

Academic Regulations

Article I. Requirements for the Degree of Master of Laws in American Law

1. Master of Laws Degree

Boston University confers the degree of Master of Laws (LL.M.) in American Law on candidates recommended by the Faculty of the School of Law and approved by the President and Trustees of the University.

2. Requirements for the Degree

To receive the degree of LL.M. In American Law all candidates must satisfy the following requirements:

- a. Complete and achieve a passing grade in all required courses. Satisfactory completion of a course requires a minimum grade of C.
- b. Complete not less than 24 credit hours in two semesters of residence, with at least 10, and no more than 18, credit hours in each semester. Unless the Director of the Office of Foreign Programs (the "Director") grants a waiver in a particular case, each student must complete all requirements in the same academic year that he/she begins the LL.M. In American Law Program (the "Program").

Except as otherwise permitted by the Director, all courses for which a student has registered, including any additional courses beyond the 24-credit minimum, must be completed unless dropped as provided in these regulations.

- c. Obtain a final weighted cumulative average of at least C+ (2.3) for all courses (including seminars) taken.
- d. Receive not more than one grade of C- (1.7), D (1.0) or F (0) in elective classes.

3. Honors

The Program does not currently award honors distinctions with the degree based on cumulative grade point averages. Students may receive an "honors" grade in individual classes they take pursuant to the "Credit/No Credit/Honors" option set forth in Article III(3), below.

4. Program

- a. With the exceptions noted below, all courses offered to the School of Law's J.D. students are open to LL.M. In American Law students.
- b. All students must take the introductory course, "An Introduction to American Law," for two credit hours, offered in the fall term.

Students may petition the Director to be waived from the Introductory class. Permission will be given only if, in the judgment of the Director, the student has a solid understanding

of the American legal system and significant prior course work in the field. The student must petition the Director with a waiver request prior to the end of the first week of the fall term. The student shall attend the Introductory course pending the decision.

- c. All students must take the Legal Research and Writing Seminar, for two credit hours.
- d. All students must participate in a colloquium on "Topics in American Law" in the spring semester. The colloquium is not graded and does not count towards the credit hour requirements listed in section 2b, above.
- e. Students are not permitted to take courses or seminars offered in the criminal or civil clinics or participate in externships for credit.
- f. Students shall not receive credit towards their 24 credit hour degree requirement for certain courses or seminars that focus exclusively on foreign or comparative law, unless the student receives the Director's permission. Prior to registration, information will be made available to students regarding any international or comparative law courses which, because of their emphasis on American law and statutes, are not subject to this restriction.
- g. No student may enroll in a course or seminar offered in the School of Law's Graduate Tax or Banking and Financial Law Programs unless the student obtains the prior approval of the Director and of the Director of the Tax or Banking program, as the case may be.

5. Auditing Classes

Students may audit classes only upon receiving the instructor's written permission, in his or her sole discretion. Audited classes shall count towards the 18-credit semester limit, but shall not count towards the Program's 24-credit requirement. At the end of each term, a student who wishes to include an audited class on his/her transcript is responsible for obtaining the instructor's written certification that he/she satisfactorily audited the class.

6. Failure to Satisfy Degree Requirements

Any student who, at the end of the year, has failed to satisfy the requirements for the LL.M. degree must petition the Director with a specific proposal for completing outstanding requirements. The Director shall report the matter to the Academic Standards Committee, along with a recommendation. The Committee shall, in turn, report the matter to the Faculty with its recommendation. The Faculty may then direct either that the student be dropped from the Program or, where appropriate, that the student complete specified work to satisfy degree requirements.

7. Maximum Non-Grade Point Average Credits

Some sources of credit do not produce grades that are included in a student's grade point average (GPA), even if grades appear on the transcript. These sources include courses taken elsewhere in the university or at other law schools, credit for independent papers supervised by instructors who are not part of the law school's full-time faculty and credit for classes taken on a "Credit/Non Credit/Honors" basis. A student may not apply more than 6 credits from such sources toward the total required for graduation, excluding the required pass/fail Introduction to American Law

class. Credits earned through non-GPA sources may not be applied to satisfy the academic requirements of the Program's concentrations.

