated by the student. The written request may be submitted by fax but not by email.

When a student authorizes the release of information, as described above, the School of Law will notify the third party that they are not permitted to disclose the information to others without additional written consent of the student.

Names of any other student(s) involved, including a victim or witness, may not be disclosed without written consent of the other student(s).

Records of deceased students. From the date of death of a student or former student, records previously available only to that student or with the student's consent may, within the first 25 years following the student's death, be released to the following:

1. The personal representative of the student's estate;
2. The parents of the student; or

3. Upon the closing of the student's probate estate or two years after the student's death, if no probate estate has been opened, the student's next of kin or the takers of the student's residuary estate under his or her last will or will equivalent.

Following the 25th anniversary of the student's death, the records of the student may be released upon good cause shown, in the sole discretion of the school administration.

Any written statement by the student prior to death or in the student's last will to the contrary may supersede the above rules.

VIII. Record of Requests for Disclosure. The School of Law will maintain a record of all requests for and disclosures of information from a student's education records, except for the release of directory information as specified below, or when required by law not to record the request or disclosure. The record will indicate the name and address of the party making the request and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the student.

IX. Directory Information. The School of Law has designated the following items as "directory information": student name, address, telephone number, email address, date and place of birth, hometown, major field of study, past and present participation in officially recognized activities, enrollment status (full- or part-time), class, dates of attendance, degree(s) conferred (including dates), honors and awards received (but not scholarships), previous school(s) attended, and photograph. The School of Law and The University of South Dakota may disclose any of these items without prior written consent, unless notified by the student in writing to the contrary by the 10th day of classes in the fall. Nondisclosure stipulations remain in effect until removed in writing by the student, even if the student has withdrawn or graduated.

A request form to prevent disclosure of some or all directory information is available in the Office of the Dean.

This policy only applies to School of Law educational records and directory information. Students should contact the University Registrar's office if they want to prohibit release of similar information by The University of South Dakota.

X. Correction of Education Records. Students have the right to request to have corrected records that they believe are inaccurate, misleading, or in violation of their privacy rights. (Note: The right to request the correction of a student's education record does not include the right to contest a grade received in a course. Grade grievances are handled through the Student Grievance Policy and Procedure, Section III, found in the *Academic Rules and Student Policies*.) The procedure for the correction of records is as follows:

1. A student must submit a request to amend a record in writing to the Office of the Dean of the School of Law. The request must identify the part of the record s/he wants changed and specify why s/he believes it is inaccurate, misleading, or in violation of his/her privacy or other rights.

2. The School of Law may comply with or deny the request. If the request is denied, the Office of the Dean will notify the student of the decision and advise him/her of his/her right to a hearing and to challenge the decision through the Student Grievance Policy and Procedure found in the Academic Rules and Student Policies.

As set out in Section V, paragraph E of the Student Grievance Policy, if the Examiner determines that the student is not entitled to the full relief sought by his/her challenge, the student must be notified of the right to a formal hearing. If the student wishes to exercise his/her right to a hearing, the student must request the hearing in writing within ten (10) days. The student may be assisted in the grievance process by one or more individuals, including an attorney, at the student's expense. (Students who have ceased attendance or graduated retain the right to a hearing.)

3. If the School of Law determines that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that s/he has a right to place in his/her educational record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
4. The statement submitted by the student shall be maintained as part of the student's education record as long as the contested portion is maintained. If the School of Law discloses the contested portion of the record, it must also disclose the student's statement.
5. If the School of Law determines that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will correct the record and notify the student, in writing, that the record has been corrected.

XI. Types, Locations, and Custodians of Education Records.

1. Type of record: Student records, including admission records, cumulative academic records, progress records, and disciplinary records (if student is found to be in violation; pending records are sole-possession records held by the hearing examiner.)
Location: Office of the Dean
Custodian: Registrar
2. Type of record: Occasional records, including graduate assistant hours, carrel assignments, directory information, etc.
Location: Office of the Dean
Custodian: Dean or designee
3. Type of record: Placement records
Location: Career Services Office
Custodian: Assistant Dean

4. Type of record: Law Library records, including records of unpaid fines, lost books, etc.

Location: N/A; records are destroyed after matter is resolved

Custodian: Law Librarian or designee

Audiovisual Policy

Audiovisual equipment and staff are available for specified educational purposes only (e.g., for videotaping assigned student presentations in classes) and not for videotaping class sessions for which the student is planning to be absent. All videotapes for use in classroom assignments are to be provided by the student unless otherwise instructed. As a rule, the School of Law does not provide video or audio tapes of classes for students who are absent from class. Students are instead encouraged to get notes from other students. In rare instances exceptions will be made for students who, due to health issues or military duty, have to be gone from class for more than one week. Students may arrange to audiotape a class in which the student intends to be absent, with the permission of the professor. Audio equipment and cassettes are to be provided by the student.

