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The Charleston School of Law has received full accreditation by the American Bar Association. The Council of the ABA Section of Legal Education and Admissions to the Bar approved the law school's application Aug. 4, 2011, at its meeting in Toronto, Canada.

The Section of Legal Education can be contacted at 321 North Clark St., Chicago, IL 60654 or by telephone at 312.988.6738.

**DISCLAIMER - THIS CATALOG IS NOT A CONTRACT.** The information in this 2017-2018 Catalog is accurate and current to the best knowledge available as of August 2017. The Charleston School of Law expressly reserves the right to change tuition, fees, programs of study, academic requirements (including those required for degrees), lecturers, teaching staffs, the announced academic calendar, and other matters described in this Catalog with reasonable prior notice, in accordance with established procedures, and when such adjustments are made in response to circumstances beyond the School's control that are necessary to ensure sound operation of the Charleston School of Law. Therefore, information contained herein should not be considered to remain valid throughout an entire program of study; it may be necessary for the School to alter program requirements before the start of any enrollment period. Subsequent changes in this information will be contained in updates to the Catalog made available on the Charleston School of Law website at www.charlestonlaw.edu. The most recent information contained in this Catalog is considered to have authority over information contained in other publications within the School when discrepancies occur.

The Charleston School of Law is an equal opportunity institution of higher education and conforms to all applicable law prohibiting discrimination and is committed to nondiscrimination on the basis of race, color, religion, national origin, social condition, sex, sexual orientation, age, or disability in the administration of admission policies, educational policies, financial aid, employment, or any other school programs or policies. For further information, contact Shera Silvis at 843.377.4904.

For More Information:  
www.charlestonlaw.edu

Address all correspondence to:
Charleston School of Law
P.O. Box 535
Charleston, SC  29402
843.329.1000

For additional information on the Law School Admission Test visit www.LSAC.org or call Law Services at 215.968.1001.

Cover Picture: The Charleston School of Law Sol Blatt Jr. Law Library located at 81 Mary Street.

Updated 8/2017
Volume No. XIV

This Catalog contains information about the JURIS DOCTOR DEGREE at the Charleston School of Law.
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Mission Statement

Within the historic City of Charleston, it is the mission of the Charleston School of Law:

- To teach students through a rigorous, skills-based study program;
- To teach the practice of law as a profession, having as its chief aim providing public service;
- To institute and coordinate legal outreach programs to the South Carolina and American Bars, local, state and federal governments, as well as to the general population; and
- To provide an inclusive, diverse environment in which to encourage and foster collegial, collaborative and professional relationships among students, faculty, staff and the community.
Charleston School of Law and Student Life

The Charleston School of Law is situated in facilities designed to grow with the needs of the school. The facilities include large and small classrooms, seminar rooms, and study areas. There is also space for co-curricular activities and professional skills courses and programs, such as clinical and trial programs. The buildings are technologically complete with a wireless network in study areas and classrooms. Offices for all full-time and part-time faculty members are appropriately appointed for study as well as student conferences. Space for equipment and records is available to meet students’ educational needs.

Sol Blatt Jr. Law Library
The Sol Blatt Jr. Law Library is housed at 81 Mary Street in what was formerly known as the Charleston Depot in 1857. Designed to meet the research, information, and technology needs of the Charleston School of Law students and faculty, the Library provides seating for 375 individuals. Twelve study rooms are available for collaborative work among student groups.

Opened in 2004, the Library initially focused on the collection of electronic resources. It has since expanded its collection development efforts to include print materials. A wireless network, throughout the library facility and across campus buildings, provides access to the many electronic titles available, including access to resources such as Bloomberg BNA, Bloomberg Law, FastCase, HeinOnline, Lexis Advance, the Making of Modern Law, Proquest Congressional, and Westlaw Next. As of May 2017, the library contains 33,615 print volumes while providing access to 655,648 print and electronic titles.

Four professional librarians, three of whom hold both JD and M.L.S. degrees and licenses from Georgia and Nebraska, are available to assist students with their research queries.

- Please see Appendix A for the Library & IT Student Sourcebook.

Department of Student Affairs
The Charleston School of Law’s Department of Student Affairs is dedicated to providing a supportive environment that meets the intellectual and personal needs of our students as they deal with the challenges of law school. The Department of Student Affairs serves as a liaison among the students, administration and faculty and seeks to enhance the quality of the law school experience by coordinating student activities and school-wide events.

The Student Affairs team works with the Dean and other members of the administration to provide support and referrals in a confidential environment to students during times of personal or family crisis. The Department of Student Affairs also provides general support and guidance to more than 30 active student organizations and assists in the planning of lectures and events. The Associate Dean of Students serves as the Bar Admissions Counselor and can assist students with bar application questions or concerns. The Department of Student Affairs is located on the second floor of 385 Meeting Street.

Office of Academic Affairs
The Office of Academic Affairs oversees and administers the law school’s academic programs and policies, including advising students on academic requirements as they progress toward graduation; the office of the Associate Dean for Academic Affairs is located on the third floor of 385 Meeting Street. The Office of the Registrar is responsible for maintaining the integrity and security of student records, as
well as for administering the online student information system; the offices of the Registrar and Associate Registrar are located on the second floor of 385 Meeting Street. The Assistant Dean for Academic and Bar Success has responsibility for developing, coordinating, and implementing academic and bar success programs. The Assistant Dean and the Director of Academic Success also provide academic counseling and support to students; these offices are located on the third floor of 385 Meeting Street. The Legal Research, Analysis and Writing Department instructs students in the full-year legal writing curriculum; the office of the Director is located on the third floor of 385 Meeting Street.

Office of Diversity Initiatives
The Charleston School of Law seeks to create an internal environment that welcomes and fosters diversity and to contribute to creating an inclusive environment in the community and state. The Office of Diversity Initiatives works with law students, local schools, and the community to present programs that address all areas of diversity and issues related to equality and inclusion. The Office also seeks to recruit students who are underrepresented in the legal profession. The Office works diligently to build relationships with colleges in the Southeast and with local elementary, middle and high schools. The Director’s office is located on the third floor of 385 Meeting Street.

Student Housing
On-campus housing is not available to students. The Department of Student Affairs and the Office of Admission will assist those requesting housing information. The Charleston area provides a wide array of housing options for students.

Class Size
The 2017-2018 entering class has approximately 213 full-time students and 7 part-time students. First year classes range in size from small seminars of 15 or fewer to larger classes of approximately 65 to 80 students. The total enrollment for the School of Law is approximately 560 students. Our low student-to-faculty ratio allows for extensive interaction between student and professor.

Class Equipment
To take advantage of the Charleston School of Law’s numerous electronic resources, each student is required to have a laptop that will function with the School’s wireless network. In addition to the Sol Blatt Jr. Law Library, the School’s wireless network is also available throughout all classrooms and law school buildings. Students can connect wirelessly to the Internet and other electronic resources, as deemed appropriate by their professors. Students can also connect, via wireless, to networked printers located in various buildings across the campus.

Classrooms are equipped with Nomad podiums which include an Elmo document camera. These podiums also permit internet access, video screen projection, and audio amplification with microphones. Digital recordings of classes are made as deemed appropriate.

Students with Disabilities
It is the policy of the Charleston School of Law to provide reasonable accommodations for students with disabilities, including learning disabled students and those with health or physical impairments. The Charleston School of Law complies with the Americans with Disabilities Act, and provides assistance and guidance to students with a disability to ensure equal access to the educational program at the School of Law. Reasonable accommodations, supported by documentation of the disability, are available to qualified students on a case-by-case basis. Students with a disability such as ADD, ADHD,
a learning disability, or a physical or psychological disability should contact the Associate Dean for Academic Affairs as soon as possible after being accepted. Entering students who require auxiliary services along with those identifying barrier problems should also contact the Associate Dean for Academic Affairs. Additional information can be found on the Law School’s website.

**Charleston School of Law Foundation**
The Charleston School of Law Foundation is a tax exempt, non-profit organization, separate from the Charleston School of Law with the sole function of supporting legal education at the Charleston School of Law. The Charleston School of Law Foundation actively seeks, encourages, and welcomes financial support that is consistent with its mission and tax-exempt status. (Note: Gifts directly to the School of Law are not tax exempt, while gifts made to the Foundation may be tax exempt if consistent with its tax-exempt status.)

The mission of the Charleston School of Law Foundation is to promote the awareness of the educational goals of the Charleston School of Law and to support the students, faculty, and staff in their attainment of these goals. The Foundation presents the William B. Regan Pro Bono Award to a graduating student each year who distinguishes himself or herself by public service and pro bono activities while in law school. Scholarship funds are dedicated to increasing legal educational opportunities for under-represented groups in the legal profession.

**Barrister and School Store**
The Barrister provides casual library seating and coffee and snacks for students. Operated by the students, it is open throughout the day and in the early evenings. Students use the Barrister to eat, study individually or collectively, and mix and mingle. A small school store is located adjacent to the Barrister and carries school supplies and merchandise with the Charleston School of Law logo.

The law school does not have a book store. Students can purchase books online at Amazon.com or directly from the publisher who will be listed in the booklist which is posted on the school’s web page. Books are also available at a physical location, the College of Charleston bookstore, on Calhoun Street.

**Working While in Law School**
The Charleston School of Law policy regarding student employment is as follows:

- First-year full-time students may not be employed.
- Second, third- and fourth-year full-time students may not work more than 20 hours per week in any semester in which they take more than 12 credit hours.

**Student Organizations**

**Student Bar Association**
Each student is a member of the Student Bar Association (SBA), by virtue of attending Charleston Law. The mission of the SBA is to serve as the collective voice for the student body and to help provide an exciting experience through social, academic and community service events. More specifically, the SBA administers the budget of student funds, recommends positive change to campus policy and provides the Weekly Dicta. Each semester the SBA collaborates with organizations on campus to help achieve its goals and expand its membership. Student committees contribute to the success of the SBA as it hosts
memorable events like Fall Ball and Barrister’s Ball. The SBA is composed of an Executive, Legislative, and Judicial Branch and was formally created by a Constitution ratified by the SBA in 2005.

Honor Council
The Honor Council’s function is to provide self-governance of the student body from honor code violations.

- Please see Appendix B for Student Honor Code and Code of Conduct.

Charleston Law Review
The Charleston Law Review (CLR) is an independent organization composed of second, third, and fourth-year students at the Charleston School of Law. Members are selected each year based on outstanding academic and writing ability. CLR’s primary objective is to foster the rule of law on the local, state, and national levels by providing a traditional academic forum to students, practitioners, and members of the judiciary in which leading thinkers may exchange ideas. In partnership with the Riley Institute at Furman University, CLR sponsors an annual symposium on timely legal issues of national and local consequence. Past symposia topics have included punitive damages, state constitutional reform, crime and punishment, the First Amendment, law and government, and the Establishment Clause. CLR publishes four issues per year, including a symposium issue. All CLR members must complete a writing of publishable quality in satisfaction of their membership requirements.

- Transfer Student Eligibility for Law Review
  Transfer students may be eligible for law review based on a particular journal’s requirements. Interested students should contact the editors-in-chief of the specific law review or journal of interest. Grades earned at a previous law school will not count towards eligibility.

- For information about receiving academic credit for the Charleston Law Review, see Elective Course Descriptions, Law Review Credit, infra.

- For information about satisfying the Upper-Level Writing Requirement through Law Review, see The Upper-Level Writing Requirement, infra.

The Maritime Law Bulletin [MALABU]
MALABU is Charleston School of Law’s Maritime Law Bulletin. With the historic port city of Charleston as a backdrop, MALABU brings timely and useful maritime-focused articles to practicing attorneys, law professors, students, and those in the maritime field. MALABU is run by a board of law students, and faculty advisors with special interests in admiralty, with generous support from the Charleston Maritime Association.

Moot Court Board
The School of Law Moot Court Board consists of approximately fifty (50) upper-class students chosen for their excellence in the combination of legal writing and oral advocacy. After their first year, students may compete in an intramural competition that incorporates skills learned in the School of Law’s first-year legal research, analysis and writing program. The competition is judged by local and regional attorneys and judges. At the end of all competition rounds, these judges select an estimated twenty-five (25) students based on their performance in the competition to receive an invitation to the Moot Court Board.
In 2008, the Board began hosting the annual Charleston School of Law National Moot Court Competition. The Moot Court Board also sends teams to compete in roughly eight tournaments each year. Students who compete in an external moot court competition may be eligible for academic credit.

- For information about receiving academic credit for moot court, see Guidelines for External Moot Court Competition Credit, infra.

Resolved
The publication Resolved: Journal Of Alternative Dispute Resolution operates under the School of Law’s Center for Dispute Resolution. Resolved publishes articles focused on the practical issues facing mediators, arbitrators, attorneys, and human resources professionals engaged in the implementation and supervision of dispute resolution programs. It is one of only two law journals in the Southeast dedicated to these issues.

Resolved’s main objective is to promote research and writing in the areas of dispute resolution theory, skills, techniques, and application. Resolved members are selected based on a combination of their grades and performance in a writing competition upon completion of all first-year required courses. The Resolved Executive Board retains the right to make good faith, discretionary decisions regarding offers of membership. Members are involved in editing articles, writing articles, and all aspects of the publication process. Resolved members also host a symposium dedicated to topical issues involving Alternative Dispute Resolution [ADR]. Because Resolved fosters an analytical approach to ADR, Resolved members gain invaluable exposure to ADR skill sets as well as extensive writing and editing experience.

Trial Advocacy Board
The Trial Advocacy Board provides practical trial experience to students at the Charleston School of Law. The Trial Advocacy Board sponsors a number of external traveling teams and organizes a Trial Competition each fall for all Charleston School of Law students. Students learn several courtroom skills through these activities, focusing on such skills as how to speak in front of others, how to structure a legal argument, and how to analyze cases. Students who compete in an external skills competition may be eligible for academic credit.

- For information about receiving academic credit for moot court, see Guidelines for External Moot Court Competition Credit, infra.

Other Student Organizations
For more information about student organizations, please refer to the Current Students page at www.charlestonlaw.edu.

Department of Career Services
The Charleston School of Law maintains a full-service career counseling and resource office that provides support and assistance to students and alumni in all stages of the career planning process. The Department of Career Services is committed to assisting each student and graduate in identifying, developing, and attaining his or her individual goals. Career Services offers a wide range of services and programs that are responsive to a diverse student body and to evolving market realities. As with any institution, enrollment or completion of the program does not guarantee employment.
Each student should meet individually with a Career Services staff member to discuss career planning goals and develop effective job and clerkship search strategies. Career Services hosts on-campus recruiting in both the fall and spring semesters in addition to maintaining a database of employers who wish to have students contact them directly. The staff is available to help students navigate the general interview and judicial clerkship application processes.

To prepare students for transition from an academic to a work environment, Career Services designs workshops and special programs with students’ needs in mind. Workshop topics offered include writing effective résumés and cover letters, successful interviewing techniques, and effective job search strategies. An ongoing Career Series and other special panels and programs bring to campus attorneys, judges, and members of the community to discuss different practice areas. Career Services also supports an annual summer Judicial Observation and Experience (JOE) Program and assists students in developing mentors in the legal community.

Available to students and alumni in the Career Services’ library and online, the department offers publications and materials covering a wide variety of career-related topics, including career planning, job search, résumé preparation, interview skills, legal practice areas and alternatives, and law firm practice and management. The staff also works directly with students to navigate the online resources available, including Symplicity and a wide variety of other employment databases.

First-year law students are strongly encouraged to focus on their adjustment to law school and academics during the first semester. For this reason and due to guidelines from NALP (The Association for Legal Career Professionals) and the ABA, Career Services generally does not provide individual career counseling to fulltime, first-year students before October 15.

The Career Services staff and members of the School of Law faculty and administration conduct extensive outreach and promotional activities to increase community awareness of the School of Law and create employment opportunities for students. The Career Services staff actively works to develop additional opportunities for students to interact with attorneys and other potential employers. Students also are encouraged to test options and gain experience through employment, internship and externship opportunities, pro bono activities, networking, and student organizations.

In addition to established models of career counseling and placement activities, Career Services is committed to developing innovative career opportunity strategies and programs to support our students and alumni in reaching their unique professional goals. Career Services is dedicated to assisting our students and graduates to capitalize on their diverse strengths and experiences to build a satisfying career path. The Department of Career Services is located on the second floor of 385 Meeting Street.

**J.D. Admission**

**Character and Fitness Disclosure**

In addition to a bar examination, there are character, fitness, and other qualifications for admission to the bar in every U.S. jurisdiction. Applicants are encouraged to determine the requirements for any jurisdiction in which they intend to seek admission by contacting the jurisdiction. Addresses for all relevant agencies are available through the National Conference of Bar Examiners.
Accepted students who have revealed on their admission application any criminal conduct issues of concern will be contacted by the Office of Admission, advised to contact the appropriate persons and instructed to take proactive steps to address the issue. Many jurisdictions will review a provisional application for admission to the bar. Information on character and fitness standards for various jurisdictions is available at the National Conference of Bar Examiners’ website: www.ncbex.org. Students are encouraged to meet with the Associate Dean of Students and to contact the bar in that state(s) to determine its character and fitness and bar admission requirements.