Article II: Supervised Research and Writing and Courses Outside the School of Law and Courses Pursued on a Credit/Non-Credit/Honors Basis

1. Credit for Supervised Research and Writing. Subject to the requirements of paragraphs (a) and (b) below and the limitations set forth in Article I(7), above, students may earn up to three credits for supervised research and writing.

a. Research and Writing Supervised by a School of Law Faculty Member

A student who has prepared a detailed statement of a proposed study and has obtained the written approval of the Director and a full-time faculty member (or, with the approval of the Dean or his designate, a part-time faculty member) agreeing to supervise the work, may register for up to three semester credits for supervised research and writing. The study must involve a substantial investment of time and effort and result in written work that meets a high standard of academic performance. The student's final grade will be based solely upon the written work submitted, and will be included in the student's grade point average.

b. Research and Writing Supervised by an Outside Faculty Member

A student who has prepared a detailed proposal for law-related research and writing to be supervised by a person holding professorial rank outside the School of Law may petition the Dean or his designate in advance for permission to register for up to three credits for such work. The petition must be presented prior to beginning such work and must include the proposed supervisor's written agreement to supervise the work. Such a petition may be granted if the Dean or his designate finds that (1) the work to be done is equivalent in time and quality of a course carrying such credit, and (2) the supervisor is an expert in the area of study who will set high standards of academic performance. The grade received will be recorded on the student's transcript but will not be included in the student's average.

2. Credit for Graduate Level Course Outside the School of Law

a. Credit Allowed

LL.M. In American Law Students may earn credits for graduate level courses taken at Boston University outside the School of Law. Credit towards the American Law degree shall be limited to three credits per course; to one course per semester, unless otherwise permitted by the Director, and to a maximum of six credits for the entire year; and, in all instances, to courses which further the educational objectives of the Program. Students seeking to obtain such credit shall petition the Director, who shall determine whether the proposed class furthers the Program's educational objectives.

b. Completion and Grades

Grades received for non-School of Law classes are recorded on the student's transcript but are not included in the student's average. It is the student's responsibility to see that a grade received from another school within Boston University is conveyed to the School of Law's Registrar's office in time to meet the School of Law's deadlines. A student who receives a failing grade in a course taken outside the School of Law shall not receive

credit for such course unless the school or department in which the course is taken grants credit for failed courses. Credits earned under this provision shall count towards the limitations set forth in Article I(7), above.

3. Credit/No Credit/Honors Option

LL.M. students may elect to register for up to six credits of non-required coursework on a Credit/No Credit/Honors basis if the coursework so qualifies. Any graded course or seminar is eligible for registration on a Credit/No Credit/Honors basis unless the instructor has listed the course as unavailable for such enrollment. Students wishing to take a graded course or seminar on a Credit/No Credit/Honors basis must exercise that option by the end of the add/drop period for the semester in question. Credits earned under this provision shall count towards the limitations set forth in Article I(7), above.

Article III. Registration, Course Election, and Program Changes

1. Registration

Every student must register by the end of the official registration period for each semester. The University reserves the right to require an earlier completion of registration by means of preregistration and prepayment of tuition and fees.

2. Late Registration

A late registration fee will be charged if a student registers after the official period. In no event may a student register later than one week immediately following the official registration period without the written approval of the Director.

3. Course Selection

All students must have their individual course selections approved in writing by the Director before the end of the registration period for each semester.

4. Drop and Add Period

Students may drop and add courses at the beginning of each semester during the School of Law's "drop/add" period, which generally takes place during the first two weeks of each semester. Students must submit their requested changes by completing drop/add forms, available at the Office of Foreign Programs. All requested course changes must be approved in writing by the Director. In no event may program changes resulting from adding and dropping courses result in a program of less than 10 or more than 18 credit hours in any one semester. Late adds or drops may be authorized only by the Director. Unless the student demonstrates that, under the circumstance, the delay should be excused, a course that the Director permits to be dropped after the relevant deadline will appear with a notation of "W/D" on the student's transcript.