Mailbox Policy

The student mailboxes located in the dean's office suite may be used only for communications from Law School faculty and staff and Law School-affiliated organizations. Telephone messages to individual students and mail addressed to individual students are placed in these mailboxes by Law School staff. Because of the postal monopoly of the United States Postal Service, personal messages not sent through the mail may not be placed in these mailboxes.

Commercial Solicitation Policy

South Dakota Board of Regents and The University of South Dakota policies prohibit unauthorized commercial solicitation or sales of all kinds in University buildings (including the Law School) and on University property.

Student organizations affiliated with the Law School are authorized to engage in commercial solicitation or sale of goods or services to students within the Law School building. This authorization includes only solicitation or sale of goods or services to support the non-profit activities of the organization. This authorization includes the use of the mailboxes in the Dean's Office, notices on appropriate bulletin boards, and use of the table by the windows in the north hall of the first floor.

Alcohol and Drug Policy

University policy prohibits “the expenditure of organizational funds on alcoholic beverages” and “the informal collection from the members . . . of monies to be spent on alcoholic beverages.” In instances when there is a cash bar, other guidelines apply, such as:

1. Non-alcoholic beverages must be equally available and on display;

2. A reasonable portion of the budget for the event must be designated for the purchase of food items, and food must be available throughout the event;
3. Alcohol service must be discontinued well before the event is expected to end;
4. Alcohol use should never be the primary focus of the event; and
5. Advertising may not mention the availability of alcohol in a prominent way.

A complete copy of the University's policy is found at <https://www.usd.edu/-/media/files/student-life/usdstudenthandbook.ashx> *University of South Dakota Student Handbook*.

The applicable Board of Regents policy (3:4(1)(D); 3:4(2)(G)) is available at <https://www.sdbor.edu/policy/Documents/3-4.pdf>.

Bulletin Board Policy

All items posted on Law School bulletin boards must have at the top the organization's/person's name and the date placed on the board. Items larger than 8 1/2" x 11" must be approved by the Associate Dean, Assistant Dean, or Program Assistant. All items posted will be removed at the end of one week unless special approval is obtained from the Office of the Dean. The Dean's Office will initial and write an extension date at the top of the item. Any item not containing the specified information will be removed immediately.

University Policies and Procedures

The University of South Dakota Student Handbook contains additional policies and procedures that apply to law students and that are not covered within. Please refer to those policies and procedures in *The University of South Dakota Student Handbook* found among the University policies on the portal at <https://www.usd.edu/-/media/files/student-life/usdstudenthandbook.ashx>.

The provisions in this handbook are subject to change without notice and do not constitute a contract or offer to contract with any person.

APPENDIX A

UNIVERSITY OF SOUTH DAKOTA SCHOOL OF LAW CREDIT HOUR POLICY

The University of South Dakota School of Law is implementing these policies and procedures that will determine the number of credit hours that may be awarded throughout the curriculum,



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pursuant to American Bar Association (“ABA”) Standard 310 and the explanatory guidance. The language of the Standard is below:

Standard 310. DETERMINATION OF CREDIT HOURS FOR COURSEWORK

(a) A law school shall adopt, publish, and adhere to written policies and procedures for determining the credit hours that it awards for coursework.

(b) A “credit hour” is an amount of work that reasonably approximates:

(1) not less than one hour of classroom or direct faculty instruction and two hours of out-of-class student work per week for fifteen weeks, or the equivalent amount of work over a different amount of time; or

(2) at least an equivalent amount of work as required in subparagraph (1) of this definition for other academic activities as established by the institution, including simulation, field placement, clinical, co-curricular, and other academic work leading to the award of credit hours.

Interpretation 310-1

For purposes of this Standard, fifty minutes suffices for one hour of classroom or direct faculty instruction. An “hour” for out-of-class student work is sixty minutes. The fifteen-week period may include one week for a final examination.