Admission to the Bar
Before enrolling in law school, a student should also determine whether the state(s) in which he or she intends to practice has special requirements for admission to the bar in addition to character and fitness such as pre-legal training, domicile, filing notice of intent to practice before entering law school, certification of character and fitness, appointment of a preceptor, law school curriculum, and the like. Students are responsible for ascertaining and meeting these requirements. Students are encouraged to meet with the Associate Dean of Students and to contact the bar in that state(s) to determine its character and fitness and bar admission requirements.

Undergraduate Degree Requirements
An admission application will be accepted from an applicant who will have received, at the time of law school matriculation, an undergraduate bachelor’s degree from an institution that is accredited by an accrediting agency recognized by the United States Department of Education. Applicants may apply to begin law school in the fall or spring semester. The Charleston School of Law offers both a full-time and part-time program of study leading to the Juris Doctor degree.

A Note on Pre-Legal Education
No particular pre-law curriculum is required; however, exposure to courses that require the individual to think and act creatively are advantageous to the study of law. The studies of the following subjects are beneficial to preparation for pursuit of a law career: English Composition, Public Speaking, United States History, Accounting, Economics, Logic, Literature, Political Science, and Philosophy.

J.D. Admission Requirements
Applications for admission are available on the Law School Admission Council’s (LSAC) website, www.LSAC.org, in early September of each year. Additional information may be obtained by visiting our website, www.charlestonlaw.edu, or contacting the Office of Admission by mail: Charleston School of Law, P.O. Box 535, Charleston, SC 29402; by phone: 843.377.2143; or by email: info@charlestonlaw.edu. Applicants must complete the following:

1. Create an online account with LSAC at www.LSAC.org.
2. Register and take the Law School Admission Test (LSAT) by contacting LSAC at www.LSAC.org. LSAT scores are valid for five years, but three years is preferred. In the case of multiple scores, the Charleston School of Law will use the high score.
4. Register with LSAC’s Credential Assembly Service (CAS).
5. Submit a minimum of two letters of recommendation through LSAC’s letter of recommendation (LOR) service.
6. Submit a personal statement, including reasons for wanting to attend law school, with your application to LSAC.
7. Submit a current resume with your application to LSAC.
8. Request transcripts from all colleges and universities attended. Transcripts should be submitted by the school(s) directly to LSAC’s CAS. A final transcript denoting that a degree has been granted must be sent to LSAC prior to law school matriculation.

**J.D./M.B.A. Dual Degree Admission Requirements**
A Charleston School of Law student who has successfully completed two years of full-time study, which includes successful completion of Contracts I & II and Business Associations, and who is in good academic standing, may apply to the College of Charleston M.B.A. program. Students who transfer to the Charleston School of Law from another law school are not eligible for this Dual Degree Program. For additional information about the J.D./M.B.A. Dual Degree program, please visit the webpage at [www.charlestonlaw.edu](http://www.charlestonlaw.edu), under Academics, as well as see the information *infra*.

**The Conditional Admission Program (CAP)**
CAP offers law school applicants with a low LSAT score and/or GPA the opportunity to earn a place in the J.D. program at the Charleston School of Law. CAP consists of two traditional law school courses offered online. The program typically takes three weeks to complete. The Office of Admission considers all J.D. applications for CAP; there is no separate application. Students who successfully complete CAP will be offered admission into the next entering J.D. class at the Charleston School of Law. Successful completion is defined as actively participating and passing both classes. CAP students must earn a minimum of a “C” in each course and have a minimum cumulative grade point average (GPA) of 2.5 out of 4.0. The grades earned and courses taken in CAP will not be calculated into the GPA or count as credits towards graduation requirements. Students who successfully complete CAP and wish to enroll in the Charleston School of Law will be advised of the next steps that must be taken prior to enrolling. All CAP results are final and non-appealable. Neither the professors nor the school’s administration may change grades once they are posted. Students who participate in CAP and are unsuccessful are not eligible to apply to the Charleston School of Law unless they have retaken the LSAT and scored significantly higher than their previous highest LSAT score.

**Deadlines**
The priority application deadline for full-time and part-time J.D. applicants is March 1 for fall admission and November 1 for spring admission. All applicants are encouraged to apply as early as possible. The Charleston School of Law will typically begin to review applications in November for fall admission and August for spring admission. It is not necessary to wait until receiving the results of the LSAT to file a law school application.

**Personal Statement**
A personal statement should be submitted as an attachment with your application to LSAC. The admission committee considers many applicants with strong credentials and makes difficult decisions regarding whom to admit to fill the limited number of seats at the Charleston School of Law. Applicants should provide a candid evaluation of themselves detailing any information that he/she believes will assist the committee in considering their application. Applicants should provide evidence of their abilities and strengths, examples of leadership abilities, maturity, organizational skills and motivation to study law. Applicants may also wish to provide, as an addendum, information relating to cultural and
ethnic diversity, public service, educational and financial obstacles that have been overcome or disabilities that may have affected academic performance.

**Letters of Recommendation**
The Charleston School of Law requires the submission of two letters of recommendation. Applicants currently enrolled in an undergraduate or graduate program should have at least one letter of recommendation from a professor or faculty member familiar with their educational abilities. Applicants who have been out of school for some time may provide letters of recommendation from an employer. Recommendations must be sent through LSAC.

**Personal Interviews**
Formal interviews are not a part of the normal application process; however, applicants are always welcome to visit the school, attend a class and meet with current students. Applicants with particular concerns should contact the Office of Admission by phone, 843.377.2143; or by email, info@charlestonlaw.edu, to schedule an appointment or for additional information.

**Decision Factors**
The Charleston School of Law admits students selectively after a thorough evaluation of all personal and academic criteria. Those candidates with high qualifications will typically be admitted first. Many factors are considered in the decision of a file. LSAT performance and undergraduate GPA are statistically proven indicators of law school success. Other factors such as postgraduate work, employment, military service, community service, personal circumstances and extracurricular activities will also be weighed in the decision-making process.

**Notification of Decision and Acceptance Deposit**
Applicants will be notified in writing as soon as possible after a decision has been made. Decision letters will be mailed beginning in early December for fall admission and early August for spring admission. J.D. candidates accepting an offer of admission for fall semester are required to pay a non-refundable $300.00 seat deposit in mid-April and a second, non-refundable $500.00 seat deposit in June. J.D. candidates accepting an offer of admission for the spring semester are required to pay one non-refundable $500.00 seat deposit. These deposits will be credited to the first semester’s tuition upon registration. Offers of acceptance are for that year and that year only. Applicants may request a deferral, and decisions will be made on a case-by-case basis.

**International Applicants**
The School of Law requires that foreign transcripts, academic records, mark sheets and degree certifications be submitted through LSAC's CAS. Be sure that all educational records are submitted in the original language. If the transcript or other documents are not in English, a translation must be included. More time is usually required to receive foreign transcripts. If you completed any post-secondary work outside the U.S. (including its territories) or Canada, you must use CAS for the evaluation of your foreign transcripts. The one exception to this requirement is if you completed the foreign work through a study abroad, consortium or exchange program sponsored by a U.S. or Canadian institution, and the work is clearly indicated as such on the home campus transcript. This service is included in the CAS registration fee. An International Credential Evaluation will be completed by the American Association of Collegiate Registrars and Admissions Officers (AACRAO), which will be incorporated into your law school report. The Test of English as a Foreign Language (TOEFL) score
report is required for each applicant whose native language is not English, or if English was not the language of instruction at the school where the applicant received his or her degree (baccalaureate equivalent). You must contact the Educational Testing Service (ETS) and request that your TOEFL score be sent to LSAC. LSAC’s TOEFL code for the Credential Assembly Service is 0058. Your score will be included in the International Credential Evaluation document that will be included in your law school report.

**Auditing a Course**

Applicants with an adequate background of experience or study, who have special need for a limited acquaintance with a field of law, may be permitted to enroll in one or more classes in the School of Law upon application with an accompanying statement of their situation and needs. Unless the applicant seeks admission as a regular student, his/her status and privileges are those of an auditor, and he/she will not receive credit for attendance or work done. Should someone who has previously audited a class enroll as a full- or part-time student, no credit will be granted for course work earned prior to matriculation. Auditors are billed at the current per credit hour rate.

**Applicants Transferring from Another U.S. Law School**

Applicants who have completed the equivalent of the first year of law school, typically 30 credit hours, from an accredited school of law may apply to transfer to the Charleston School of Law. The priority deadline for applying as a transfer student is June 1. Transfer applicants should submit the following:

2. Two letters of recommendation, at least one of which is from a faculty member at the applicant’s current law school.
3. A letter of standing from the Dean, or appropriate official, at the current law school, including class rank. The letter should be written at the end of the first full year of law school, indicating your academic standing and eligibility to return.
5. An official transcript from the law school currently attending. The transcript must reflect all first-year courses and grades, and should be sent directly to LSAC.
6. A statement as to why you seek to transfer.
7. A final official transcript from the undergraduate degree-granting institution and, if applicable, the graduate degree-granting institution are required. The transcript(s) should be sent directly by the school(s) to LSAC.

**Information about Transfer Credit for Applicants Who Transfer from Another ABA-approved Law School**

A candidate who has transferred from another ABA-approved law school must successfully earn and maintain a cumulative grade point average of 2.00 or better, complete all required courses or their substantial equivalent, and satisfy all other Charleston School of Law degree requirements.

Credits for courses completed at another approved law school are evaluated on an individual basis for possible transfer into the Charleston School of Law by the Associate Dean for Academic Affairs. Only courses completed with a grade of “C” or better are transferable. The School of Law will accept up to 30 credit hours from other ABA-accredited law schools, but will not accept the associated grades; rather, all transfer credits will be accepted, if at all, on a Pass/Fail basis. Accordingly, credits earned at other ABA-
accredited law schools, even if accepted for credit at the School of Law, shall not be calculated in
determining a student’s cumulative or semester GPA. In exceptional circumstances, the Dean and
Associate Dean for Academic Affairs may accept up to 60 transfer credit hours provided any such credit
complies with all other requirements of the Charleston School of Law transfer credit policy.

A transfer student will not be ranked until he or she completes 30 credit hours at the Charleston School
of Law in addition to the coursework required for the full-time, first-year students. Thereafter, a transfer
student’s cohort for purposes of calculating class rank will be determined using the aggregate of both the
credit hours transferred and those completed at the Charleston School of Law. While the credit hours
associated with transfer credit are used to generate a student’s cohort for purposes of calculating class
ranks, the quality points associated with the student’s grades at other ABA-accredited law schools shall
not be used to calculate a student’s class rank.

Transfer Eligibility for Law School Honors and Awards
Grades earned at other institutions shall not serve as the basis for eligibility for any School of Law
awards and honors.

Transfer Eligibility for Law Review
Transfer students may be eligible for law review based on a particular journal’s requirements. Interested
students should contact the editors-in-chief of the specific law review or journal of interest. Grades
earned at a previous law school will not count towards eligibility.

Applicants with Foreign Law Degrees
Applicants who have earned a law degree from a foreign law school may apply to the Charleston School
of Law. Upon written request of an admitted applicant, the Associate Dean for Academic Affairs may
grant credit toward a Charleston School of Law J.D. degree for credits earned as part of the individual’s
foreign law degree. Any credits transferred under this section must be consistent with Standard 505 of
the American Bar Association’s Standards of Approval for Law Schools. The request may be made at
any time after the J.D. candidate has been admitted, but must occur at least one semester before the
student intends to graduate from the Charleston School of Law.

Students Visiting at the Charleston School of Law
Law students currently enrolled in ABA-accredited law schools who wish to take courses at the
Charleston School of Law must submit the following:

2. Letter of standing and permission from the Dean of the applicant’s current law school.
4. A letter stating the reason for visiting status.

The priority deadline for applying as a visiting student is 45 days preceding the term for which
enrollment is sought. The application file must be complete no later than 15 days preceding the term for
which enrollment is sought.

Accreditation
The School received full accreditation from the American Bar Association on August 4, 2011.
Charleston School of Law Juris Doctor Program

Program Overview
The Charleston School of Law offers a full-time and part-time course of study leading to a Juris Doctor (J.D.) degree. It is expected that students enrolling in the full-time division will graduate in three years and those in the part-time division in four years. The School also admits students for the spring semester in addition to the typical fall semester start date. Students accepted for the spring will begin classes in early January. Full-time students who enroll in the spring semester will be on track to graduate in 2.5 years. All requirements must be completed no earlier than 24 months and no later than 84 months after a student has commenced study at the Charleston School of Law or at a law school from which the School of Law has accepted transfer credit.

Requirements for J.D. Degree
Each of these requirements is provided in more detail infra.

For Students Entering in August 2014 and Thereafter:
To be eligible for a Juris Doctor degree, a student must have:
- Received course credit for 90 credit hours, with a minimum of 65 credit hours in regularly scheduled class sessions;
- Satisfactorily completed all required courses, the Upper-Level Writing Requirement, the Skills Requirement, the Drafting Course Requirement, and the Critical Practice III course;¹
- Attained a cumulative grade point average of at least 2.0;
- Completed at least 30 hours of pro bono work under the Pro Bono Program;
- Fulfilled the Professionalism Series Requirement; and,
- Conducted himself or herself as a fit candidate for admission to the bar.

For Students Entering in Fall 2017 and Thereafter, the below is also required:
All students must successfully complete a diagnostic exam prior to graduation. A student may not begin taking the exam until the student successfully completes sixty (60) credit hours.

A “Student in Good Standing” means a student who is in compliance with all graduation requirements of the Charleston School of Law.

Computation of Graduation Credits
In computing the required number of credits for graduation, several limitations apply:
- Absent approval in writing from Chair of the Academic Standards Committee, no student may count more than twelve [12] credit hours earned in courses graded on a Pass/Fail basis toward the total number of hours required for graduation;
  - Credits earned in the Bar Preparation Course and Critical Practice Skills III, are exempt from this limit;
- No more than a total of four [4] of the credit hours required for graduation may be in the form of Law Journal, Moot Court, or Independent Study credit; and,

¹ Amended by the Faculty in October 2016.
• No more than six [6] of the credit hours required for graduation may be in the form of externship credit.

Awarding of Diplomas
The Charleston School of Law awards diplomas three times each academic year: at the conclusion of the fall semester, at the conclusion of the spring semester, and at the conclusion of the on-campus summer session. Students who have completed the requirements for graduation may not take additional courses unless approved by the Associate Dean for Academic Affairs.

Faculty and Administration
Each member of the Charleston School of Law’s full-time faculty has a minimum of a Juris Doctor degree; is committed to excellence in teaching and research; and, has a high degree of competence, as demonstrated by his or her education, classroom teaching ability, experience in teaching or the practice of the law, and scholarly research, writing, and community involvement.

The major responsibility of the law school’s educational program rests upon the full-time faculty, and substantially all of a student's instruction during the first year of the full-time program or first two years of the part-time program will be provided by full-time faculty. The first and foremost obligation of the faculty will be teaching and serving the law school community—being available to students and maintaining a collegial learning atmosphere within the school. Additionally, as one would expect in Charleston, the school is dedicated to providing a courteous, relaxed, cultured atmosphere, including academic freedom and professional security, which attracts and retains a highly competent faculty.

During the academic year, full-time faculty members devote substantially all working time to teaching, legal scholarship, and participating in law school governance and service. In the event full-time faculty members engage in outside professional activities, those activities are limited to those that relate to major academic interests or that enrich the faculty member’s capacity as scholar and teacher, are of service to the legal profession and the public generally, and do not unduly interfere with the member's responsibility as a faculty member. Information on the faculty and staff may be obtained by visiting the website at www.charlestonlaw.edu.

The Honor Code and Code of Conduct
Because of the Charleston School of Law's commitment to values and to ethical professional conduct, every student is bound by the Honor Code and Code of Conduct. In order for these Codes to be effective, every student must take the time to read them and understand them thoroughly. The Student Honor Code and Code of Conduct may be found in Appendix B.

J.D. Curriculum
Curriculum Overview
The curriculum is designed to provide students with a solid grounding in the law and to enable them to be effective legal professionals. The program of study reflects the demands of the profession for a meaningful educational experience that incorporates history, technology, ethics and professionalism, and evolving trends and future challenges. The educational curriculum is designed to qualify graduates for admission to the South Carolina Bar and other states as well as to prepare them to participate effectively and responsibly in the legal profession. Development of problem solving skills, research skills,
efficiency, consistency, competency, and professionalism are primary objectives of the Charleston School of Law curriculum.²

**Required Courses**

For Students Matriculating in August 2014 and Thereafter, the following courses are required:

- **First-Year Courses:**
  - Contracts I & II;
  - Property I & II;
  - Torts I & II;
  - Legal Research, Analysis and Writing I & II;
  - Civil Procedure I & II; and,

- **Upper-Level Courses:**
  - Business Associations;
  - Commercial Law;
  - Constitutional Law I & II;
  - Criminal Law;
  - Criminal Procedure;
  - Evidence;
  - Professional Responsibility;
  - Secured Transactions;
  - Wills, Trusts & Estates; and
  - Critical Practice Skills III.

- **Other Course Requirements:**³
  - Satisfactory completion of the Upper-Level Writing Requirement;
  - Satisfactory completion of at least one (two or three credit hour) Skills Course; and
  - Satisfactory completion of at least one (two or three credit hour) Drafting Course.