5. Course Priority

Students desiring to add courses or seminars that have been announced as closed should request that they be put on a wait-list. To the extent that space becomes available, assignments to such courses or seminars will be made at the close of the drop/add period in each semester. LL.M.

Students will have priority over second-year J.D. Students in such assignments, but third-year J.D. Students will have priority over LL.M. Students.

6. Program, Calendar and Schedule Changes

The School of Law reserves the right to make changes of any kind in its program, calendar, or academic schedule, with reasonable notice.

Article IV: Attendance, Preparation and Classroom Participation

1. Attendance

Regular attendance is expected in all courses and seminars for which a student is registered. Students must notify the Director, in advance if possible, of extended absences. A student who misses a seminar's first meeting without the instructor's permission may be administratively dropped from the class.

2. Preparation and classroom participation

Preparation of class assignments and informed participation in class discussion are expected of every student.

3. Effect on final grades

a. Failure to attend classes

The following sanctions may be imposed without warning to the student:

1. A student whose cumulative absences from a course or seminar are the equivalent of four weeks of instruction in any semester may be excluded from the final examination or any other further participation in the course or seminar. Such a student will receive a failing grade;
2. A student who, without permission of the Director or his designate, has not attended any of his or her classes in a four-week period may be administratively dropped from the LL.M. Program;
3. A student upon whom either of the above sanctions has been imposed may petition the Director for readmission to the course or seminar, or to the Program generally, but there will be a heavy presumption against readmission, especially in cases in which the student did not communicate with the Director, the instructor or the Registrar's Office about the absences, before or during the period in which the absences occurred.

b. Warnings of excessive absences

A student who has been warned by an instructor of excessive absences and whose absences continue, may be excluded from the final examination or any other further participation in the course or seminar. Such a student will receive a failing grade. A "warning" under this section may be communicated orally or in writing. A written warning will be deemed adequate if mailed to the student's address on file in the Registrar's office.

Any petition to the Director for readmission to the course or seminar will face a heavy presumption against readmission.

c. Lowering final grades

An instructor shall announce any policy, apart from the provisions of paragraphs (a) and (b) of this section, of lowering a student's grade on account of classroom attendance, preparation and participation. Such a policy shall not preclude enforcement of paragraph's (a) and (b) of this section.

d. Raising final grades

An instructor in any course or seminar, without any advance notice, may adopt and apply a policy of raising final grades by one increment (e.g., from B to B+, or from B+ to A-) to reflect a student's preparation or classroom participation.

e. Special cases of courses without a final examination

Without advance notice, an instructor in a seminar or in a course requiring a paper (or papers) in lieu of an examination may adopt and apply a policy of assigning a specified weight to classroom preparation or participation. The weight that preparation or participation will receive may be specified either as a percentage of the final grade or in terms of grade increments.

Article V. Examinations and Failed Courses

1. Examinations

Except where special arrangement has been made with the instructor to evaluate student performance other than by examination, every student is required to take the final examination as scheduled in each course for which the student is registered, unless otherwise permitted by the director.

2. Reports of absences from examinations

Any student who is unable for any reason to take an examination as scheduled must promptly report the facts to the Director.

3. Excused absences from examination due to religious holiday or examination schedule

A student will be excused from an examination that is scheduled to take place on a religious holiday that the student observes or an examination that is part of a schedule of:

- a. three examinations on three consecutive days of the examination period's first calendar week;
- b. three examinations on three consecutive days of the examination's second calendar week, if the third examination concludes no later than forty-eight hours after commencement of the first;
- c. two examinations on one calendar day, or

- d. four examinations on four consecutive calendar days.

In the circumstance (a) or (b) above, the middle examination will be rescheduled. In circumstance (c), either examination may be rescheduled. In circumstance (d), either the second or third examination may be rescheduled. The date of the rescheduled examination will be as close to the originally scheduled date as possible, and ordinarily it will be no more than five days later than the originally scheduled date.