Interpretation 310-2

A school may award credit hours for coursework that extends over any period of time, if the coursework entails no less than the minimum total amounts of classroom or direct faculty instruction and of out-of-class student work specified in Standard 310(b).

The Managing Director’s Guidance Memo regarding Standard 310 clarifies the ABA expectation for law schools. The following reflects the expectations set forth in the Standard, the Interpretations, and the Guidance Memo.

Credit Hour Policy

The University of South Dakota School of Law operates on a 14-week semester. The ABA, however, requires us to perform the instruction/homework calculation based on a 15-week semester, regardless of the amount of time that we allocate for students to complete those hours.

In order to meet our requirements, courses that schedule a final examination may treat the week of the exam as the 15th week for purposes of the instruction/homework calculation. Credit-bearing activities that do *not* schedule a final examination (e.g., the LITC, externships, simulation courses, seminars, co-curricular activities, and any other such courses) must schedule the equivalent of 15 weeks of instruction and homework in order to justify the stated award of academic credit.

All credit-bearing activities are subject to the following requirements:

Credits	Faculty Engagement/week	Faculty Engagement/Semester	Out-of-class work/week	Out-of-class work/semester	Engagement totals
1	50 minutes	750 minutes	120 minutes	1800 minutes	2550 minutes ¹
2	100 minutes	1500 minutes	240 minutes	3600 minutes	5100 minutes ²
3	150 minutes	2250 minutes	360 minutes	5400 minutes	7650 minutes ³
4	200 minutes	3000 minutes	480 minutes	7200 minutes	10,200 minutes ⁴

These totals assume a complete, 15-week semester.

Classes Subject to a Final Examination

If a class is subject to a final examination, the week of the exam counts in the allocation of instruction and time. Therefore, if a professor teaches a 1-credit examination course, he or she would engage in classroom or direct faculty instruction for 700 minutes over 14 weeks; for a 2-credit course, engagement in classroom or direct faculty instruction would last for 1400 minutes over 14 weeks; for a 3-credit course, engagement in classroom or direct faculty instruction would last for 2100 minutes over 14 weeks; for a 4-credit course, engagement in classroom or direct faculty instruction would last for 2800 minutes over 14 weeks. (See the corresponding amounts of homework that instructors should assign per credit in the above chart.) Presumed study during the week of the exam and the *length* of the exam would account for the remainder of the time during the 15th week. The ABA is willing to be flexible regarding the breakdown here; e.g., if you taught a 1-credit exam class that offered slightly less than 700 minutes of instruction over 14 weeks, that would be okay as long as the remaining time was accounted for in a corresponding increase in out-of-class activity. In addition, if you do not assign the perfectly corresponding amount of homework each *week*, the most important thing to do is ensure is that you assign the total amount of homework the rule requires over the *semester*. Nonetheless, the breakdowns provided here are the general rules on which you should rely. This same understanding should apply to all of the credit-bearing activities.

Classes That Are Not Subject to a Final Examination (Excluding Clinics, Externships, Practicum Courses, and Independent Study)

If a class is not subject to a final examination, the instructor must ensure that the combination of both classroom instruction and direct faculty instruction, in addition to assigned out-of-class work, meets the requirements set forth above. The Guidance Memo recognizes that seminar courses, for instance, often allocate more credits than standard “seat time” would typically allow, in recognition of the fact that students spend a great deal of time out of class in order to prepare a substantial written product. Standard 310 permits this, as long as instructors ensure that the course meets the necessary equivalent of the total engagement/out-of-class work requirements.

1 This is the equivalent of 42.5 hours.
 2 This is the equivalent of 85 hours.
 3 This is the equivalent of 127.5 hours.
 4 This is the equivalent of 170 hours.



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LITC, Externship, Practicum Courses

Similarly, the Low Income Tax Clinic, externship courses, and practicum courses have set their own standards regarding the receipt of credit, but at a minimum, students must receive 2550 minutes (42.5 hours) of combined faculty instruction and out-of-class assigned work per credit. Students are responsible for keeping track of their hours, and the receipt of credit is subject to approval by faculty instructors. The Associate Dean for Academic Affairs will house for three years copies of the final records demonstrating the manner in which students earned credit, as completed by the end of the semester and approved by the faculty member.