- **Required Courses for Students Who Are Academically “at-risk”:**
  - For students who, entering their last semester of law school, fall into two out of the three categories deemed statistically “at-risk” for bar passage, the Bar Preparation Course is required.⁴

For Students Matriculating on or after August 2017:

- **Bar Preparation Course:**
  - Students are required to successfully complete the Bar Preparation Course prior to graduation. Full-time students receiving the distinction of Presidential Scholar after successfully completing thirty (30) credit hours or part-time students receiving the distinction of Presidential Scholar after the successful completion of three (3) semesters are exempt from this requirement.

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² The Charleston School of Law makes no claim or guarantee that credit earned at the Charleston School of Law will transfer to another institution.

³ The registration material for each semester or session will designate courses which satisfy the Upper-Level Writing Requirement, the Skills Requirement, and the Drafting Requirement. Each of these requirements is separate from one another and must be satisfied by separate courses.

⁴ The three categories are: (1) LSAT score below 148; (2) 1L GPA below 2.4; and, (3) cumulative GPA below 2.7.
**Elective Courses**

Students may choose from a list of elective course offerings to complete the remaining credit hours required for graduation. Elective course offerings vary from year to year. Many of the electives offered at the School of Law are listed in the Course Description section of the Catalog. Should any elective that is not listed in this Catalog be offered during a particular semester or session, information about that course will be included in a Catalog Addendum for that particular semester or session.

**Faculty Policy on Determination of Credit Hours for Course Work**

Pursuant to ABA Standard 310 “Determination of Credit Hours for Coursework,” the Charleston School of Law faculty has adopted the below policy, as of November 2015:

1. The Law School will designate courses as offering a particular number of “credits.” Each credit must reasonably approximate at least:
   a. 750 minutes (12.5 hours) of in-class or direct faculty instruction, which may include up to 50 minutes of final examination time;
   b. 1800 minutes (30 hours) of out-of-class student work.

2. Externships and other academic work leading to the award of credit hours must include at least an equivalent amount of work as in section 1 above.

3. If a course meets for more than the minimum number of minutes or requires more than the minimum amount of work, no additional credit will be awarded beyond the approved amount.

4. The Curriculum Committee and the faculty will designate the number of credits that each course will carry. Course proposals should explain expectations for the amount of in-class instruction, direct faculty instruction, and out-of-class work by students.

5. The Associate Dean for Academic Affairs will schedule courses in a manner appropriate for the designated amount of credits and length of the academic term. Academic terms typically are of the following length:
   a. Fall and Spring Semesters: 14 weeks of classes and an appropriate final examination period.
   b. Maymester Session: 2 weeks of classes and an appropriate final examination period.
   c. Summer Sessions: 8 weeks of classes and an appropriate examination period.
   d. Winterim Term: 1 week of classes.

6. The Associate Dean for Academic Affairs may make interpretations of this policy, and the faculty may amend this policy.

**Satisfactory Completion of a Course**

A student is deemed to have completed a course when she or he registers for the course and receives a grade of “D-” or better or, in the case of a course that is graded Pass/Fail, a “P.” A student who receives a grade of “F”, “WF”, “WA”, or a “W” in a course will not be deemed to have completed the course.
Course Load
The standard course load for full-time students is 13-17 credit hours per fall or spring semester; for summer standard session for spring admit students, the standard course load is 12 credit hours. Consistent with Standard 311(c) of the American Bar Association’s Standards of Approval for Law Schools, students may not take more than 17 credit hours in a semester.

The standard course load for part-time students is 8-12 credit hours per fall or spring semester; for summer standard session for spring admit students, the standard course load is 9 credit hours. To enroll in fewer than eight credit hours in the part-time division, students must first apply for and receive written permission from the Associate Dean for Academic Affairs. Absent extraordinary circumstances, such approval will not be granted.

For reporting purposes, 13 credit hours is considered full-time, 10-12 credit hours is considered three-quarter time, and 7-9 credit hours is considered half-time during the fall and spring semesters, which are standard semesters; for spring admit students, this reporting structure is the same for their required summer standard session. Please see below for information about Maymester and summer.

Change in Student Program Status
For tuition purposes, the permanent status of a student is ordinarily determined at the time of the student’s admission to the School of Law. Students seeking to change their tuition status from full-time to part-time or part-time to full-time, or to enroll in fewer than eight credit hours in the part-time division, must first apply for and receive permission from the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs may require the student to submit additional information and/or to receive financial aid counseling, academic counseling or other counseling. The approval or disapproval of an application for change of status is committed to the sound discretion of the Associate Dean for Academic Affairs who may allow, deny, or defer a change of status application.

- **Full-time to Part-time** When a full-time student elects to take a reduced course load in a given semester, this does not alter the student’s tuition status and, therefore, does not obviate the student’s obligation to pay full-time tuition. To pay part-time tuition, students must apply for and receive permission from the Associate Dean for Academic Affairs to change to part-time program status.

- **Part-time to Full-time** Part-time students are enrolled in nine credit hours per semester for their first two semesters and in twelve (12) credit hours for subsequent semesters. After the end of two semesters of enrollment and at least eighteen (18) credit hours of first-year courses, part-time students with a cumulative GPA of 3.0 or higher are eligible to apply to the Associate Dean for Academic Affairs for a change to full-time status.

- **Taking Fewer than Eight Credit Hours in a Fall, Spring or Summer Standard Semester** Any student in the part-time division who wishes to enroll in fewer than eight credit hours in a fall, spring or summer standard semester must obtain the written approval of the Associate Dean for Academic Affairs. Absent extraordinary circumstances, such approval will not be granted.
Course Registration and Course Schedule Overview

To ensure that students are able to take required courses in a timely fashion, students in both the full-time and part-time programs follow a predetermined curriculum during the fall and spring semesters (or, for those students who enter in the spring, during the spring and summer standard session). The Office of the Registrar assigns and pre-register students into required courses in a specific sequence such as listed below; these required courses are scheduled during the day.

Students register themselves for elective courses, including courses that satisfy the Upper-Level Writing Requirement, the Skills Requirement, and the Drafting Requirement. Elective courses are typically two or three credit hour courses, although there are some courses that are only one credit hour. Course credit hours are noted in the registration materials for the particular semester or session. Students may also take required courses earlier than the block-sequence if they satisfy prerequisites for the course. Registration materials will be available to students prior to registration and the periods of registration will be announced.

The School of Law also offers courses in the Maymester and summer sessions. The course offerings will vary but will generally include at least one required course offering.

For Students in the Full-Time Program
The Office of the Registrar will assign and register students into the below-listed courses, which are scheduled during the day. Please note that the sequencing of courses may change.

Students Admitted for Fall Start

<table>
<thead>
<tr>
<th>First Semester (fall)</th>
<th>3 credits</th>
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<tbody>
<tr>
<td>• Civil Procedure I</td>
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<td>• Contracts I</td>
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<td>• Torts I</td>
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<td>• Property I</td>
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<tr>
<td>• Legal Research, Analysis and Writing I</td>
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<tr>
<td>Second Semester (spring)</td>
<td></td>
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<tr>
<td>• Civil Procedure II</td>
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<td>• Contracts II</td>
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<tr>
<td>• Torts II</td>
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<td>• Property II</td>
<td></td>
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<tr>
<td>• Legal Research, Analysis and Writing II</td>
<td></td>
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<tr>
<td>Third Semester (fall)</td>
<td></td>
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<tr>
<td>• Constitutional Law I</td>
<td></td>
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<tr>
<td>• Criminal Law</td>
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<tr>
<td>• Evidence</td>
<td></td>
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<tr>
<td>• Professional Responsibility</td>
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<tr>
<td>Fourth Semester (spring)</td>
<td></td>
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<tr>
<td>• Constitutional Law II</td>
<td></td>
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</tbody>
</table>

24
- Criminal Procedure 3 credits
- Business Associations 4 credits

**Fifth Semester (fall)**
- Commercial Law 3 credits
- Wills, Trusts & Estates 3 credits
- Critical Practice Skills III 1 credit

**Sixth Semester (spring)**
- Secured Transactions 3 credits

**Students Admitted for Spring Start**

<table>
<thead>
<tr>
<th>First Semester (spring)</th>
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<tbody>
<tr>
<td>- Civil Procedure I</td>
<td>3 credits</td>
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<tr>
<td>- Contracts I</td>
<td>3 credits</td>
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<tr>
<td>- Torts I or Property I</td>
<td>3 credits</td>
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<tr>
<td>- Legal Research, Analysis and Writing I</td>
<td>3 credits</td>
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<tr>
<td>- Criminal Law</td>
<td>3 credits</td>
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<table>
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<tr>
<th>Second Semester (Summer Standard Session - required)</th>
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<tbody>
<tr>
<td>- Civil Procedure II</td>
<td>3 credits</td>
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<tr>
<td>- Contracts II</td>
<td>3 credits</td>
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<tr>
<td>- Torts II or Property II</td>
<td>3 credits</td>
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<tr>
<td>- Legal Research, Analysis and Writing II</td>
<td>3 credits</td>
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<tr>
<th>Third Semester (fall)</th>
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<tbody>
<tr>
<td>- Constitutional Law I</td>
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<tr>
<td>- Business Associations</td>
<td>4 credits</td>
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<table>
<thead>
<tr>
<th>Fifth Semester (fall)</th>
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<tbody>
<tr>
<td>- Commercial Law</td>
<td>3 credits</td>
</tr>
<tr>
<td>- Wills, Trusts &amp; Estates</td>
<td>3 credits</td>
</tr>
<tr>
<td>- Critical Practice Skills III</td>
<td>1 credit</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Sixth Semester (spring)</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>- Secured Transactions</td>
<td>3 credits</td>
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</table>

**For Students in the Part-Time Program**
The Office of the Registrar will assign and register students into the below-listed courses, which are scheduled during the day; *please note that the sequencing of courses may change.*
**Students are advised that scheduling flexibility is not unlimited and that there will be certain instances where part-time students will need to arrange their personal and work schedules to attend certain required courses and other graduation requirements when the school schedules those courses and requirements.**

During the semesters in which Critical Practice Skills III or Business Associations is taken, a part-time student may register for an additional three-credit hour course for a total semester course load of 13 credit hours without any additional tuition charge.

### Part-Time Students Admitted for Fall Start

<table>
<thead>
<tr>
<th>First Semester (fall)</th>
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<tbody>
<tr>
<td>• Civil Procedure I</td>
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<td>• Contracts I</td>
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<tr>
<td>• Legal Research, Analysis and Writing I</td>
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<table>
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<tr>
<th>Second Semester (spring)</th>
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<td>• Legal Research, Analysis and Writing II</td>
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<td>• Property I</td>
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<td>• Wills, Trusts &amp; Estates</td>
<td>3 credits</td>
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<tr>
<td>• Critical Practice Skills III</td>
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<td>• Secured Transactions</td>
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Part-Time Students Admitted for Spring Start

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<td>• Civil Procedure I</td>
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<td>• Contracts I</td>
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<td>• Legal Research, Analysis and Writing I</td>
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<th>Second Semester (Summer Standard Session - required)</th>
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<td>• Civil Procedure II</td>
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Changes in Course Schedule
Once classes begin in any given semester or session, there is a scheduled period of time designated as “Drop/Add” in which students may make changes to their elective course selections. The dates for Drop/Add are reflected on the academic calendar. Students may not withdraw from a required course in which they have been pre-registered without the express written permission of the Associate Dean for Academic Affairs.

Withdrawal from a Course after the Drop/Add Period
Students are not permitted to withdraw from a course or courses after the Drop/Add period without the approval of the Associate Dean for Academic Affairs. Withdrawals will only be approved for good cause. The Associate Dean for Academic Affairs may consult with the faculty member if she or he believes that the faculty member may have information bearing on the request for withdrawal. In any
case, the faculty member will be notified by the Registrar before the student is informed that permission to withdraw has been granted. A student will receive either the grade of “W” or “WF” at the discretion of the Associate Dean for Academic Affairs. Students should be aware that withdrawal from a course or courses may have financial aid impact and should consult with the Director of Financial Aid in considering whether to request permission to withdraw from a course.

**Maymester and Summer Session Credit**

The School of Law offers courses for academic credit during Maymester and summer sessions. Students are permitted to take one course during Maymester, and up to nine credit hours in the summer session; students may not take more than twelve credit hours in a combination of Maymester and summer session courses. For reporting purposes, students are considered to be full-time if they are taking a total of eight credit hours, either in the summer session alone, or in combination with the Maymester session.

Please note: Any student on academic probation during the immediately preceding spring semester will be ineligible to register for any Maymester course. Any student on academic probation during the immediately preceding spring semester will be ineligible to register for any summer course for academic credit.

**Summer Standard Session for Spring Admit Students**

Students who are admitted for the spring are **required** to take courses in their first Summer Standard Session. For reporting purposes, 13 credit hours is considered full-time, 10-12 credit hours is considered three-quarter time, and 7-9 credit hours is considered half-time during this summer standard session for spring admits.

**Information about Bar Requirements and Subjects**

Bar requirements and subjects tested vary from jurisdiction to jurisdiction. The courts of a few states have adopted rules that require law school graduates who wish to practice in those states to have taken certain courses and to have satisfied other requirements. Students are encouraged to **IMMEDIATELY** contact the bar in that state to determine its character and fitness and bar admission requirements.

**Other Graduation Requirements**

**Experiential Courses Requirement**

Pursuant to ABA Standards, students are required to take at least six credit hours in experiential courses. Under Charleston School of Law standards, students who entered in 2014 and thereafter, satisfy this standard through:

- The Skills Requirement;
- The Drafting Requirement; and,
- The Critical Practice Skills Requirement.
1. **Skills Requirement** Students are required to successfully complete at least one [2 or 3-credit] skills course as a requirement for graduation. Courses which fulfill this requirement are designated in the course descriptions.

2. **Drafting Course Requirement**
   Students are required to successfully complete at least one [2 or 3-credit] designated “drafting” course as a requirement for graduation. A course will be designated as satisfying the “drafting” requirement only where the primary course objective is instruction in successfully drafting legal documents. Courses satisfying this requirement will be so noted in the registration materials for the particular semester or session. Students may choose which drafting course in which to enroll, but may not “double-dip” by taking one course to satisfy both the Skills and the Drafting Requirements.

3. **Critical Practice Skills Requirement**
   Students are also required to successfully complete Critical Practice Skills III, wherein students will be exposed to skills necessary for the successful completion of the Uniform Bar Examination. The grade for the course is based on the completion of simulated legal exercises and attendance at lectures. The Course is graded on a Pass/Fail basis.

   **Please note:** Students are **required** to take Critical Practice Skills III in the fall of their final year.

4. **The Upper-Level Writing Requirement**
   **A. Goals of the Upper-level Writing Requirement**
   - Assessment of written communication skills;
   - Assessment of citation skills;
   - Assessment of researching skills;
   - Assessment of critical-thinking skills;
   - Assessment of a student’s ability to evaluate the law;
   - Assessment of a student’s ability to synthesize the law;
   - Assessment of a student’s ability to analyze the law.

   **B. Upper-level Writing Requirements**
   1. **Requirements Generally**
   The paper must meet the following:
   a. Be the original work product of the student;
   b. Reflect substantial, thorough legal research;
   c. Describe the status of the existing law and reflects the scholarship in the discipline;
   d. Reflect competent clarity, organization, style, editing, and citation; and
   e. Include substantial, original, and competent analysis that evaluates the law and contributes to the discipline.

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5 When designated as an option in the course registration materials for any given semester, students may take a skills course to satisfy the Upper-Level Writing Requirement; however, students may not use the same course to satisfy both the Skills Requirement and the Upper Level Writing Requirement.
2. **Other Requirements**
   In addition to the above requirements:
   
   a. The paper must be no less than 5,000 words of text, exclusive of footnotes and endnotes;
   b. A thesis statement, outline, draft paper and final paper must be submitted by the student on or before deadlines set by the faculty member; and,
   c. Each component (i.e., thesis statements, outlines, etc.) must be submitted so that the faculty member can provide feedback on the component and the student can fully act on that feedback while producing the next component.

3. **Faculty certification of satisfaction**
   The supervising faculty member must certify in writing using the appropriate form from the Office of the Registrar that the student has met all the requirements set forth above. This Certification Form must be on file with the Office of the Registrar in order for the student’s record to reflect satisfaction of the Upper-Level Writing Requirement.

4. **Eligibility**
   A student must have satisfactorily completed 30 credit hours before commencing the Upper-Level Writing Requirement. The paper must be prepared under the supervision of a full-time member of the faculty. With the prior approval of the Associate Dean for Academic Affairs, the paper may be prepared under the supervision of an adjunct professor teaching a course pursuant to 5. a) below.