4. Excused Absences from Examinations due to Illness or Other Compelling Cause

a. Basis for excused absence

Requests to be excused from an examination will be granted if a student demonstrates promptly that he is unable to take the examination as scheduled by reason of serious illness or other compelling cause beyond his control. Requests may be made prior to, during, or after the examination, as provided in paragraphs 4(b) and 4(c) below. When illness is the cause, the student's request must normally be supported by a statement from a physician who examined the student on the day of the academic examination for which an excuse is being sought. The physician's statement must show the date, nature, and severity of the illness, and give the physician's judgment as to the ability of the student to take the examination as scheduled. Ordinarily, requests for excuse should be made prior to the scheduled time of the examination.

b. Requests made prior to, or during, the examination

Requests for excused absences made prior to, or during, the time set for the examination are determined by the Director or his designate.

c. Requests made after examination

Requests for excused absences made after the time set for the examination are determined by the Academic Standards Committee.

d. Excused failure to take or submit an exam on time

Failure to take an in-class examination at the scheduled time, or failure to submit a take-home examination on time will be excused only if the Director or the Academic Standards Committee, as the case may be, determines that serious illness or other compelling cause beyond the student's control caused the student's failure. If illness is the asserted cause, the student must produce the documentation described in paragraph 4(a) above. If the Director or the Committee decides that the student's failure is excused, it will provide an appropriate remedy, which ordinarily will be to reschedule the examination for the earliest date consistent with the reason for recognizing the excuse. If that date is beyond the end of the spring semester examination period, then the student must obtain Faculty approval under Article I, section 6. If the Director or the Committee decides that the student's failure is not excused, then the petition shall be disposed of according to paragraph (e) below.

e. Unexcused failure to take or submit an examination on time

If the Director, or the Academic Standards Committee, as the case may be, determines that a student, without compelling cause, has failed to take an in-class examination on time or has failed to submit a take-home examination on time, then the Academic

Standards Committee may allow the student to take and submit the examination, provided that the student does so immediately. If the Committee so allows, it will impose a penalty that reflects both the student's fault and any benefit the student might have obtained from delay. Ordinarily, this penalty will be a substantial reduction of the student's examination grade.

5. Examination Rules

Except as otherwise indicated below, the following rules apply to all examinations in the School of Law. Additional rules may be prescribed by the School for the conduct of examinations generally, and by an instructor for the conduct of an examination in a particular course.

- a. Unless otherwise authorized by the Academic Standards Committee, all final examinations will be at least two hours duration. LL.M. in American Law Students shall be entitled to an extra hour to complete in-class examinations, with the following exception: students whose native language is English and who completed their first degree in law in English in a country where the native language is English shall not be entitled to an extra hour. There shall be no additional time granted for take-home exams.
- b. All final examinations, including take home examinations, are given on an anonymous basis. Each student's examination paper is identified solely by the number assigned to the student by the Registrar at the commencement of the examination. Take-home examinations are issued by, and returned to, the Registrar's office. During take-home exams, students may not consult other persons unless expressly authorized by the instructor.
- c. Students may have in their possession during an examination only those materials specified by the instructor, and they may consult books, notes, other material, or other persons, only as authorized by the instructor. Possession of cell phones, or other communication and/or recording devices, is forbidden unless authorized specifically by the school in advance. LL.M. In American Law students shall be entitled to bring into their examinations a non-legal dictionary in their native language and English, and an English-language dictionary.
- d. Students shall promptly stop writing or typing and turn in their examination when the time set for the examination has expired.
- e. Requests to type an in-class examination must be presented to the Registrar in advance, according to the deadline set by the Registrar.
- f. No student will be permitted to retake an examination for any purpose, including the purpose of raising the student's grade.
- g. Students shall be granted access to the essay portion of their examination papers after the final grades have been released.
- h. Except in case of emergency, students taking an in-class examination may leave the examination room only as necessary to use the restrooms.