Directed Research/Independent Study

Students enrolled in a directed research/independent study course must keep a log of their work and submit it to their faculty supervisors for approval at the end of the semester. The Associate Dean for Academic Affairs will house for three years copies of the final records demonstrating the manner in which students earned credit, as completed by the end of the semester and approved by the faculty member.

Credit for Co-Curricular Activities (Law Review, Moot Court, ADR Board, Trial Team)

Student participants in these co-curricular activities are eligible for credit, subject to Law School academic policies. In order to receive that credit, however, students must keep a log of the time they spend engaged in activities that will count for credit. The advisor for each of these activities must approve the time spent as appropriate for the receipt of credit. At the end of the semester, the advisor must verify for the Law School Registrar which students will receive the credit. The Associate Dean for Academic Affairs will house for three years copies of the final records demonstrating the manner in which students earned credit, as completed by the end of the semester and approved by the faculty member.

How to make determinations regarding the assignment of out-of-class work per credit:

Out-of-class work includes any work assigned by a faculty member that facilitates learning in the course, as well as the achievement of the course learning outcomes or objectives, and which the student is expected to complete prior to coming to class. Any such work may include, but is not limited to, the following: reading assignments (including materials in casebooks, Restatements, statutory supplements, hornbooks, etc.), case briefing, additional preparation and revision of notes, outlining, completion of assigned questions, completion of problem sets (e.g., West Assessment quizzes, CALI questions, problems in the casebook, etc.), watching or listening to live or recorded events (e.g., live trials, videos, podcasts, films, etc.), research assignments, writing projects (e.g., writing and/or editing students' own work, reviewing/editing other student written work if required by the professor, etc.), any class-related work that students must complete in a group-work setting (e.g., out-of-class simulations), practice exams, journal submissions, quizzes, participation in online discussion groups, study in preparation for midterms, final exams, or other assessments, and all other course-related work as assigned.

When making the determination about the amount of work that must be assigned per credit, the responsibility for deciding what assignments students will receive is vested solely in the hands of the professor. Instructors may direct students to complete assignments of the sort described



above, alone or in combination with each other, in order to meet the credit allocation requirement.

The following represents some specific guidance faculty should follow when assigning out-of-class work.

Type of Activity	Amount of Work Presumed Done in 1 Hour
Casebook reading	5 pages of engaged reading/hour
Non-research based writing	1 page written/hour
Research-based writing	1/3 of a page/hour (i.e., 1 page written in 3 hours)

Another way of framing these work-to-time ratios is to think about it per credit:

Exam Courses

	1 credit	2 credits	3 credits	4 credits
Casebook reading ⁵	140 pages/semester	280 pages/semester	420 pages/semester	560 pages/semester
Non-research based writing ⁶	28 pages/semester	56 pages/semester	84 pages/semester	112 pages/semester
Research-based writing	9 1/3 pages/semester	18 2/3 pages/semester	27.99 pages/semester	37 1/3 pages/semester

Non-Exam Courses

	1 credit	2 credits	3 credits	4 credits
Casebook reading	150 pages/semester	300 pages/semester	450 pages/semester	600 pages/semester
Non-research based writing	30 pages/semester	60 pages/semester	90 pages/semester	120 pages/semester
Research-based writing	10 pages/semester	20 pages/semester	30 pages/semester	40 pages/semester

⁵ The totals for casebook reading were based on a tool provided by the RICE Center for Teaching Excellence called the Course Workload Estimator. The tool suggests that students who encounter many new concepts while highly engaged in reading of a textbook will read at the pace of 5 pages/hour. Even though this tool is geared toward college students, it is a viable measure of reading pace. The workload estimator is located here: <http://cte.rice.edu/workload/>.

⁶ These totals, of course, assume that no assignments other than writing assignments would be given in a semester. The number of pages students should produce will correspondingly decrease when combined with other kinds of homework. Therefore, in a one-credit class with two hours of required homework each week, for example, it would be appropriate to assign 5 pages of reading and 1 page of written reflection for one night of homework. The same analysis holds true for research-based writing.



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Insofar as other kinds of activities are concerned, please use your best professional estimate when considering the amount of time the students ought to take when completing an assignment.

Procedures for Verifying Compliance with the Credit Hour Policy

Faculty must submit their syllabi, with accompanying assignments, to the Associate Dean for Academic Affairs prior to the beginning of each semester for the purpose of verifying compliance.