5. **Supervision Requirement**
   The supervision requirement may be satisfied:
   
   a. By taking a designated upper level writing course, which will typically be limited to 20 students, in which the student writes an original paper complying with the writing requirement, as set forth in B.1. and 2. above, and earns a grade of B or better on the paper;
   b. Through independent study supervised by a faculty member, with prior approval of the Associate Dean for Academic Affairs. The proposal must comply with the Guidelines for Independent Study (set forth infra) which limit projects eligible for independent study and the proposal must be approved by the Associate Dean for Academic Affairs. To receive credit for the Upper-Level Writing requirement, the supervising professor must certify that the student has complied with the requirements set forth in B. 1. and 2. above, and that the completed paper is of sufficient quality that the student would have received a grade of B or better if the paper had been submitted for a graded course; or
   c. A student who is a member of the Charleston Law Review may satisfy the Upper-Level Writing Requirement through a paper written for the journal. The paper must be completed under the supervision of a faculty member, who must certify that the student has satisfied all of the requirements set forth in B. 1. and 2. above. The faculty supervisor also must certify that the completed paper is of sufficient quality that the student would have received a grade of B or better if the paper had been submitted for a graded course.
6. **Double Dipping**

   Students may not submit one paper for two or more courses. If a student wishes to create a second paper which draws in any way on work previously used for academic credit, the student must consult with both the instructor to whom the initial work was submitted and with the instructor to whom the new work will be submitted. Before the student may use the prior work, both instructors must certify in writing to the Curriculum Committee that the new work is of sufficiently greater scope or depth to warrant the use of the prior work for the Upper-Level Writing Requirement. The instructors involved in each instance should discuss appropriate ways to ensure the submitted work meets this greater burden before giving their written approval of the proposed use.

   This rule applies to papers whether written at the School of Law or elsewhere. A student who submits the same, or substantially the same, work in more than one course—whether it is the whole of the second work or only a portion thereof—without obtaining such prior written approval, will be subject to disciplinary action.

7. **Other**

   When designated as an option in the course registration materials for any given semester, students may take a skills course to satisfy the Upper-Level Writing Requirement; however, students may not use the same course to satisfy both the Skills Requirement and the Upper Level Writing Requirement.

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**2017-2018 Professionalism Series Requirement**

Each semester the Department of Student Affairs coordinates the Charleston School of Law Professionalism Series, which presents students with real-world insight into the role of professionalism in the practice of law. The goal of the lecture series is to instill in students an understanding of the practice of law as a profession aimed at providing public service. Guest lecturers represent a wide range of well-respected judges and practicing attorneys.

**Professionalism Series Attendance Policy**

There are at least six (6) lectures per semester. To fulfill the graduation requirement and to receive credit for attending the professionalism series, students must attend eighteen (18) lectures. The School of Law will record attendance by Student Affairs staff scanning students’ ID cards prior to each lecture. Any student who arrives more than ten (10) minutes late for the program will not receive credit for attending. A student may leave a program no more than fifteen (15) minutes before their next scheduled class. It is a potential Honor Code violation to sign the attendance form for the lecture and leave, outside of the exception above. Actual attendance at the lectures is mandatory.

Students may check their attendance on CSOL Access. Students are responsible for keeping track of the number of programs they attend. There will be no reminder emails or letters sent out to students regarding their lecture attendance.

**Pro Bono Requirement and Pro Bono Program**

As part of the Charleston School of Law’s mission to instill a commitment to public service in its students and graduates, the Career Services Department’s Director of Public Service and Pro Bono develops and assists in the coordination of a wide variety of pro bono opportunities for students. These
placements allow students to work with attorneys practicing in the public interest legal sector and meet or exceed the 30 hours of pro bono work the School of Law requires for graduation. The Director of Public Service and Pro Bono works to provide all students with the opportunity to experience meaningful pro bono service in a broad range of contexts.

Students begin fulfilling their pro bono requirement after they have completed two semesters of law school. During their first two semesters, students may earn pro bono credit for specially designated programs the Director of Public Service and Pro Bono has pre-approved.

Each student is responsible for selecting a placement, contacting that office, arranging to do the work, completing the work, and submitting the required pro bono certification form to the Assistant to the Director of Public Service and Pro Bono. To qualify for credit, the work must be law-related and supervised by a licensed attorney. Clerical work is appropriate only to the extent needed to carry out the overall legal task.

Generally, students will receive pro bono credit when a student works on an unpaid basis for a public interest attorney or for a private attorney when he or she has taken a case on a pro bono or court appointed basis. A public interest attorney is an attorney employed by a host organization that is of an educational, charitable, governmental, or non-profit nature.

The Director of Public Service and Pro Bono has developed a list of pre-approved pro bono sites. The supervising attorney at these sites has agreed to allow students to contact him or her to inquire whether the student might be able to perform pro bono work for the attorney. To receive credit for performing work at sites not on the pre-approved pro bono site list, students must obtain pre-approval from the Director of Public Service and Pro Bono.

The Director of Public Service and Pro Bono also will review requests from transfer students to transfer no more than 30 hours of pro bono work earned after the student has completed two semesters at another law school. The work must meet all Charleston School of Law requirements and the student must show exceptional circumstances that would make it difficult for the student to complete pro bono work while at the Charleston School of Law.

Every semester, all students must complete a form on Sonis (the School of Law’s computer database) which addresses ethical and administrative issues regarding pro bono service. Additionally, students must submit their hours on a separate pro bono form to the Assistant to the Director of Public Service and Pro Bono. Students may then check their pro bono records on Sonis. All May graduates must complete their requirement and submit their certification form by April 1 of their graduation year. All December graduates must complete their requirement and submit their certification form by November 1 of their graduation year. Failure to meet the pro bono service and reporting requirements will affect a student’s ability to graduate.

Students who exceed the 30-hour requirement should report their additional hours of service. Students reporting 100 or more hours of pro bono service will receive special recognition at graduation.
Other Curriculum Information

Attendance Requirement

1. Required Class Attendance
   Regular and punctual class attendance is required of all students in all courses, including in any course a student is auditing. This requirement applies to all semesters and all sessions offered by the Charleston School of Law. Faculty members are required to take attendance in all courses. Attendance sign-in sheets shall be used, and students have the responsibility for ensuring that they sign the sheet.

2. General Rule
   Students are required to attend at least eighty-five (85) percent of the classes for each course. Therefore, no student may miss more than 15 percent (rounded to the nearest whole number) of the class meetings in any course or seminar. For example, for a course that meets twice per week, a student may miss no more than four class periods; for a course that meets once a week, a student may miss no more than two class periods. A student who is tardy or who exits class early may, at the discretion of the professor, be marked as absent.
   a. Absences Accrued before Adding a Course
      Absences from class before adding the course during the drop/add period are counted toward the number of absences from the class.

3. Instructor’s Rule
   An instructor may establish more restrictive class attendance policies than set forth in the General Rule, if the students are notified in writing (for example, in the course syllabus) during the first week of classes. A student who is present but unprepared for class may be marked as absent if the instructor adopts this policy in writing during the first week of the semester. The student found to be absent because the student is unprepared shall be so advised by the instructor during or immediately after the class in question.

4. Notice
   Students must keep track of their absences. The School is under no obligation to keep track of students’ absences or to warn students when their absences reach a certain point.

5. Sanctions for Excessive Absences
   Any student who misses more classes than allowed by the above formula or an instructor’s particular policies shall not be permitted to take the final examination or submit additional work. A grade of “WA” [withdrawn for absences] shall be given if the student has a passing grade. If a student has a failing grade at the time the student is withdrawn, a grade of “WF” shall be given. In the case of extraordinary circumstances, a student shall be allowed to withdraw and receive a grade of “W.”

6. Extraordinary Circumstances
   In extraordinary circumstances, a student who receives a sanction for excessive absences may petition the Associate Dean for Academic Affairs for relief. Upon proof of extraordinary circumstances, such as serious personal injury or illness; serious illness, injury, or death of a member of the student’s immediate family; or other exceptional circumstance beyond the
student’s control which prevented the student from meeting attendance requirements, the Associate Dean for Academic Affairs may grant whatever relief he or she deems appropriate under the circumstances.

**Auditing a Course**
Currently enrolled students may be permitted to audit an *elective* course offered by the Charleston School of Law. However, a student who audits a course will receive no academic credit for the course and may not later take the course for a grade. Students who wish to enroll in a course for credit are given priority over students who wish to audit the course.

Students who have permission to audit a course *must satisfy all requirements* that the professor teaching the course determines are appropriate for a successful audit. Students must also comply with the School of Law’s attendance policy. If a student exceeds the number of absences allowed for the course he or she is auditing, the student will be withdrawn for absences and will receive a grade of “WA” [withdrawn for absences] on his or her transcript for the course. A student who satisfies the professor’s requirements for the course for a successful audit and who complies with the attendance policy will receive a notation of “AU” on the student’s transcript.

To audit a course, a student must take certain steps before the end of the Drop/Add period for the semester or session in which the student wishes to audit a course:

1. Students must obtain the permission of the faculty member teaching the course;
2. Students must obtain approval from the Associate Dean for Academic Affairs, who will determine whether there is space available in the course and whether there is a compelling reason for the student to audit the course.

Students who enroll in a course for credit will not be permitted to change their status to “auditing” after the Drop/Add period without the approval of the Associate Dean for Academic Affairs. Such changes will be approved for good cause only as determined by the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs may consult with the faculty member if she or he believes that the faculty member may have information bearing on the request for the change. In any case, the faculty member will be notified by the Registrar before the student is informed that the change has been granted.

**Credit Earned and Transferred from Other Law Programs: For Currently Enrolled Students**
In certain circumstances, Charleston School of Law students may earn course credit towards their J.D. requirements for law courses not taken at the School of Law. For example, students could earn course credit:

- as a visiting student at another ABA accredited law school; or
- as a student through a program co-sponsored by the Charleston School of Law.

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6 In certain circumstances, students may audit a required course after they have satisfactorily completed the course.
In all cases, students must follow proper procedures for obtaining advance permission for these types of courses. Students must request and receive written permission from the Associate Dean of Academic Affairs (or such person designated by the Dean) before registering for programs outside of the Charleston School of Law. Approval will be granted only when the student’s continued presence in the Charleston area places an exceptional hardship on the student. An example of a qualifying circumstance would be the onset of a severe illness of a close family member that requires the student’s presence outside of the Charleston area. In addition, absent exigent circumstances, approval will not be granted for more than 15 hours of transfer credit.

Eligibility
A student may count credits earned during non-resident programs towards his or her graduation requirements if he or she requests and receives written permission from the Associate Dean for Academic Affairs (or such person designated by the Dean) before registering for the program. Students must demonstrate that all of the following conditions are met:

1. The student must have satisfactorily completed one academic calendar year at the Charleston School of Law.
2. The student must be enrolled and in good standing at the Charleston School of Law.
3. The program must have been approved by the ABA.
4. The student must also demonstrate that the course is essential to his or her intellectual or practice objectives.
5. The course must not interfere with any requirement for graduation.

Course Credit and Grades
After attending an approved program, students must submit an official transcript from the program or school to the Associate Dean for Academic Affairs through the Office of the Registrar within eight weeks of completing the program.

- Programs sponsored by the Charleston School of Law
  For programs sponsored by the Charleston School of Law, such as the Stetson Summer Abroad program, students will receive the letter grade assigned by the non-resident program.

- Other programs
  For other programs, a P/T will be recorded for students who receive a C or better in such a non-resident course; a P/T does not factor into a student’s GPA. If a student earns a grade of C-, D+, D, or D-, the student will receive no course credit. An F/T will be recorded for students who receive an F, or who otherwise fail to successfully complete, such a non-resident course and that F/T is factored into a student’s GPA. Credit from other programs is considered transfer credit, but does not count towards the twelve credit hour cap on Pass/Fail courses that may count towards the number of credit hours required for graduation.

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7 Students who make plans (paying seat deposits, buying airline tickets, or arranging housing, for example) without following the proper Charleston School of Law procedures, including contacting the Office of Financial Aid, risk incurring costs for study that may not be approved.
**Distance Education**

Pursuant to Charleston School of Law policy, students may apply no more than 12 credit hours in distance education courses towards the J.D. degree. Students may earn no more than three credit hours in distance education courses in any semester. Only students who have completed 28 credit hours towards the J.D. degree are eligible to enroll in distance education courses.

**External Moot Court Competition Credit: Procedures and Guidelines**

Academic credit for school-approved participation in an external Moot Court, which includes other skills competitions such as mock trial or alternative dispute resolution competitions, may be appropriate where competitors write an argumentative brief, or prepare other appropriate written materials, and participate in competition thereby furthering knowledge of a particular substantive area of law. However, to assure appropriate academic rigor, any academic credit given for external Moot Court competition must meet the following guidelines:

1. A student will not be approved for academic credit if the granting of such a request will move that student from part-time to full-time student status. A full-time student’s total course credit load in any given semester shall not exceed 17 hours.

2. In computing the required number of credits for graduation, no more than a total of four of the required 90 credit hours may be in the form of Law Review, Moot Court, or Independent Study credit. These hours also count towards the twelve credit hour cap for pass/fail courses.

3. The preparation for the competition and any subsequent follow-up work must be designed by and agreed upon by an arrangement between the student-competitor and the Professor-coach.

4. Except in special circumstances, academic credit earned via an external competition shall constitute two hours.

5. Students will only receive credit for demonstrating specific skills associated with Moot Court, or other skills, competitions. Students must conduct extensive legal research on various issues required by the competition problem. Students must prepare written materials for the competition such as an appellate brief, a pretrial brief, or written drafts and/or scripts of motions in limine, direct examinations, cross examinations, openings, and closings required for trial work. In addition to developing research and writing skills, students are expected to learn the essential procedural components of pretrial, trial, appellate, or alternative dispute resolution work depending on the venue for the particular competition. Students must also develop oral advocacy skills similar to those in a traditional law school skills class. Students are also expected to develop fact analysis skills and to learn how to work facts into their legal analysis.

6. The design of the competition preparation requires regular meetings (preferably weekly) between the student and the Professor, which justify the credit request, prepare the student to compete, and ensure high standards of performance.

7. Participation in an external Moot Court competition will be available only to students who have satisfactorily completed all first-year courses and who are in good academic standing. Given the rigorous course requirements, external competition participation should be avoided where the
student’s time commitment to the competition is likely to jeopardize the student’s academic standing by diverting attention from other courses.

8. Participation in external Moot Court, or other skills, competitions may not be used to replace required or existing curricular items.

9. Academic credit for participation in an external Moot Court competition is offered on a Pass/Fail basis only. Students must register for the course, with the approval of the faculty-coach, during the semester in which the competition is held.

10. Participation in an external Moot Court competition and the necessary preparation required for such is subject to all regular class record-keeping requirements.

11. Coaching an external Moot Court team does not count toward faculty teaching load requirements.

**Independent Study Credit: Procedures and Guidelines**

Independent Study may be appropriate where students wish to study a particular substantive area of law that is not currently covered in the School's existing curriculum. However, in order to assure appropriate academic rigor for such courses, any Independent Study, in addition to being supervised by any current faculty member, must meet the following guidelines:

1. The class must be designed by arrangement between the student wishing to take the Independent Study and the faculty member who has agreed to supervise it. If the student wishes to have as a supervisor an adjunct faculty member who is currently teaching, the student must seek approval from the Associate Dean for Academic Affairs.

2. The project must result in a paper which is either analytical or argumentative writing:
   a. For one credit, the paper must be at least 5,000 words (exclusive of footnotes or endnotes), double-spaced and word-processed.
   b. For two credits, the paper must be 8,750 words (exclusive of footnotes or endnotes), double spaced and word-processed; the student must keep time records and record at least 100 hours of work; and, the student must submit an outline of the paper in advance of approval of the project showing what the paper will cover.
   c. In exceptional circumstances, three hours of credit may be approved; however, approval of a three-credit Independent Study requires separate approval of the proposed course by the Associate Dean for Academic Affairs in conjunction with the full Curriculum Committee.

3. The design of the Independent Study must require that interim drafts of the writing assignment be turned in at specified intervals and reviewed by the faculty member.

4. The design must require regular meetings (preferably weekly) between the student and the faculty member which would justify the credit request.

5. A student must have satisfactorily completed all first-year courses and be in good academic standing before enrolling in an Independent Study. Given the rigorous course requirements, use of Independent Study should be avoided where the student's time commitment to the course is likely to jeopardize the student's academic standing by diverting attention from other courses.
6. Each Independent Study design proposal must be submitted by the student to the Associate Dean for Academic Affairs for approval by **August 1** for the fall semester in which the student wishes to do the independent study, by **December 1** for the spring semester in which the student wishes to do the independent study, or by **April 15** for the summer semester in which the student wishes to do the independent study. The request form for Independent Studies is posted on the Academic Affairs webpage. Students must be registered for the course in order to receive credit.

7. Independent Study is not allowed for a topic taught at the Charleston School of Law. Rather it is for the purpose of allowing a student to pursue a legal topic not taught at the Charleston School of Law. An independent study proposal, can, however, be on a topic taught at the Charleston School of Law if the student has taken that course and the topic is on an advanced subject in that field.

8. Independent Study course is offered on a **Pass/Fail basis** only. However, to satisfy the **Upper-Level Writing Requirement**, the supervising professor must certify that the student has complied with all requirements set forth in the Upper-Level Writing Requirement and that the completed paper is of sufficient quality that the student would have received a grade of B or better if the paper had been submitted for a graded course.

9. Independent Study is subject to all regular class record-keeping requirements.

10. Supervision of Independent Study does not count toward faculty teaching load requirements and does not provide a basis for a salary supplement for an adjunct professor. Faculty members should only supervise two credit hours of independent study per semester, unless permission is granted by the Associate Dean for Academic Affairs. Absent extraordinary circumstances, such approval will not be granted.

11. In computing the required number of credits for graduation, no more than a total of four of the required 90 credit hours may be in the form of Law Review, Moot Court, or Independent Study credit. These hours also count towards the twelve credit hour cap for pass/fail courses. A student will not be approved for academic credit if the granting of such a request will move that student from part-time to full-time student status.