6. Failed Courses

When a student fails to receive a minimum passing grade (other than a grade of F) for a course, the student will receive credit for that course. The failing grade, however, will be included on the student's transcript and will be included in the student's grade point average, weighted by the number of credit hours which would normally have been granted. A student who receives a grade of F for a course will not receive credit for that course.

If a student fails the required Introduction to American Law class, the student will have the option to be re-examined on a pass-fail basis. If the student elects to be reexamined and passes, he/she will receive a passing notation on his/her transcript. The student's transcript will indicate that the failing grade was replaced on re-examination with a passing grade. If the student fails the reexamination, he/she will be dropped from the Program.

If a graded seminar or course is taken by a student on a Credit/No Credit/Honors basis, pursuant to Article II(3), the student must earn a "C" or better on the graded work in the course or seminar to pass. A student who does not satisfy that standard will not receive credit for the course, and the course will not appear on the student's transcript.

7. Unexcused failure to take an examination

A student who fails to take an examination without excuse and who has not been allowed to take the exam at a rescheduled time pursuant to Article V, paragraph 4(e) will receive a failing grade of F on the examination and will receive no credit for the course. The failing grade will be included on the student's transcript, and in the student's grade point average, weighted by the number of credit hours assigned to the course.

Article VI. Papers

1. Deadline for submitting papers

For students in their final semester, the deadline for submitting papers is 5:00 p.m. on the last day of the examination period, unless the instructor has prescribed an earlier deadline. For other students, the deadline is 5:00 p.m., on the 14th calendar day after the end of the examination period, unless the instructor has prescribed an earlier or later deadline. Deadlines for students not in their last semester may be no later than the next February 1 for fall semester papers.

2. Reporting an inability or failure to submit a timely paper

Any student unable to submit a paper by a deadline established consistent with section 1 above must report the facts promptly to the Director or faculty member, as the case may be. Students whose papers will be graded anonymously should file a petition with the Director. Students whose papers will not be graded anonymously should report to the supervising faculty member. (See sections 3 and 4 below, respectively.) Students unsure whether their papers will be graded anonymously should ask the Director.

3. Late submission of paper that will be graded anonymously.

If a paper is to be graded anonymously, the Director will excuse late submission only if the student demonstrates that serious illness, or other compelling cause beyond the student's control, prevents or has prevented the paper's timely submission. If illness is the cause, the student's request must be supported by a statement from an examining physician that shows the date, nature, and severity of the illness, as relevant to the student's submission of the paper. If the Director excuses a paper's late submission, the Director may set a new deadline. If the Director denies a student's request for excuse, and if the paper is not submitted by a deadline established consistent with section 1 above, the Director will inform the instructor of the relevant facts. The instructor then will have discretion to determine any penalty for the late submission.

4. Late submission of papers that will not be graded anonymously.

If a student reports inability or failure to submit on time a paper that is not to be graded anonymously, the instructor may either extend the deadline for the paper, subject to the limits stated in section 1 above, or impose a penalty for the student's lateness. Instructors may require the student to submit supporting documentation to the Director. For students in their final semester, extensions beyond the limits stated in section 1 above are subject to the provisions of Article I, section 6.

Article VII. Grades, transcripts and class rank

1. Grading scale and procedures

- a. The LL.M. In American Law Program has a letter grading system. The minimum passing grade in each course or seminar is C.

- b. The Faculty has established the following scale of numerical equivalents for letter grades:

A+	=	4.3	B+	=	3.3	C+	=	2.3	D	=	1.0
A	=	4.0	B	=	3.0	C	=	2.0	F	=	0
A-	=	3.7	B-	=	2.7	C-	=	1.7			

- c. The normal grade distribution requirements for J.D. students, as set forth in Article IX of the Academic Regulations in the Law Student Handbook (the "J.D. Academic Regulations"), applies to students in the LL.M. in American Law Program.
- d. LL.M. students and J.D. students are graded as separate groups. Thus, LL.M. students and J.D. students enrolled in the same course will be considered separately for purposes of determining whether the 25-student threshold is satisfied for making the grading curve mandatory for either group. In those courses in which there are more than 25 LL.M. students, the upper-level curve set forth in Article IX of the J.D. Academic Regulations is mandatory. In those courses in which there are 25 or fewer LL.M. students, the curve is not mandatory but a median of B+ for the LL.M. students is recommended pursuant to Article IX of the J.D. Academic Regulations.