The Academic Affairs and Curriculum Committee will not approve any new course proposals that do not demonstrate the manner in which the instructor plans to comply with this policy. Proposals for experimental courses submitted to the Associate Dean for Academic Affairs for approval and scheduling shall not proceed without demonstrating compliance with this policy.

APPENDIX B

FORM – Appeals Of Final Grades or Other Final Academic Decisions

This form outlines the process by which students may appeal an academic decision involving such matters as final course grades or dismissal from a program. The form itself should be used only if the Step 1 discussion with the academic decision-maker does not produce a satisfactory resolution and the student wishes to pursue the matter to the next level. Additional pages may be attached if more space is needed. Before pursuing an appeal, students should consult Board of Regents Policy 2:9 at <https://www.sdbor.edu/policy/documents/2-9.pdf>.

STEP 1: Initial discussion to question the academic decision

The student must initiate the appeal by contacting the instructor or other individual responsible for the decision (i.e., the academic decision-maker) to question the decision and explain the reasons for doing so. If notification of the decision that is being appealed is provided to the student within 15 calendar days before the end of a term (fall, spring, or summer), the discussion must occur at the latest **within 15 calendar days** of the start of the next term. If notification occurs more than 15 calendar days before the end of the term, the student must have this discussion **within 30 calendar days** of being notified of the decision. **Within the first 30 calendar days** after notification of the decision, the student may petition the president’s designee (see p. 3) for an extension of this timeline if circumstances prevent timely appeal.

STEP 2: To be completed by the student

If the student wishes to pursue the appeal following the discussion with the academic decision-maker, s/he should complete the section immediately below and submit a signed copy to the designated mediator **within 5 working days** of the discussion. (See page 3 for help in identifying the individual who will serve as mediator.) The mediator will provide a copy of this form to the decision-maker and then will consult with the student and the decision-maker in an attempt to resolve the matter.

Name (please print)

Student ID

What academic decision are you appealing?

What is the basis for your appeal (i.e., what is unfair about the decision)?

What was the outcome of your discussion with the individual responsible for the decision?

Date notified of decision: _____

Date of discussion with decision-maker: _____

Student’s Signature

Date



STEP 3: To be completed by the academic decision-maker

The academic decision-maker should describe below the Step 1 discussion with the student, explaining his/her rationale for the academic decision being appealed, and then return to the mediator a signed copy of this form **within 10 working days** of receiving it.

Name (please print)

Signature

Date

STEP 4: To be completed by the designated mediator

The role of the mediator is to facilitate resolution of the appeal through discussion with the student and the academic decision-maker. The mediator is not empowered to change the decision being appealed or to insist that the decision-maker do so. Discussion with the decision-maker and the student should be initiated **within 10 working days** of receipt of this form from the academic decision-maker. Following discussion, the mediator should describe below the attempt to reach resolution and its outcome. **Within 10 working days** of initiating the discussion with the parties, a copy of the completed form is due to the student and the decision-maker.

Name (please print)

Signature

Date

STEP 5: Final Appeal

If the matter is unresolved after mediation, the student may appeal to the president’s designee (see p. 3) **within 10 working days** of receipt of this completed form from the mediator. The appeal at this stage must be submitted as a letter that clearly lays out the basis for the appeal and why it should be granted. A copy of this form (completed and with all required signatures) must accompany the Step 5 appeal letter. Any supporting documentation should also be provided. Upon receipt of the appeal documents, the president’s designee will contact the student and offer to discuss the appeal. **Within 15 working days** of receiving the Step 5 documents, the designee will notify all parties of the decision regarding the appeal.

**ROLES IN THE ACADEMIC APPEALS PROCESS
SCHOOL OF LAW**

Grades & Other Academic Decisions	Decision-maker	Mediator	USD President’s Designee
Law grades	Instructor	Associate Dean	Dean
Academic decisions by Associate Dean	Associate Dean	Chair, Academic Standards & Curriculum Committee	Dean
Academic decisions by Registrar	Law School Registrar	Associate Dean	Dean

Program	Decision-maker	Mediator	President’s Designee
Law*	Admissions Committee	Associate Dean	Dean

*Dismissal is automatic based on grades. Students may appeal for readmission.

APPENDIX C – BOARD SELECTION ACT OF 2019

Article 1, Purpose, Scope, Definitions

Section 1-100—Purpose

The purpose of this Act is to improve the Board selection process at the University of South Dakota School of Law, in particular, to streamline the process and to make it fairer and more transparent.