**Non-Law Graduate Credit**

No credit will be granted for graduate-level courses completed prior to enrollment in the School of Law or during any period of which the student had been dismissed. A student may not receive course credit for units that are being applied to earn a degree elsewhere unless that course is completed as part of an approved dual degree program.

**Approved Dual Degree Program**

Students who are enrolled in an approved dual degree program will receive up to nine credits towards the School of Law’s graduation credit requirements for graduate-level courses taken at the other educational institution. Transfer credit may be granted for any course a student is required to take under the other institution’s degree program, provided that a grade of C or better is earned in the course. The Associate Dean for Academic Affairs shall determine the specific courses for which a student will receive transfer credit. A course for which transfer credit is granted may not overlap with or substitute for any course that is offered at the School of Law.
Other Graduate Programs
Students who do not enroll in an approved dual degree program may apply toward the graduation credit requirements up to six credits for graduate-level courses taken outside the School of Law, provided the Associate Dean for Academic Affairs approved the enrollments in advance and that a grade of C or better is earned. The Associate Dean for Academic Affairs may approve the credit if she or he finds that the student is in good standing, the course does not overlap with any course offered at the School of Law, and the student demonstrated that taking the course is essential to his or her intellectual or practice objectives.

J.D./M.B.A. Dual Degree Program
A Charleston School of Law student who has successfully completed two years of full-time study, which includes successful completion of Contracts I & II, and Business Associations, and who is in good academic standing may apply to the College of Charleston’s M.B.A. program. Students who transfer to the Charleston School of Law from another law school are not eligible for this dual degree program.

To earn the M.B.A., the student must successfully complete all requirements of that program. To earn the J.D. degree, the student must successfully complete all graduation requirements of the Charleston School of Law, including the number of credit hours required for graduation.

Certain procedures must be followed before any credit from the M.B.A. program will be considered for transfer purposes to the Charleston School of Law:

1. A leave of absence must be requested and approved in writing by the Associate Dean for Academic Affairs.
2. If approved, the student will be on leave of absence during the time that he or she is enrolled in the College of Charleston’s M.B.A. program, which in no event may be longer than two regular semesters (fall and spring).
3. In order to receive transfer credit, the student must submit an official transcript from the College of Charleston at the completion of the M.B.A. program. This official transcript must be submitted to the Charleston School of Law’s Office of the Registrar within eight weeks of completing the program. For additional information, please see below:

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Disclaimer: The College of Charleston is accredited by the Southern Association of Colleges and Schools’ Commission on Colleges to award the Master of Business Administration (MBA). The Charleston School of Law is not accredited by the Commission on Colleges and the accreditation of the College of Charleston does not extend to or include the Charleston School of Law or its students. Although the College of Charleston accepts certain course work in transfer toward a credential from the Charleston School of Law, or collaborates in other ways for generation of course credits or program credentials, other colleges and universities may or may not accept this work in transfer, even if it appears on a transcript from the College of Charleston. This decision is made by the institution subsequently considering the possibility of accepting such credits. The College of Charleston is responsible for reviewing, approving and monitoring the Charleston School of Law statements of the relationship to ensure conformance with this disclaimer. (SACSCOC Policy on Collaborative Academic Arrangements)
Evaluation of Transfer Credit from the College of Charleston to the Charleston School of Law

Students who have been approved for leave to enroll in the College of Charleston’s M.B.A. program may receive up to nine credits towards the School of Law’s graduation credit requirements for graduate-level courses taken through the M.B.A. program. Transfer credit may be granted for any course a student is required to take under the College of Charleston’s M.B.A. program, provided that a grade of C or better is earned in the course. The Charleston School of Law’s Associate Dean for Academic Affairs shall determine the specific courses for which a student will receive transfer credit. A course for which transfer credit is granted may not overlap with or substitute for any course that is offered at the School of Law.

Evaluation of Transfer Credit from the Charleston School of Law to the College of Charleston

The College of Charleston will examine courses transferred in or transcribed from the Charleston School of Law to ensure that they meet the requirements of the College of Charleston and the requirements of SACSCOC Principles of Accreditation. The Charleston School of Law courses and components are assessed and monitored by the College of Charleston’s M.B.A. program director. The units of credit earned at the Charleston School of Law are evaluated to ensure they comply with the College of Charleston credit hour definition.

For planning purposes, Charleston School of Law students should be aware that the College of Charleston’s M.B.A. program will only consider the following courses as eligible for transfer credit, up to 9 credit hours, and only if a grade of B or better has been earned in the course: Contracts I & II, and Business Associations.

Exams

Diagnostic Exam Requirement for Students Entering in Fall 2017 and Thereafter

All students must successfully complete a diagnostic exam prior to graduation. A student may not begin taking the exam until the student successfully completes sixty (60) credit hours.

Interim Assessment Requirement for Required Courses

All required courses must include at least two interim assessments counting together at least twenty (20%) of the students’ class grade. Assessments must include multiple choice and essay questions to prepare students for the bar exam.

Please note: All proctored assessments may be no more than one hour in length. These assessments will be held on Fridays. It is highly likely that students will have more than one assessment on a given Friday. Unless students have two assessments scheduled at the same time, or three assessments in one day, there will be no rescheduling. A student who has more than one assessment at the same time on the same day should contact the Associate Dean for Academic Affairs for rescheduling.

Final Exam Rescheduling Policy

A. Course Final Exam Conflicts Rescheduling

A student may have a final exam rescheduled if he or she would otherwise have two or more exams scheduled to start less than 24 hours apart. The student must request the rescheduling using a form from the Office of Academic Affairs and must receive written confirmation of the rescheduling from the Associate Dean for Academic Affairs no later than the last day of that
academic term. The Associate Dean for Academic Affairs may choose which exam to reschedule and when to reschedule it.

Example: If Student Smith has an exam scheduled for Monday, Dec. 1 at 1:00 p.m. and another on Tuesday, Dec. 2 at 9:00 a.m., he may request the Associate Dean for Academic Affairs to reschedule one of them. However, if Student Jones has one exam scheduled for Wednesday, Dec. 3 at 1:00 p.m. and another exam scheduled for Thursday, Dec. 4 at 1:00 p.m., she does not qualify for rescheduling as the two start times are not less than 24 hours apart.

B. Other Final Exam Rescheduling
In all other circumstances, a student may obtain a rescheduling of an examination only upon the prior, written, discretionary approval of the Associate Dean for Academic Affairs. Rescheduling an examination in the absence of two course exams in the same 24-hour period is an extraordinary event, and students should expect such requests to be denied in the absence of exceptional circumstances. Requests to reschedule exams based on employment obligations, travel plans, vacation or social commitments, exams on back-to-back days, and the like will almost always fail to qualify as exceptional circumstances.

C. Reschedule Date
The date for the taking of any rescheduled final examination shall be set by the Associate Dean for Academic Affairs. Students should expect any rescheduled examination to be administered only on the School of Law’s designated Exam Conflict Day(s). Exceptions to this scheduling will be exceedingly rare, and students should not anticipate ever being granted a rescheduled examination date that would occur before the date for regularly-scheduled administration of that examination.

D. Conditions
In considering requests for the rescheduling of an examination in the absence of course exam conflicts, the Associate Dean for Academic Affairs may require such documentation and impose such conditions as he or she deems proper. No individual faculty member at the School of Law may grant a rescheduling.

Grading Policies

A. Grades
For most classes, the law school uses a letter grade system as reflected below. The chart below also shows the point value equivalents of each of the grade; there is no rounding.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
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<tr>
<td>B+</td>
<td>3.33</td>
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<tr>
<td>B</td>
<td>3.0</td>
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<td>B-</td>
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<td>C+</td>
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<td>C</td>
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<td>0.67</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>
Calculation of Grade Point Averages
After all grades have been recorded for students each semester or session, the law school will calculate and report to each student his or her individual grade point average using the numerical equivalents explained above.

B. **Interpretations of Letter Grades**

**A** A grade of A is given to any student who completes the requirements for a course and does so in a fashion that is *uniformly outstanding* for a law student and future lawyer at this stage of his or her education.

**A-** A grade of A- is given to any student who completes the requirements for a course and does so in a fashion that is *often outstanding* but lacks the consistency associated with uniformly outstanding work for a law student and future lawyer at this stage of his or her education.

**B+** A grade of a B+ is given to any student who completes the requirements for a course and does so in a fashion that is *very good* but lacks the consistency associated with outstanding work for a law student and future lawyer at this stage of his or her education.

**B** A grade of B is given to any student who completes the requirements for a course and does so in a fashion that is *uniformly good work* for a law student and future lawyer at this stage of his or her education.

**B-** A grade of B- is given to any student who completes the requirements for a course and does so in a fashion that is *often good work* but lacks the consistency associated with uniformly good work for a law student and future lawyer at this stage of his or her education.

**C+** A grade of C+ is given to any student who completes the requirements for a course and does so in a fashion that is *above the level of competent* but not rising to the level of good work for a law student and future lawyer at this stage of his or her education.

**C** A grade of C is given to any student who completes the requirements for a course and does so in a fashion that is *competent* for a law student and future lawyer at this stage of his or her education.

**C-** A grade of C- is given to any student who completes the requirements for a course and does so in a fashion that is *below the level of competent*, lacking the consistency necessary for competent work for a law student and future lawyer at this stage of his or her education. A student who maintains a C- average is not eligible to graduate and, if that average persists, is not eligible to continue his or her studies at the School of Law.

**D+** A grade of D+ is given to any student who completes the requirements for a course and does so in a fashion that reflects *some skill* but is solidly below the level of competent for a law student and future lawyer at this stage of his or her education.
D  A grade of D is given to any student who completes the requirements for a course and does so in a fashion that reflects some skill but is substantially below competent for a law student and future lawyer at this stage of his or her education.

D- A grade of D- is given to any student who completes the requirements for a course and does so in a fashion that generally reflects some minimal skill that is marginally above a failing grade for a law student and future lawyer at this stage of his or her education.

F  A grade of F is given to any student who either: (a) completes the requirements for a course and does so in a fashion that is not acceptable in a law student and future lawyer at this stage of his or her education; or (b) does not complete the requirements for the course in a timely fashion. This grade confers no credit for the course.

C. Interpretations of Other Letter Grades
In particular circumstances, a student may receive one of the following letter grades: P, W, WA, WF, X, or I:

P  Eligible courses will be graded on a Pass/Fail basis. Whether a course is to be graded on a Pass/Fail basis is denoted in the registration material for that semester or session. A grade of P is given to any student who passes a Pass/Fail course. This grade confers credit but is not calculated in the semester or cumulative grade point average.

W  A grade of W is posted on the transcript whenever a student, after receiving approval from the Associate Dean for Academic Affairs, withdraws from a course after the drop/add period. The W grade confers no credit and is not calculated in the semester or cumulative grade point average.

WA  A grade of WA is given when a student has been withdrawn from a class due to excessive absences, and has a passing grade at the time of withdrawal. Once a student has received three WAs on his or her transcript, any subsequent withdrawals from any class on the basis of attendance shall result in the student receiving an F (0.00) on his or her transcript; exceptions can be made at the discretion of the Associate Dean for Academic Affairs. A failing grade will be calculated as part of the semester and cumulative grade point average.

WF  A grade of WF is posted on the transcript whenever a student is withdrawn from a course for excessive absences and has a failing grade at the time the student is withdrawn. The WF grade confers no credit and is calculated in the grade average (0.00).

X  A grade of X is posted on the transcript if the student, through no fault of his or her own, has not yet received a grade for a course. This grade is designed for those situations in which a course is expected to take more than one semester to complete. This grade also covers unforeseeable circumstances unrelated to the student. The X grade does not confer credit for the course and is not calculated in the grade point average.

I  A grade of I is given to a student who has not completed the requirements for a course due to unforeseen and exigent circumstances relating to the student. The Associate Dean for Academic
Affairs must approve a grade of I before such a grade is given for a course. The Associate Dean for Academic Affairs shall set conditions for completing the requirements of the course, including the deadline by which the course work must be completed. Generally, the deadline for completion of the course requirements will not extend beyond the subsequent semester and, typically the deadline will be much shorter than that. If the student does not meet the conditions set forth by the Academic Dean, an unresolved I becomes an F (0.00). At no time does an I confer credit for a course.

D. **Pass / Fail Grading**

1. **Grading Standard**
   
   Any course in which letter grades are not expected to be given will be graded on a Pass/Fail basis. Students who pass the course receive a P for the course. Students who fail the course receive an F (0.00). A failing grade will be calculated as part of a student’s semester and cumulative grade point average.

   **Please Note:** For all coursework taken on a Pass/Fail basis, whether at or outside the School of Law, students who perform below a passing level will receive an F.

2. **Credit Hour Limitation**
   
   Absent approval in writing from the Chair of the Academic Standards Committee, no student may count more than twelve credit hours earned in courses graded on a Pass/Fail basis toward the total number of hours required for graduation. See also **Computation of Graduation Credits, supra.**

E. **Grading Ranges for School of Law Classes**

The faculty has adopted the following grading policies for all classes at the Law School:

1. **All Required Courses**
   
   A mandatory grade-point-average course range of 2.4 to 3.0 applies to each section of all required courses (including all first-year doctrinal courses, first-year legal writing courses, and upper-level required courses). Professors who, in the same semester, are teaching multiple sections of the same required course shall consult with one another during the grading process to work collaboratively to achieve a fair intersection course GPA variation.  
   
   a. For purposes of achieving the mandatory mean, a professor may assign the grade of F to up to five percent (5%) of the course enrollment without affecting the mean.

2. **All Elective Courses**
   
   A suggested grade-point-average course range of 2.70 to 3.33 is suggested for each section of all graded (non-Pass/Fail) elective courses.

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9 Revised by faculty spring 2017 for implementation in fall 2017, to cover all students in required courses regardless of student matriculation date.
3. **Departing from the Ranges**
   
a. **Mandatory Range**
   Requests to depart from the mandatory range must be directed to the Dean’s designee (the Associate Dean for Academic Affairs) or the Dean’s Office. There is a strong presumption against the grant of such requests, and only the most exceptional of circumstances (and a compelling showing of clear necessity) can warrant departures from mandatory ranges. The burden of making such a showing rests with the instructor who requests the departure.

b. **Suggested Range**
Departures from suggested ranges lie with the discretion of each instructor, who may award grades outside the suggested range when, in the instructor’s discretion (due to course size, seminar- or clinical-nature, or otherwise), a departure is warranted.

4. **Section Consultation**
When multiple sections of the same course are offered in any semester, the instructors of each section are encouraged to circulate their grade distributions to one another prior to posting and to seek as much inter-section grading uniformity as they deem achievable. A faculty member teaching two sections of the same course may average the grades of the two sections to achieve the mandatory range.

F. **Course Information**
By the first day of class, or in no event later than the second class, each professor must have a course syllabus available to students. In addition to listing the professor’s name, contact information and office hours, the course syllabus shall include the following components:
   1. Required course materials;
   2. Course objectives;
   3. Basis for the course grade:
      a. Whether there are any quizzes, projects and/or midterms and, if so, the weight of each component in the final grade;
      b. Whether there is a final exam and, if so, the weight of the final exam in the final grade;
      c. If there is a final exam, whether the final exam is proctored or non-proctored, and whether students will be allowed to use any materials during the exam;
      d. Whether participation, in-class or otherwise, is a component of the final grade and, if so, the weight of participation in the final grade.
   4. The school’s attendance policy or professor’s policy if it is stricter than the school policy; and
   5. A notice that students with disabilities should contact the Associate Dean for Academic Affairs as soon as possible to request reasonable accommodations should those accommodations be desired.

G. **Transfer of Previous Law School Grades**
See Admission: Transfer of Previous Law School Grades, *supra.*
H. **Requests for Grade Changes**

After a Professor has submitted grades to the Office of the Registrar, the grades are final and may not be changed except with permission from the Academic Standards Committee or, as set forth below, the Associate Dean for Academic Affairs. To qualify, a requested grade change must allege facts indicating a basis for the change that falls within one of three categories set forth below and in accordance with the policies detailed below:

A. **Mathematical, Administrative or Clerical Error**
   1. Upon a showing that a grade was recorded in error due to a mathematical error, administrative error or clerical error, a request for a grade change should be presented to the Associate Dean for Academic Affairs. In general, requests for grade changes on the basis of a mathematical error, an administrative error, or a clerical error, are submitted by the faculty member who taught the course.
   2. A mathematical error is an error based upon an incorrect calculation of a student’s score on an exam or in a class, such as an error in addition, subtraction, or other formulaic error.
   3. An administrative error is a non-mathematical error made by a faculty member in reading a student’s exam, such as unintentionally overlooking a portion of a student’s exam answer.
   4. A clerical error is an error, other than those addressed above, such as a transcription error. Clerical errors are not limited to errors made by faculty and include errors made by a staff member after a faculty member has submitted his or her grades.
   5. If a student wishes to challenge a grade based on any of the above grounds, the student shall first address the issue directly with the faculty member responsible for the grade. If the faculty member agrees that a mathematical error, administrative error or clerical error has been made, the faculty member shall submit the request for a grade change to the Associate Dean for Academic Affairs.
   6. If the faculty member does not agree that a mathematical error, administrative error or clerical error has been made, the student may submit a written request for the change to the Associate Dean for Academic Affairs. The Associate Dean shall allow the faculty member to provide a written response and shall conduct any investigation he or she deems necessary before making a final determination.