The J.D. upper-level curve for 2012-2013 is as follows:

A+	0-5%
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A+, A, A- 20-30% (A+ subject to 5% limitation above)

B+ and above 40-60% (subject to limitations on A range above)

B 10-50% (subject to limitations above and below)

B- and below 10-30% (subject to limitations below on ranges C+ and below)

C+ and below 0-10%

D, F 0-5%

- e. Final grades will be released to students by the Registrar as soon as possible after the close of the examination period. Final grades will not be released to students directly by instructors under any circumstances. For the fall semester, grades are usually released toward the end of January. For the spring semester, grades are usually released the Friday before graduation.
- f. Except for clerical error, final grades may not be changed, except by vote of the faculty meeting. Students may be required to retake specified courses as a condition of reinstatement in the Program pursuant to the provisions of Article VIII, below.

2. Transcripts and other student records

A student's transcript and record will be made available to the Dean, his representative, the Director, his delegate, members of the faculty, the student and others to the extent permitted by law. No other persons may have access to a student's transcript and record without the written consent of the student.

3. Class Rank

Class rank is only issued at the Director's discretion at the end of the academic year and is based upon the cumulative averages of all students graduating in that academic year.

Article VII. Reinstatement

1. Petitions for reinstatement

Any student who is dropped from the LL.M. In American Law Program for failure to maintain minimum requirements for graduation or otherwise, may petition the Director for reinstatement. Such petitions must clearly state all circumstances leading to the student's deficient performance, and must be accompanied by supporting statements or documents as appropriate. Grounds or circumstances omitted from such a petition will not afford a basis for reconsideration of a petition that has been denied. Where a student's medical condition has been a contributing factor, a full statement from the attending physician must accompany the petition.

2. Relief available from the Director

Petitions for reinstatement in cases of academic deficiency will normally be granted only when the Director is satisfied that the student's academic deficiency resulted from serious illness or other compelling cause beyond the control of the student. When such a petition is granted, the

reinstatement may be made subject to such conditions as the Director concludes are appropriate in the circumstances. Such conditions may include, but are not limited to, the student's:

- a. passing all courses and seminars;
- b. maintaining a specified average in future work; and
- c. non-participation in specified School of Law activities or programs.

Article VIII. Withdrawal and leaves of absence

1. Withdrawal in good standing

1. Withdrawal form required. A student desiring to withdraw from the Program in good standing must submit an official Withdrawal Form to the Director. Such a withdrawal becomes effective only upon submission of the official Withdrawal Form. This rule applies regardless of the reason for withdrawal and whether or not the student seeks leave to return.
2. Tuition and Fees. No student may withdraw in good standing until all current obligations to the University have been paid. Tuition refunds may be sought in accordance with University regulations.

2. Readmission of students who have withdrawn without leave to return

The Program's policy with respect to readmission of students who have withdrawn without leave to return is to consider each request for readmission on its merits, whatever the reason for withdrawal. Students seeking readmission must petition the Director, stating both the circumstances of the withdrawal and the events leading to the request for readmission. The Director has discretion to grant such readmission if in his or her judgment the student will be able to successfully complete the requirements for the LL.M. Degree.

3. Leaves of Absence

Students desiring to interrupt their study in the Program for any reason and to return to the Program may petition the Director for a leave of absence. Such petition must clearly state:

1. the reasons for the leave of absence;
2. the activities in which the student expects to be engaged during the leave;
3. the date upon which the student wishes to return to the Program.

Except in highly unusual circumstances, a petition for a leave of absence must be filed not later than the time of submission of the official Withdrawal Form, required under section 1, above.

Article IX. The Academic Standards Committee

The composition, authority and procedures of the Academic Standards Committee are set forth in Article XII of the J.D. Academic Regulations.

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