Section 1-101—Scope

This Act is an amendment to the Board Selection Act of 2002 and replaces it in full. The Act is limited in its application to the Board selection process at the University of South Dakota School of Law.

Section 1-102—Title, Short Title

This Act shall be known as the Board Selection Act of 2019. Its short title shall be the BSA.

Section 1-103—Definitions

When used in this Board Selection Act, except as specifically defined in another Section, the following terms are defined as to mean:

- (1)—Act: the Board Selection Act (of 2019) or BSA.
- (2)—Board: any co-curricular organization at the University of South Dakota School of Law whose student leaders hold interviews and conduct a selection process for new members. This includes, but is not limited to, the *South Dakota Law Review*, the University of South Dakota Moot Court Board, and the University of South Dakota Alternative Dispute Resolution Board.
- (3)—Candidate: any first-year student who is attempting to receive an appointment to a Board.
- (4)—Unanimous Consent: a requirement that each Board is in agreement. Each Board shall individually determine within its specific bylaws the manner in which it will provide consent. Express consent, or the lack thereof, must be communicated by each Board's elected student representative.

Article 2, Board Responsibilities, Duties, Etc.

Section 2-100—Board Behavior

It is expected that all Boards will adhere to the University of South Dakota School of Law's Honor Code and Code of Conduct, in addition to Federal and State law as it may pertain to the interviewing process, Board Selection Process, and any other applicable situation that may arise under this process.

Section 2-101—Reporting of Violations

It is expected that each Board will report violations of the University of South Dakota School of Law's Honor Code and/or Code of Student Conduct, and will raise any other concerns about the selection



process, to the Board's Advisor or to the Associate Dean of Academic Affairs. This shall include malfeasance by a Board or by another Candidate.

Section 2-102—Board Duties

During the course of the Board Selection Process, the Boards will maintain spreadsheets of all Candidates and selection criteria. Board Members, in consultation with Advisors, will determine the standardized questions and a standardized response score sheet to be used with all interviews. The precise scope of each Board's criteria will be set forth in the individual Boards' bylaws. The Boards will then share their preferences with their Advisors. Selections will be finalized and sent to the Advisors by the end of May, and no later than the determination of the 1L ranks by the Law School Registrar. Advisors will work with Law School Administration and other Board Advisors in coordinating preference lists and determining the matches for each Board.

Article 3, Board Selection Process

Section 3-100—Overview

All three Boards will sponsor a competition as part of their selection process. Based on a series of factors, including GPA, class rank, applications, interviews, and other matters as identified by each organization, the Boards will rank the Candidates, in order of preference, to whom they wish to extend an offer of membership. Candidates for membership will have the opportunity to apply, interview, and rank the Boards they wish to join in order of preference. Individuals in the top 10% of the 1L class are eligible for membership on Law Review, pursuant to Section 3-104 of this Act. The Boards will have pre-determined criteria for evaluating Candidate applications, and those standards will be on file with their individual advisors and with the Associate Dean of Academic Affairs.

Section 3-101—Interviews

Board Officers will notify Candidates whether or not they have been selected for Board Structured Interviews, and will schedule interviews with the successful Candidates. Board Members, in consultation with Advisors, will develop standardized questions and a standardized response scoring sheet to use during all interviews. Board Members will conduct standardized interviews with the selected Candidates. All interviews are to be conducted in conformance with this Act, in particular, Section 2-100. After an overall score is determined for each Applicant, and by the end of May, each individual Board will meet and determine a ranked list of all Candidates interviewed. Board Members will review the process and outcome with Advisors. Each Board will provide its ranked list of Candidates to its Advisor to use on Match Day.

Section 3-102—Offers and Acceptances

During the spring semester of each year, Candidates will identify their ranked-choice preferences among the Boards. Candidates should rank all Boards of interest. This includes Law Review, even if a Candidate did not submit an application but anticipates that they will be eligible to receive a position on Law Review based on their grades. Submission of the finalized Rank Order Form (ROF) will constitute an offer to each Board listed. A successful match between a Board and the Candidate will constitute an acceptance by the Board of the Candidate's offer. If the Candidate decides that they no longer want to be a part of the Board that accepts the offer, upon notification of the new membership, the student must email the Advisor of that Board and indicate that they will no longer be able to fulfill



their duties on that Board. However, the student should not decline one Board in hopes of matching with another Board. There is no second-round match selection process.