B. **Bias**
   1. A grade challenge made on the basis of bias would include an allegation by a student that his or her grade was unfairly awarded based upon a particular faculty member’s bias with regard to (and presumably against) that student.
   2. To allege bias, a student must allege specific facts indicating professorial prejudice (either against a group of students or against the student making the allegation). To qualify for consideration, the challenge must allege that the prejudice stems from a source other than the student’s performance in class discussions, on the course’s webpage, on assignments, or on papers, quizzes and examinations. Allegations of bias must be made under oath.
   3. Challenges based on bias shall be submitted in writing to the Associate Dean for Academic Affairs, who shall forward the challenge directly to the Academic Standards Committee. The Committee shall allow the faculty member involved to
provide a written response and shall conduct any investigation it deems necessary. If the faculty member involved is a member of the Committee, the faculty member shall be recused from participating in the deliberations.

C. **Arbitrary and capricious grading**
   1. A grade challenge made on the basis of an allegation of arbitrary and capricious grading must be submitted in writing to the Associate Dean for Academic Affairs, who shall forward the challenge directly to the Academic Standards Committee. The arbitrary and capricious standard is narrow and, when reviewing a challenge on this basis, the Academic Standards Committee is not to substitute its judgment for that of the professor. The Committee should find that a grade is arbitrary and capricious only if there was no rational basis for the grade, based on all the circumstances.
   2. The Committee shall allow the faculty member involved to provide a written response and shall conduct any investigation it deems necessary. If the faculty member involved is a member of the Committee, the faculty member shall be recused from participating in the deliberations.

D. Requests for changes to grades must be made no later than:
   - January 31 for fall semester grades; and
   - August 31 for spring, Maymester, and summer semester grades.

E. All decisions of the Academic Standards Committee with respect to requests for grade changes shall be final. All decisions by the Associate Dean for Academic Affairs with respect to grades change requests under “Mathematical, administrative or clerical error” shall be final.

Class Rankings

1. The Office of the Registrar, using the grade point average calculated in the manner described above, will calculate class ranks only twice each year: after all grades for the fall semester have been entered and after all grades for spring semester have been entered. **Graduation Class Ranks** are calculated only once a year (see below).

2. Students will not be ranked until they have completed 30 credit hours at the Charleston School of Law and the coursework required for full-time first year students.
   a. **Transfer Students**
      Students who transfer to the Charleston School of Law will not be ranked until they complete 30 credit hours at the Charleston School of Law and the coursework required for a full-time first-year student. Thereafter, a transfer student’s grouping for purposes of class rank will include both the credit hours transferred and those completed at the Charleston School of Law.
   b. **Visiting Students**
      Students who are visitors at the Charleston School of Law are not ranked.

3. Students will be grouped based on their number of credit hours.
   a. **At the End of the Fall Semester**, students will be ranked within the following groups:
1) Students who have completed 30 – 69 credits and the coursework required for full-time, first-year students.
2) Students who have completed 70+ credits and the coursework required for full-time, first-year students.

b. At the End of Spring Semester, students will be ranked within the following groups:
   1) Students who have completed 30 – 45 credits and the coursework required for full-time, first-year students.
   2) Students who have completed 46 – 87 credits and the coursework required for full-time, first-year students.

4. Class Ranks for each cohort and Graduation Class Ranks will be recorded only for students in the top 45 percent of their grouping or graduation class.

5. Students will receive a final class rank, known as a Graduation Class Rank, upon completing all graduation requirements of the Charleston School of Law. The Graduation Class Rank will be computed only once a year: after all grades for spring semester have been entered. Students who graduated in the previous August and December, as well as students who graduated in that particular spring semester, are included in the Graduation Class Rank.

Example: The Graduation Class Rank that is calculated at the end of spring semester 2014 includes graduates from August 2013, December 2013, and May 2014.

6. Upon written request, and after class ranks have been calculated as described in number 3 above, the Office of the Registrar may provide a Student in Good Standing the Student’s Class Rank or Graduation Class Rank.

Reporting of Student Grades
Student grades shall be reported on a semester - to - semester basis. If a student attends Maymester and/or a summer session, those grades will also be reported.

Repeating Courses
The right of a student to repeat or to be reexamined in a course is limited as follows:

- A student may repeat any course from which s/he withdrew and received a “W” for the course.
- A student who receives a grade of “F”, “W”, “WA”, or “WF” in a required course must repeat the course.
- In all other cases, a student shall not be permitted to repeat any course without the approval of the Academic Standards Committee. The Committee may grant such approval only upon a showing of extraordinary circumstances (and never for the sole purpose of allowing the student the opportunity to pursue a higher grade for the same course or to improve the student’s grade point average).
- In the case of repetition of a course, both the original grade earned and the grade earned on repetition shall be reported on the transcript and computed as part of the student’s cumulative grade point average.
Academic Honors

Dean's List
For each fall and spring semester, the Dean’s List will include any student who completes at least nine credit hours during the semester and who achieves a semester GPA of 3.30 or higher. No Dean’s List is determined for Maymester. However, the Dean’s List for the summer session will include any student who completes at least nine combined hours of Maymester and summer courses and who achieves a GPA of 3.30 or higher for those courses. For a student in this category, the designation “Dean’s List” will appear after the summer session grades on the student’s transcript.

Presidential Honors Program
The Presidential Honors Program recognizes full-time and part-time students at the Charleston School of Law for their outstanding academic performance. Students invited to join the program will be eligible for several benefits, including the Presidential Honors Scholarship. To read more about the eligibility requirements and the benefits offered, please visit the Admission page at www.charlestonlaw.edu.

Graduation Honors
Graduation Honors are as follows:

- **Summa Cum Laude** 3.70-4.00
- **Magna Cum Laude** 3.50-3.69
- **Cum Laude** 3.30-3.49

Academic Probation, Academic Dismissal and Requests for Readmission

1. **Academic Probation**
   A student will be placed on academic probation if the student has a cumulative grade point average below 2.00 as of the end of the immediately preceding fall or spring semester or the summer standard session for spring admit students.

   a. Students with a cumulative grade point average between 2.00 and 2.40, although not officially on academic probation, are advised that they are at a statistically greater risk of either not finishing law school (2.00 – 2.20) and/or not passing the bar examination. Students in either category are strongly encouraged to take advantage of the School of Law’s Academic Success and Bar Preparations programming.10

2. **Requirements for Continuing Studies on Academic Probation**
   a. A student placed on academic probation at any time during his or her law school career must comply with the following obligations to be allowed to continue his or her legal education at the law school:
      i. The student must meet with the Associate Dean for Academic Affairs or his or her designee for counseling. The student must review all of his or her exams from the previous semester and must identify in writing: the most common feedback the student received on his or her work, how the student studied for each class, why the student believes he or she has not performed well in law school and how the student will change his or her studying process to improve his or her grades.

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10 Students entering in August 2014 and thereafter should also consult with the **Required Courses** section of the Catalog.
ii. The Associate Dean for Academic Affairs or his or her designee will offer the student information regarding the student’s necessary grade point average to avoid academic dismissal and, working with the student, will develop an education plan designed to maximize the student’s chance of avoiding academic dismissal.

iii. The student must comply with all the requirements of the Academic Success Probation Program, including meeting attendance requirements with respect to meetings with program personnel, and completing all Academic Success Probation Program assignments.

   b. A student who fails to meet any of the foregoing obligations may be administratively dismissed from the law school.

   c. A student placed on academic probation should also consult with the Office of Financial Aid if that student receives financial aid.

3. **Academic Disqualification**

   a. A student on academic probation will be academically disqualified from the law school if the student does not achieve a cumulative grade point average of 2.00 or better as of the end of the probationary semester, which must be a fall or spring semester or the summer standard session for spring admit students.

   b. A student will be academically disqualified at the end of the second consecutive semester in which the student’s cumulative grade point average is below 2.00.

   c. A student shall be academically disqualified if at any point during the student’s enrollment the student’s cumulative GPA falls below a 1.5.

4. **Requests by Disqualified Students for Readmission and Permission to Continue Studies on Probation**

   a. A student who has received notice that he or she is to be academically disqualified may petition the Academic Standards Committee for readmission and permission to continue his or her studies on academic probation for the following semester, or such period as the Academic Standards Committee deems appropriate.

   b. The petition must be submitted to the chair of the Academic Standards Committee no later than one week after the date that the notice of academic disqualification is mailed to the student by the Associate Dean for Academic Affairs. If the Committee denies a petition for readmission without prejudice\(^\text{11}\), the disqualified student must meet whatever time deadlines for readmission set by the Committee in its ruling.

   c. The petition must allege facts that meet each of the standards referred to in paragraph i. below.

   d. A student may elect to stand on his or her petition alone, but, if the student requests a hearing, a hearing will be conducted by the Committee within one week of receipt of the petition unless extraordinary circumstances necessitate a later hearing.

   e. The chair of the Academic Standards Committee will inform the student of the Committee’s decision within two days after the Committee makes it.

   f. As a condition of readmission, the Committee may require, among other things, that the student re-take certain law school classes or otherwise address deficiencies by doing additional reading or taking classes on writing.

\(^{11}\) If the Committee denies a student’s petition with prejudice, the student must apply to the Office of Admission should the student wish to return to the law school. If admitted, the student would be required to restart the J.D. program.
g. A student may be granted permission to continue his or her studies under this provision only one time during his or her studies at the law school.

h. A student who is readmitted shall be readmitted on probation. As such, the student must comply with all requirements stated in the section on Requirements for Continuing Studies on Academic Probation above.

i. The Academic Standards Committee may grant a petition if the student establishes the following:
   i. extraordinary circumstances contributed to his or her inability to meet the academic requirements of the law school;
   ii. the student’s failure to meet the standards for continuing his or her studies does not indicate a lack of capacity to complete the program of study and, in fact, the student possesses that capacity; and
   iii. the circumstances resulting in the student’s academic disqualification have been remedied or no longer exist.

j. A student whose petition for readmission is denied by the Academic Standards Committee may appeal the decision to the Dean. The Dean shall determine whether the Academic Standards Committee followed the appropriate procedures as defined by the readmission policy and may consider any new evidence that was not before the Committee and could not, with reasonable diligence on the student’s part, be brought to the Committee’s attention when the Committee made its decision. A student wishing to appeal to the Dean must do so within two weeks of the date the notice of denial is mailed to the student by the Committee chair.

Leaves of Absence and Withdrawals from the School of Law

Time to Complete Law Degree
Pursuant to ABA Standard 311(b):

A law school shall require that the course of study for the J.D. degree be completed no earlier than 24 months and, except in extraordinary circumstances, no later than 84 months after a student has commenced law study at the law school or a law school from the school has accepted transfer credit.

Students considering whether to take a break in their legal studies should keep the above Standard in mind as they contemplate their legal education.

Leave of Absence
A student on leave of absence continues to be considered a student at the School of Law but is not enrolled in courses during the semester(s) in which the student is on leave; a student may request a leave of absence for no more than two semesters. A leave of absence requires prior approval from the Associate Dean for Academic Affairs; students considering a leave of absence should first consult with the Associate Dean for Academic Affairs to discuss any academic consequences of a leave.

Students should also be aware that any leave from the institution may have financial aid impact and should consult with the Director of Financial Aid in considering whether to request permission for a leave of absence. For refund purposes, however, students should consult the Refund and Cancellation Policy located in the Financial Information section of the Catalog.
For information about re-enrolling in courses after a leave of absence, please see the section on 
Readmission, infra.

Withdrawal from the School of Law
A student who withdraws from all academic credits in a given semester and does not intend to return to the School of Law, or who submits withdrawal paperwork indicating that he or she does not intend to return to the School of Law, is no longer considered a student at the School of Law. Students considering whether to withdraw should first consult with the Associate Dean for Academic Affairs to discuss any academic consequences of withdrawal.

Students should also be aware that withdrawing from the institution may have financial aid impact and should consult with the Director of Financial Aid in considering whether to withdraw. For refund purposes, however, students should consult the Refund and Cancellation Policy located in the Financial Information section of the Catalog.

For information about re-admittance to the School of Law after a withdrawal, please see the section on Readmission, infra.

Readmission
1. Following an Approved Leave of Absence
   Any student in good standing who discontinues her or his attendance for no more than two regular semesters may resume law studies upon approval of the Associate Dean for Academic Affairs. Any student in good standing who discontinues her or his attendance for more than two regular semesters shall be deemed to have withdrawn from school. Withdrawn students must apply to return to the School of Law through the Office of Admission.

2. Withdrawn Students
   Any student who withdraws from the School of Law and matriculates at another institution, but subsequently would like to return to the School of Law, must apply through the Office of Admission to return. Any student who begins the withdrawal process, but decides to remain at the Law School, must contact the Office of the Registrar for reactivation procedures.

3. Administratively Withdrawn Students
   Any student who has been administratively withdrawn must contact the Associate Dean for Academic Affairs and the Associate Dean of Students to determine the steps necessary to complete graduation requirements.

Other Information

Requests for Waiver of Academic Rules
1. General
   Requests for waiver of any Charleston School of Law rule, regulation or policy must be submitted in writing to the Dean who shall forward requests to the faculty committee having jurisdiction over the matter. The Dean may also forward a recommendation to the faculty. If none of the standing
faculty committees has jurisdiction over the issue(s) raised, then the Dean, in her or his discretion, may grant or deny the waiver. The student will be notified of the decision in writing.

2. **Graduation Requirements**
   Requests for waivers of academic rules, regulations and/or policies relating to graduation requirements must be submitted in writing to the Academic Standards Committee.

**Student Complaints**

Students with complaints about their *academic experience* are expected to discuss them with individual instructors. If the student is not satisfied with the instructor's response, or unwilling to raise the matter in such fashion, the student should bring it to the attention of the Associate Dean for Academic Affairs.

Any student at the Charleston School of Law who wishes to bring a *formal complaint* should follow the process as set forth below.

1. **Reporting a Formal Complaint**
   Any student who wishes to bring a formal complaint regarding the school’s program of legal education and its compliance with the ABA Standards and Rules of Procedure for Approval of Law Schools should submit it in writing to the Associate Dean for Academic Affairs. The ABA Standards may be found at [http://www.americanbar.org/groups/legal_education/resources/standards.html](http://www.americanbar.org/groups/legal_education/resources/standards.html).

   a. The writing should describe in detail the behavior, program, process, or other matter that is the subject of the complaint, and should explain how the matter implicates the School of Law’s program of legal education and its compliance with a specific, identified ABA Standard(s).

   b. The writing may consist of email, U.S. mail, or fax.

   c. The writing must provide the name, official law school email address, and a street address of the complaining student, for further communication about the complaint.

   Once received, the Associate Dean for Academic Affairs will acknowledge the complaint within three business days of receipt of the written complaint. Acknowledgment may be made by email, U.S. mail, or by personal delivery, at the option of the associate dean.

2. **Resolving the Complaint**
   When a formal written complaint has been made in accordance with section 1, the Associate Dean for Academic Affairs shall investigate as soon as possible, but in no event later than 20 business days after the filing of the written complaint with the associate dean. The Associate Dean for Academic Affairs shall attempt to resolve the complaint, if possible, within the 20 business day period.

   The following procedures will apply:

   a. The Associate Dean for Academic Affairs shall either meet with the complaining student, or respond to the substance of the complaint in writing.
b. In this meeting or in this writing, the Associate Dean for Academic Affairs will submit to the student either a substantive response to the complaint, or information about what steps are being taken by the School of Law to address the complaint or to further investigate the complaint.

c. If further investigation is needed, the Associate Dean for Academic Affairs will inform the student. When the investigation is completed, and within two weeks of this completion, the Associate Dean for Academic Affairs will submit to the student either a substantive response to the complaint or information about what steps are being taken by the School of Law to address the complaint.

3. Appeal Process
If the student is dissatisfied with the outcome or resolution, that individual has the right to appeal the decision. The student should submit his/her written comments in a timely manner to the Dean of the School of Law, but in no case more than two weeks after communication to the student of the findings of the investigation. The Dean’s decision shall be communicated to the student and the Associate Dean for Academic Affairs within 20 business days. The Dean’s decision shall be final.

However, in the event that the student feels he or she has made a reasonable effort to obtain satisfaction but nonetheless failed to achieve it through the School of Law procedures set forth above, the student may file a written complaint with the South Carolina Commission on Higher Education, 1112 Lady Street, Suite 300, Columbia, SC, 29201, Telephone 803.737.2260, Fax 803.737.2297.

The complaint must disclose the name of the complainant, must include any evidence bearing on the issues, and must include documentation indicating that a reasonable effort was made to resolve the complaint directly with the School of Law. The Commission will review the facts as set forth in the complaint and may intervene, as appropriate, to bring the matter to a satisfactory conclusion. Such intervention shall be limited to facilitating settlement through negotiation and shall not include legal action for any party.

4. Maintaining a Written Record of the Complaint
The Charleston School of Law shall maintain a copy of each complaint and a summary of the process and resolution of the complaint. Written records shall be maintained in a confidential manner in the Office of Academic Affairs or the Office of the Dean. These records will be maintained in accordance with the School of Law’s record retention policy and ABA Standard 510.

5. Protection Against Retaliation
The Charleston School of Law will not in any way retaliate against an individual who makes a complaint under this section, nor permit any faculty member, administrator, employee or student to do so.

6. Not Exclusive Complaint Policy or Procedure
Please note that there are separate sections pertaining specifically to Sexual Harassment complaints and those complaints that may fall within the parameters of the Code of Student
Conduct; please see Appendices B, C, and E. Jurisdiction over any student complaint is not exclusive to any single, or combination of, School of Law Policies.

**Student Records**

**Confidentiality of Official Student Records and Maintenance of Progress Records**

All official student information records maintained by the academic and administrative offices of the Charleston School of Law are considered confidential, and only such information as is necessary to the normal operations of the school is maintained in official student information records. The School of Law requires each record-keeping office to establish and maintain procedures and practices that will reinforce the principle of confidentiality.

The academic and administrative offices of the School may maintain the following types of academic and non-academic student information records: permanent records of academic achievement (transcripts), including supporting documents; academic advisor and deans’ files; admission files; loan and scholarship files; medical files; residence files; student conduct and activity files; Department of Career Services files; foreign student files; alumni files; student account files; and library files.

All official student information records are maintained by School staff members in the course of performance of their normally assigned duties, and only those administrative, faculty and academic staff personnel who have a legitimate educational interest and require access to student information records in the course of their normally assigned duties shall have that right of access.

Only information directly relevant to the educational processes of the School or that is voluntarily offered by the student and accepted from the student shall be included in the officially maintained student information records listed above. Specifically excluded from such student information records are references to political or social beliefs and practices, membership in any organization other than professional and/or honorary societies, and student activities listed by the students themselves.

**The Family Educational Rights and Privacy Act (FERPA)**

FERPA affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the School of Law receives a request for access. A student should submit to the Associate Dean for Academic Affairs a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Eligible students who wish to ask the School to amend a record should write the Associate Dean for Academic Affairs, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the eligible student, the School will notify the eligible student of the decision and advise him or her of the student's right to a hearing regarding the request for amendment. Additional information regarding
the hearing procedures will be provided to the eligible student when notified of the right to a hearing.

3. The right to provide written consent before the School discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

4. FERPA permits the disclosure of PII from students’ education records, **without the prior written consent of the student**, if the disclosure meets certain conditions found in the FERPA regulations:

   a) To school officials: The Law School discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is typically includes a person employed by the School in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the School who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the School.

   b) To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer.

   c) To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities. Disclosures under this provision may be made in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.

   d) In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.

   e) To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.

   f) To accrediting organizations to carry out their accrediting functions.

   g) To parents of an eligible student if the student is a dependent for IRS tax purposes.

   h) To comply with a judicial order or lawfully issued subpoena.

   i) To appropriate officials in connection with a health or safety emergency.

   j) Information the school has designated as “directory information” unless the student has requested such directory information be withheld [see below].
k) To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.

l) To the general public, the final results of a disciplinary proceeding, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her.

m) To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.

5. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

6. By law, the Charleston School of Law may release the following “Directory Information” without written consent by the student, unless the student has advised the School to the contrary in accordance with the School’s procedures for “opting-out” of this release (please see below). “Directory Information” is defined as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The School of Law designates the below information as “directory information”:

- name,
- address,
- telephone number,
- campus email address,
- photograph,
- date and place of birth,
- dates of attendance,
- enrollment status,
- degrees sought and conferred,
- awards and honors,
- membership in officially recognized School educational programs or organizations, and
- photograph of the student.

A student has the option of completing a Request to Withhold Directory Information, available through the Office of the Registrar, and requesting in writing that his or her Directory Information not be released.

If a student requests in writing that his or her Directory Information not be released, the student will not be included in news releases in area and home newspapers or on radio and TV broadcasts regarding honors, awards, or participation in campus activities. Such a student would also not be eligible to be included in campus programs, publications, campus directories, School of Law graduation composites, or on the School of Law’s website or campus brochures.
7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

• For more information, please visit the FERPA website:

Financial Information

Tuition and Fees
The Charleston School of Law operates on a block tuition policy for fall, spring, and summer standard semesters. Tuition and general fees vary by course load. All tuition and fees for each semester are payable in advance of the commencement of classes.

Beginning fall 2017, and any start term thereafter, each newly enrolled first-year student (and any entering transfer student classified as a first-year student), will pay a student success fee to cover the cost of a new academic success and bar preparation program. This new program will include extensive bar preparation materials and programs for the student throughout law school. This fee may be partially refunded in the case of withdrawal from the law school.

• For the 2017 fall semester, 2018 spring semester and summer standard session, the tuition schedule for the J.D. Program is as follows:
  • 13-17 hours: $20,298 per semester ($40,596 for the academic year)
  • 8-12 hours: $16,309 per semester ($32,618 for the academic year)
  • Below 8 hours: $1,335 per credit hour

• For the 2017 fall semester and 2018 spring semester school year, the fee schedule, which is subject to change, is as follows:
  • Application fee: $50 (for new students only)
  • Student Bar Association fee: $60 per semester
  • Student Success fee: $416 per semester
  • Late registration fee: $50

• Tuition for Summer Session and Maymester is charged on a per credit hour rate of $1,335 for all students.

Information about estimated additional expenses can be found on the website under Financial Aid, Tuition & Scholarships. These expenses are estimated at $22,641 per year.

12 Students who first enrolled prior to the fall 2017 semester are not charged the Student Success Fee.
Change in Student Status for Tuition Purposes
For tuition purposes, the permanent status of a student is ordinarily determined at the time of the student’s admission to the School of Law. Students seeking to change their tuition status from full-time to part-time or part-time to full-time, or to enroll in fewer than eight credit hours in the part-time division, must first apply for and receive permission from the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs may require the student to submit additional information and/or to receive financial aid counseling, academic counseling or other counseling. The approval or disapproval of an application for change of status is committed to the sound discretion of the Associate Dean for Academic Affairs who may allow, deny, or defer a change of status application.

- **Full-time to Part-time** When a full-time student elects to take a reduced course load in a given semester, this does not alter the student’s tuition status and, therefore, does not obviate the student’s obligation to pay full-time tuition. To pay part-time tuition, students must apply for and receive permission from the Associate Dean for Academic Affairs to change to part-time program status.
- **Part-time to Full-time** Part-time students are enrolled in nine credit hours per semester for their first two semesters and in twelve (12) credit hours for subsequent semesters. After the end of two semesters of enrollment and at least eighteen (18) credit hours of first-year courses, part-time students with a cumulative GPA of 3.0 or higher are eligible to apply to the Associate Dean for Academic Affairs for a change to full-time status.
  - **Taking Fewer than Eight Credit Hours in a Fall, Spring or Summer Standard Semester** Any student in the part-time division who wishes to enroll in fewer than eight credit hours in a fall, spring or summer standard semester must obtain the written approval of the Associate Dean for Academic Affairs. Absent extraordinary circumstances, such approval will not be granted.

Cancellation and Refund Policy
1. **Fall and spring semesters** During the fall and spring semesters, and summer standard session, the School will provide to students who withdraw from the Charleston School of Law a pro rata refund consistent with regulation 62-18 of the South Carolina Commission on Higher Education, but in no event less than:

   **Before fall or spring semester begins**
   - On calendar days 1-7 of semester: 100%
   - On calendar days 8-14 of semester: 80%
   - On calendar days 15-21 of semester: 60%
   - On calendar days 22-28 of semester: 40%
   - On and after calendar day 29 of semester: 20%

2. The following policies relate to students who completely withdraw from a course during expected summer enrollment:

   **Before Maymester, or summer session, or other course begins**
   - 100%

   For **Maymester** session:
   - On calendar day 1


• On calendar day 2 80%
• On calendar day 3 60%
• On calendar day 4 40%
• On calendar day 5 or later 0%

For **summer** session:
• On calendar day 1 or 2 100%
• On calendar day 3 or 4 80%
• On calendar day 5 or 6 60%
• On calendar day 7 or 8 40%
• On calendar day 9 or later 0%

3. Tuition is refundable, consistent with above, if notice of withdrawal is made in writing to the Associate Dean for Academic Affairs by submitting a Withdrawal or Leave of Absence Form (located on the School’s website). Please note that the last date of attendance dictates tuition adjustments and/or refunds, financial aid and veteran benefits eligibility, Return of Title IV funds calculation and all federal institutional reporting. Students who do not formally withdraw and do not sit for examinations will receive a grade of “F” in each course.

**Administrative Fee**
Students who have not attended class and failed to formally withdraw will be subject to a $100 administrative fee.

**Auditing**
For students currently enrolled in the Charleston School of Law:
• A full-time student may audit a class as part of his or her full-time tuition. However, a full-time student cannot take more than 17 credit hours, including any hours from an audited class, in a fall or spring semester.
• A part-time student may audit a class as part of his or her part-time tuition. However, a part-time student cannot take more than 12 credit hours, including any hours from an audited class, in a fall or spring semester.
• Students may not exceed the credit hour limits, including any hours from an audited class, in a Maymester, summer session or summer standard session.

Alumni of the Charleston School of Law may enroll in any course, on a space available basis, with no charge for tuition.

For information about the procedures for auditing a class, see Auditing a Course in **Other Curriculum Information, supra.**

**Financial Aid Information**

The Office of Financial Aid is dedicated to helping Students navigate through the process of applying for financial aid, exploring all federal aid options and utilizing all resources obtained for funding law school.
The Office of Financial Aid is located on the first floor of 394 Meeting Street, near the corner of Meeting and Mary Streets. Office hours are 8:30 a.m. - 5:00 p.m., Monday through Friday. Appointments are not necessary, but encouraged in order to guarantee availability of a financial aid counselor.

A. Financial Aid Resources
Resources to assist you in funding your education at the Charleston School of Law might include scholarships (institutional and private); federal loans (Direct Unsubsidized Stafford Loan and Direct Graduate PLUS); private loans; and Veterans Benefits. Both need-based and merit scholarships are awarded by the School of Law to qualifying Students to ease the loan burden. Student loans are available to law Students who meet federal eligibility requirements to assist with covering tuition charges and qualified living expenses. The Charleston School of Law also participates in the Yellow Ribbon Program, providing eligible veterans funding for tuition expenses. Additional information and requirements about the above listed programs may be obtained from the Office of Financial Aid.

B. Applying for Financial Aid
Students applying for financial aid must complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. The submission of this form will allow students to be considered for up to $20,500 in Direct Unsubsidized Stafford Loans per academic year. Students must complete a FAFSA each academic year to apply or reapply for assistance for the upcoming academic year. Students may also apply for another federal loan, the Direct Graduate PLUS Loan to help pay their tuition costs and provide money for living expenses. Students must be at least half-time status and meet Satisfactory Academic Progress requirements in order to be considered for financial aid. Other student eligibility requirements as defined by the Department of Education and federal regulations must also be met in order for loan requests to be processed. Merit-based and need-based scholarships are also awarded to qualifying students from the Charleston School of Law. Contact the Admissions Office for more information and application deadlines for these scholarships. For more information about the federal application process and federal loans, please contact the Office of Financial Aid or review the school’s website.

C. Study Abroad Opportunities
Charleston School of Law Students who gain approval to transfer study abroad credits towards their degree program may be able to borrow federal loans through a consortium agreement to help pay for their study abroad expenses and provide living expenses as determined by the “host” law school. Not all programs of study are deemed eligible for financial aid. Documentation related to the program of study such as dates of the program, length of the program and hours of enrollment along with a Study Away Request for Aid Form must be submitted to the Director of Financial Aid for review of eligibility. If the program is deemed eligible, the student must obtain academic approval as well as complete all other steps of the financial aid process (FAFSA, loan request forms, etc) before a consortium agreement will be sent to the host institution’s Office of Financial Aid. Students interested should contact the Office of Financial Aid for more information about eligibility and the process.

D. Veteran Benefits
The Office of Financial Aid assists students who qualify for VA educational benefits in researching and navigating through the steps and guidelines established by the Department of Veteran Affairs governing
all VA programs. The Charleston School of Law is a Yellow Ribbon participating institution. More information about establishing eligibility with the VA and other student responsibilities may be obtained from the Office of Financial Aid. Students seeking to utilize VA educational benefits are also encouraged to contact the VA Benefits Center at 1-888-442-4551.

**E. Satisfactory Academic Progress (“SAP”) Policy**

All Federal Financial Assistance Programs are authorized under Title IV of the Higher Education Act of 1965, as amended, and require the establishment of minimum standards of academic progress that students must meet to maintain general eligibility for financial aid. Continuing students, as well as entering transfer students, to the Charleston School of Law must make Satisfactory Academic Progress to remain eligible for federal aid such as Direct Loans and Graduate PLUS Loans, as well as private loans through their loan lenders. The school enforces the following standards of measuring SAP:

**Charleston School of Law qualitative SAP standard:** Students must maintain a cumulative grade point average of 2.0 or higher to receive federal financial aid and to be considered to be making Satisfactory Academic Progress. Students’ grade point average will be verified at the end of each semester or grading period.

**Charleston School of Law quantitative SAP standard:** Students should successfully complete 67% of the cumulative credit hours they attempt in order to complete the degree requirements for graduation within the maximum time limit and to be considered to be making Satisfactory Academic Progress. The quantitative SAP assessment will be reviewed for all students at the end of each semester or grading period.

**Charleston School of Law maximum time-limit for earning a degree:** Students must complete all of their law degree requirements no earlier than 24 months and no later than 84 months after a student has commenced law study at the Charleston School of Law or at a law school from which the School of Law has accepted transfer credit. The maximum timeframes for students to finish their degree will be verified at the end of each semester or grading period to insure compliance toward graduation and to monitor the students’ Satisfactory Academic Progress.

Please note: These standards and provisions are different from the academic standards at the Charleston School of Law and may have no bearing on your status of academic probation or disqualification. All decisions related to your academic standing are made through the Associate Dean for Academic Affairs’ Office, and all decisions related to your financial aid eligibility are made by the Office of Financial Aid.

**F. Financial Aid Warning**

The Registrar’s Office and the Associate Dean for Academic Affairs will review and monitor the qualitative, quantitative, and maximum time-limit requirements for all enrolled students. Students who do not meet the school’s SAP requirements will be placed on financial aid warning. Students on financial aid warning are encouraged to meet with the Associate Dean for Academic Affairs to discuss their failure to meet the necessary standards and determine the necessary actions the student or school must take for a student to regain SAP compliance. Students are allowed to receive federal or private aid for the subsequent semester or grading period after they have been placed on warning. Students who are not in SAP compliance after their subsequent semester or grading period are NOT eligible for federal or private loans and may only become eligible after successfully appealing and being granted financial aid probation.
G. **Appeals Process**
A student who is ineligible for aid may submit a Satisfactory Academic Progress Appeal Form to the Director of Financial Aid if they feel they encountered mitigating circumstances during the academic period(s) that affected their academic ability when they fell out of compliance. Examples of mitigating circumstances are a student’s injury or prolonged illness, death of a relative, repercussions of a natural disaster, or other special circumstances. The Satisfactory Academic Progress Appeal Form and documentation must reflect how the mitigating circumstances led to an academic deficiency that was out of the student’s control. The student’s appeal must provide a detailed plan on how the student will limit the mitigating circumstance or resolve any issues so that they may regain their financial aid eligibility and return to making Satisfactory Academic Progress. If the appeal is denied, the student must immediately set up a payment plan to pay for their school expenses. If the appeal is approved, the student will be placed on financial aid probation, but may be able to receive financial aid during the subsequent academic period. Students may have only one appeal approved during their attendance at the Charleston School of Law. Students may petition for a one-time exception to this policy by appealing to the Director of Financial Aid and the Assistant Dean of Admission.

H. **Return of Title IV Funds**
A Return of Title IV Funds Calculation is performed for all students who have federal loans when they do not complete a grading period which they have started. The Return of Title IV Funds Policy only applies if the student completely terminates enrollment (i.e., cancels his/her registration, withdraws, or is dismissed) or stops attending classes before completing more than 60 percent of the enrollment period. If a student withdraws (voluntarily or involuntarily) after completing 60 percent or longer of the grading period, then no adjustments will be made to the student’s federal loans. The Return of Title IV Funds Policy applies to federal student financial aid programs. The Office of Financial Aid will calculate the amount of refund of fees for students who withdraw. Contact the Office of Financial Aid for specific details or more information.

The amount of Title IV aid that a student must repay is determined via the Federal Formula for Return of Title IV Funds, as specified in Section 484B of the Higher Education Act. This law also specifies the order of return of the Title IV funds to the program from which they were awarded. The amount of Title IV aid earned is determined by multiplying the total Title IV aid (other than Federal Work Study) for which the student is qualified by the percentage of time during the term that the student was enrolled. A repayment may be required when aid has been credited to a student's account from financial aid funds in excess of the amount of aid the student earned during the term. If less aid was disbursed than was earned, the student may receive a late disbursement for the difference. If more aid was disbursed than was earned, the amount of Title IV aid that must be returned (i.e., that was unearned) is determined by subtracting the earned amount from the amount actually disbursed.

The Charleston School of Law will distribute the unearned aid back to the Title IV programs as specified by law. The student will be billed for the amount the student owes to the Title IV programs and any amount due to the Charleston School of Law resulting from the return of Title IV funds used to cover charges.