Section 3-103— Form to Be Handed Out and Ranking Process

Students will rank their preferences among the three Boards on the ROF, which Law School Registrar will provide and collect upon completion. The form is attached as Appendix A, and it is incorporated by reference into this section of the Act. ROFs will be due by the last day of classes for the spring semester. At any point prior to the selection process, students may choose to pull out of the selection process entirely, ultimately terminating their applications to *any and all* Boards. Students cannot, however, change their rankings once submitted or choose to drop one Board from their ranking list entirely once submitted. Once a student submits the ranking preference to the Registrar, it is finalized. The ROFs will become available after the conclusion of the Board Structured Interviews.

Section 3-104—Law Review Grade-On Process

First-year students whose cumulative GPAs place them in the top 10% of the class at the end of the 1L year are eligible for automatic membership on Law Review, regardless of whether they formally participated in Law Review’s application and interview process. Students who “grade onto” Law Review while ranking another Board or Boards as higher preferences will not become members of Law Review if they successfully match onto another Board. In addition, students who are eligible to grade onto Law Review and decline to rank Law Review at all on the ROF will not become a member of the Board. The remaining slots on Law Review will be based on the application and interview process. The grade-on process is available only to 1Ls. The Alternative Dispute Resolution Board and the Moot Court Board will not participate in the grade-on process.

Section 3-105 – Matching Process

The matching process will take place after the spring semester grades have been submitted, which is scheduled to occur within 21 days after the last day of exams. Match Day will be scheduled as soon as possible based on the advisors’ respective schedules, but within five business days of the receipt of the 1L ranks or the earliest practicable date, whichever is the earlier of the two dates. The timeliness of the matching process will help ensure that the ADR Board and Moot Court Board can register for fall competitions before their deadlines.

Please see the attached Appendices B and C for a description of both the matching process and the Law Review grade on process.

During the match process, the only persons allowed in the room shall be each Board’s individual advisor(s). For the spring 2019 matching process, a neutral third-party faculty member, selected in consultation between the advisors and the Board Presidents, will also be present during the match process. If any disputes arise, the faculty member will produce a written report describing the nature of the conflict or dispute, as well as the manner of its resolution. The report will be considered in the review of the Act, which will proceed in accordance with Section 5-102 in fall 2019. The continued need for a neutral, third-party observer will also be evaluated during the fall 2019 review of this Act.

Article 4, Candidate Responsibilities, Conduct, Etc.

Section 4-100—Candidate Behavior

During this process, all Candidates are expected to conform their behavior to the University of South Dakota School of Law’s Honor Code and Code of Student Conduct.

Section 4-101—Reporting of Violations

It is expected that each Candidate will report violations of the University of South Dakota School of Law’s Honor Code and Code of Student Conduct to the appropriate authority. This is to include any malfeasance by a Board or by another Candidate.

Section 4-102—Burden on Candidate

As reflected in the USD School of Law Academic Rules, it is also the burden on the Candidate to maintain a cumulative grade point average of 75, which is currently required for selection, participation, and continuation on any Board. If a member of the Board shall fall below the required grade point average, he or she shall notify the Board and resign or be removed. If a Board member resigns or is removed, the Board may select another candidate. The Board cannot choose an alternate that is already a member of another Board.

Article 5, Adoption, Amendment and/or Change to this Act

Section 5-100—Amendment and/or Change to Act

In order to amend this Act, the Advisors for each Board, as well as the Law School administration, will work in conjunction with the Boards to ensure that any updates remain in compliance with all relevant academic and regulatory policies. Approval of any proposed amendment(s) will require the unanimous consent of all Boards involved in the process. Unanimous consent will be determined in accordance with each Board’s individual bylaws. Consent must be provided in accordance with Section 1-103(4).

Section 5-101—Complaints

Complaints regarding the Board selection process shall be directed, in writing, to the relevant Board’s Advisor or to the Associate Dean of Academic Affairs.

Section 5-102 – Reviewability

The Boards, working in conjunction with their Advisors and the Law School Administration, shall review and, if necessary, revise this Act during the fall 2019 semester. If the Act remains unchanged, it shall be subject to review thereafter by the call of any one of the Boards who are subject to the Act.

Approved: April 10, 2019