The Return of Title IV Funds Policy is a federal policy and has no bearing on the Charleston School of Law’s Cancellation & Refund Policy.
I. **Cost of Attendance**
A student’s Cost of Attendance (COA) is an estimate of the student’s educational expenses for a period of enrollment. Federal regulations specifies the types of costs that are included in the cost of attendance and is generally tuition and fees and an allowance for room and board, books and supplies, transportation, and miscellaneous expenses. Miscellaneous expenses such as car payments and personal debt, including credit cards, are not included and cannot be taken into consideration. Allowances for a laptop and/or printer, daycare expenses, etc. are not included in the COA but may be considered. Students may submit a request for a COA increase if they have purchased a laptop and/or printer for school, have daycare expenses during classes, or have expenses associated with a disability during the current enrollment term and academic year. Students should submit the Request for Budget Increase Form (available on the CSOL website) along with receipts or documentation to the Office of Financial Aid for consideration during the term the expense occurs. Approval of the request would increase the student’s COA and should allow for an increase in the Direct Graduate PLUS Loan or private loan to assist with those expenses provided all other eligibility and disbursement rules are met. The maximum amount that a student’s budget can be increased for computer and printer expenses is $2,000.

J. **Gainful Employment Disclosures**

K. **Helpful Student Links and Funding Sources**

  Go here to apply for federal loans by completing a Free Application for Federal Student Aid (FAFSA).

  Request a PIN, which is used as your signature on the FASFA and sometimes for online loan applications.

- [http://www.finaid.org](http://www.finaid.org)  
  This site is an overall guide to financial aid.

  The government’s financial aid resource website.

- [http://www.gibill.va.gov](http://www.gibill.va.gov)  
  Government site for Department of Veteran Affairs.

- [http://mappingyourfuture.org/money/budget.htm](http://mappingyourfuture.org/money/budget.htm)  
  Establishing a budget.

- [http://mappingyourfuture.org/money/budgetcalculator.htm](http://mappingyourfuture.org/money/budgetcalculator.htm)  
  Budget Calculator.
http://www.bankrate.com/brm/movecalc.asp
“Cost of living” comparison calculator between cities.

http://www.ftc.gov/bcp/menus/consumer/credit/rights.shtm
Receive and review credit report. Students are encouraged to review their credit report at least once a year for accuracy.

http://www.myfico.com/CreditEducation.
Information about credit scores.

http://www.finaid.org/calculators/loancomp.phtml
Compare different loan interest rates and better understand loan repayment schedules (great for debt management when repaying loans).

http://www.nslds.ed.gov/nslds_SA
Students can review all of their federal loan information (loan holders, balances, interest rates, etc.).

I. External Scholarship Sites

http://www.salliemae.com/before_college/Students_plan/free_money/scholarships/scholarships.htm
Scholarship page that gives sources for possible outside scholarships, information on how avoid scholarship scams, and a multiple scholarship searches.

http://www.fastweb.com
A popular scholarship search engine.

Scholarship information from the Department of Education.

http://www.princetonreview.com/scholarships.aspx?uidbadge=%07
Under the heading “Try Online,” click on “Scholarship Search.” You will need to register with Princeton Review.
J.D. Program Course Descriptions

Required First-Year Courses
Contracts I and II, 510 and 515 (3 credit hours per semester)
The first semester is a study of the basic principles behind the creation and enforcement of contractual obligation. Included are fundamental notions of the enforceability of promises, offer and acceptance or other forms of mutual assent in creating a bargain, and the judicial enforcement of contractual and quasi-contractual obligations including the remedies available such as damages or equitable relief. The second semester continues the topics of the first semester with an emphasis on the law related to the sale and lease of goods, particularly as effected by the Uniform Commercial Code and related federal statutes.

Property I and II, 530 and 535 (3 credit hours per semester)
A study of the basic concepts of real property law and conveyance, including historical background, estates in land including the fee simple, limitations on the fee such as the fee tail and modern equivalents, the life estate, the estate for a term of years, and other limited estates, concurrent ownership, future interests, landlord and tenant, delivery, description, title covenants, and limitations on title such as agreements running with the land at law and in equity, easements, recording and title registration, and environmental concerns.

Torts I and II, 540 and 545 (3 credit hours per semester)
The study of civil wrongs for which the common law provides a remedy in the form of an action for damages. Topics include intentional torts, negligence, common law strict liability, products liability, nuisance, invasion of privacy, defamation, business torts, and other basis for civil tort liability, damages, pleading and defending claims.

Legal Research, Analysis and Writing I and II, 550 and 555 (3 credit hours per semester)
Introduction to use of a law library, research experience in primary, secondary, and specialized sources of law, practice in proper legal citation form, instruction and practice in legal writing and analysis with primary emphasis on legal memoranda, the research and writing of pretrial motions and appellate briefs with emphasis on preparing and presenting arguments persuasively.

Civil Procedure I and II, 560 and 565 (3 credit hours per semester)
An examination of the rules and statutes that govern the process by which substantive rights and duties are enforced in our federal and state courts. This includes consideration of the basic problems of civil procedure designed to acquaint students with the fundamental stages and concerns of litigation, e.g., jurisdiction, pleading, discovery, trial, choice of law, and multiparty actions.

Required Upper-Level Courses
Criminal Law 520 (3 credit hours)
A study of substantive criminal law including offenses committed against society, individuals, property and social order as well as the elements of crime, mens reas, actus reus, criminal responsibility and capacity, justification, excuse and defenses, and punishment including sentencing schemes.
Criminal Procedure 525 (3 credit hours)
A study of the procedural aspects of the criminal justice system including the law of arrest, search and seizure, police interrogation and the privilege against self-incrimination, with particular emphasis on the impact of the fourth, fifth, and sixth amendments to the United States Constitution and South Carolina criminal procedure.

Constitutional Law I 611 (3 credit hours)
A study of the basic principles of U.S. constitutional law, with a focus on governmental powers and the role of the Supreme Court in interpreting and enforcing constitutional norms, the nature and scope of judicial review, the case and controversy requirement and other limitations on constitutional adjudication, powers of the president and Congress, the separation of powers doctrine, and relationship of the national government to state governments and principles of federalism.
PREREQUISITES: CIVIL PROCEDURE I & II

Constitutional Law II 612 (3 credit hours)
This course focuses on constitutionally protected individual rights and liberties. The topics covered include equal protection and due process, freedom of expression, and freedom of/from religion.
PREREQUISITES: CONSTITUTIONAL LAW I

Critical Practice Skills III 799 (1 credit hour) graded Pass/Fail
Students entering in August 2014 and thereafter are also required to take Critical Practice Skills Course (799-1 credit hour), wherein students will be exposed to skills necessary for the successful completion of the Uniform Bar Examination. The grade for the course is based on the completion of simulated legal exercises and attendance at lectures.
Please note: Students are required to take Critical Practice Skills III in the fall of their final year.

Evidence 630 (3 credit hours)
A study of the rules governing the introduction of evidence in proceedings, both civil and criminal, in the courts. With a focus on the purpose of securing fairness in administration, eliminating unjustifiable expense and delay, and promoting growth and development of the law of evidence, all to the end that the truth may be ascertained and proceedings justly determined.
PREREQUISITES: CIVIL PROCEDURE I & II

Business Associations 6400 (4 credit hours)
A study of the formation, structure, and characteristics of the various business entities including unincorporated associations, agency, partnerships, for profit and nonprofit business corporations, and limited liability companies.
PREREQUISITES: CONTRACTS I & II (CAN BE TAKEN CONCURRENTLY)

Commercial Law 650 (3 credit hours)
A detailed study of the sale of goods, negotiable instruments, and collections and deposits under Articles 2, 3, and 4 of the Uniform Commercial Code.
PREREQUISITES: CONTRACTS I & II

Professional Responsibility 797 (3 credit hours)
An introduction to professional responsibility with the following goals: (a) to teach the basic rules and doctrines of professional responsibility that students will need to practice law and to pass the Multistate
Professional Responsibility examination; (b) to enable students to think critically about what it means to be a professionally responsible lawyer. The course includes a variety of teaching techniques: lecture, discussion of typical MPRE questions, class discussion of realistic problems that lawyers encounter in practice, small group discussion, student presentations, and videos.

PREREQUISITES: CIVIL PROCEDURE I & II

Secured Transactions 805 (3 credit hours)
A detailed review of the law that governs the creation and enforcement of security interests in personal property to secure the repayment of debt. This would include security agreements involving fixtures and personal property that is "fixed" to real property such as a home appliance. The course primarily concerns Article 9 of the Uniform Commercial Code. Other statutory liens which are generally not governed by Article 9 but by the individual statute that creates them will also be reviewed, as well as bankruptcy and other laws that affect the enforcement of security interests.

PREREQUISITES: CONTRACTS I & II, AND SATISFACTORY COMPLETION OF 30 CREDIT HOURS.

Wills, Trusts & Estates 695 (3 credit hours)
A study of the law governing the drafting of wills, the probate of wills, the appointment of Personal Representatives of decedents' estates, the administration of such estates (duties and powers of Personal Representatives), the appointment of Testamentary Trustees, and the administration of trusts generally (duties and powers of Trustees).

PREREQUISITES: PROPERTY I & II

Other Course Requirements: 13
- Satisfactory completion of the Upper-Level Writing Requirement;
- Satisfactory completion of at least one (two or three credit hour) Skills Course; and
- In addition, for students entering in Fall 2014 and beyond:
  - Satisfactory completion of at least one (two or three credit hour) Drafting Course; and
  - For students who, entering their last semester of law school, fall into two out of the three categories deemed statistically “at-risk” for bar passage, the Bar Preparation Course is required. 14

Interim Assessment Requirement for Required Courses, Course 2000 (no credit)
All required courses must include at least two interim assessments counting together at least twenty (20%) of the students’ class grade. Assessments must include multiple choice and essay questions to prepare students for the bar exam. Assessment Course 2000 simply provides a placeholder in the semester or session schedule for these assessments, but confers no credit and no students are enrolled in the course.

For Students Matriculating on or after August 2017:
- Bar Preparation Course:
  - Students are required to successfully complete the Bar Preparation Course prior to graduation. Full-time students receiving the distinction of Presidential Scholar after

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13 The registration material for each semester or session will designate courses which satisfy the Upper-Level Writing Requirement, the Skills Requirement, and the Drafting Requirement. Each of these requirements is separate from one another and must be satisfied by separate courses.

14 The three categories are: (1) LSAT score below 148; (2) 1L GPA below 2.4; and, (3) cumulative GPA below 2.7.
successfully completing thirty (30) credit hours or part-time students receiving the
distinction of Presidential Scholar after the successful completion of three (3)
semesters are exempt from this requirement.

**Elective Upper-Level Courses**

In addition to taking required courses, upper-level students can choose from a variety of elective
courses. The courses listed below are offered on a *fairly routine basis*, but may not be offered every
academic year. Elective course offerings vary from semester to semester and may include courses that
are not listed in this Catalog.

Before registration for any semester or session, students should consult the course information on
www.csolaccess, **Courses by Semester**, for that particular semester or session. In addition to listing
course schedule information, this page will have the most current information on prerequisites for
particular courses, a notation as to whether the course satisfies the Skills, Drafting, or Upper-Level
Writing requirements in that semester or session, and whether the course is graded on a Pass/Fail basis.
Additional information will be included in a Catalog Addendum for that particular semester or session,
which will be made available on the website prior to registration.

For information on Elective Course Tracks, students should consult the website at **Upper-Level Elective
Course Tracks**.

**Elective Course Descriptions**

**Administrative Law 705 (3 credit hours)**
Administrative law plays a prominent role in American law with many more “adjudications” being
rendered by administrative agencies than by courts, and agency “rule-making” (analogous to legislation)
having pervasive impacts on business and individuals. This course seeks to introduce students to
administrative law questions most lawyers encounter in their practices. It is one part constitutional law
to two parts administrative process, theory, and practice. The constitutional law aspect focuses on
separation-of-powers and due-process. The administrative process aspect covers federal agencies and
focuses on the forms of agency decision making (rulemaking or adjudication), on the relationship
between agencies and the other political branches, and on judicial review of agency action.
**PREREQUISITES: CIVIL PROCEDURE I & II**

**Admiralty 710 (3 credit hours)**
A study of the distinct body of federal law (both substantive and procedural) governing navigation and
shipping. Topics associated with this field of study include: shipping, navigation, waters, commerce,
seamen, towage, wharves, piers, and docks, insurance, maritime liens, canals, recreation, and piracy.

**Advanced Criminal Procedure 626 (3 credit hours)**
*Satisfies the Upper-Level Writing Requirement*
This course will address issues that are not covered in the required one-semester Criminal Procedure
course. The course will examine the adjudicatory phase of criminal procedure (including identifications,
discovery, effective assistance of counsel, plea bargaining and guilty pleas, joinder and severance).
**PREREQUISITES: CRIMINAL PROCEDURE, CRIMINAL LAW, AND SATISFACTORY COMPLETION OF 30 CREDIT HOURS**
Advanced Federal Income Taxation 932 (3 credit hours)
This course will provide a more in-depth look relating to the income taxation of property transactions. Subjects covered include the effect of debt on basis and amount realized calculations, like kind exchanges, the passive activity loss limitations, the at-risk rules, sale of a business, sale-leasebacks, and installment sales.

Advanced Legal Research 716 (3 credit hours)
Satisfies the Skills Requirement
This course is designed to provide students with research skills that are especially helpful to new lawyers, regardless of career choice (e.g., private law firm, nonprofit, criminal law, academic, etc.). Topics covered include the use of primary and secondary sources; statutory/administrative law and legislative history; effective use of Lexis, Westlaw and other electronic databases, including Casemaker; the use of business resources; the role of the Internet in legal research; and nontraditional approaches to finding legal information. Emphasis will be placed on appropriate and effective research strategies and evaluation of sources, both print and electronic. Students will have assignments and a project.
PREREQUISITES: LEGAL RESEARCH, ANALYSIS & WRITING I & II

Advanced Legal Writing 717 (3 credit hours)
Satisfies the Skills Requirement or Drafting Requirement
The Advanced Legal Writing course is designed for second, third, and fourth year students who have successfully completed Legal Research, Analysis and Writing (LRAW). The course is designed to apply broadly to many of the writing situations that students will encounter as legal professionals. It emphasizes two elements of good written communication: style—effective editing for clarity and conciseness; and reasoning—critical reading and persuasion. Students will complete several writing assignments throughout the semester.
PREREQUISITES: LEGAL RESEARCH, ANALYSIS & WRITING I & II

Antitrust Law 730 (3 credit hours)
Satisfies the Upper-Level Writing Requirement
An introduction to the area of law concerned with maintaining competition in private markets. This includes a study of the law and economics of monopolies and cartels, including the potential benefits and harms of these market structures. Antitrust evaluates business conduct that may lead to monopoly and cartel outcomes, and the statutes, case law and other governmental policies that attempt to maintain competitive market structures and competitive conduct.
PREREQUISITES: SATISFACTORY COMPLETION OF 30 CREDIT HOURS

Any Priors? An Introduction to Criminal Trial Practice 871 (3 credit hours)
Satisfies the Skills Requirement
This course covers the daily practice of criminal defense attorneys and prosecutors and will introduce students to various agencies that are involved in the criminal process. Students will also participate in simulations of pretrial motions, voir dire and jury selection, introducing exhibits, and objections. Students will be evaluated on their adherence to criminal practice rules as well as proper courtroom etiquette. A portion of the course will be dedicated to current news in criminal law.

Arbitration Practice 641 (2 credit hours)
Satisfies the Skills or Drafting Requirement
Many disputes are resolved outside of our court system through arbitration. This course will cover arbitrator selection, arbitration proceedings, enforcement, conflicts of interest, ethical concerns, and drafting. Touching on the arbitration of commercial, securities, family, and civil disputes, students will learn to evaluate the benefits and pitfalls of alternative dispute resolution forums and learn to advocate thoughtfully and effectively in an arbitration setting. Through this interactive and engaging class, students will benefit from knowledgeable speakers, considering arbitration problems, cases and exercises as well as participating in a final mock arbitration as the class culminates.

**Aviation Law and Practice 737 (2 credit hours)**

This course will explore the evolution of the aviation industry in the United States and abroad, as well as the development of the legal environment and pertinent treaties, statutes and cases. The course will also cover regulation of domestic and international aviation, and the legal liability of aircraft owners, operators, air carriers and the U.S. government for personal injuries and wrongful deaths of passengers and crew. By extension, the course also will cover aircraft and component part manufacturers’ product liability, and the role of lessors, successors, code-shares, as well as the various functions, operations and interplay between and among the Federal Aviation Administration, Department of Transportation, and the National Transportation Safety Board. Finally, the course will include a discussion of aviation insurance and the role that it plays in litigation of aviation cases and their resolution.

**Bar Preparation 999 (3 credit hours) graded Pass/Fail**

This course strives to prepare students for the Bar Exam by highlighting relative student strengths and weaknesses so that the time in commercial and post-graduate bar preparation may be more efficiently utilized; honing students’ organization, legal writing, and test-taking skills in a time-sensitive setting; introducing and integrating strategies for methodically and correctly analyzing and answering questions in the formats presented on the bar examination; and providing a framework for studying and practicing for the Bar Exam.

**Business Negotiations 855 (2 credit hours)**

*Satisfies the Skills Requirement*

This practical course will expose students to the legal and financial dynamics of negotiating agreements for various business transactions including the purchase and sale of a business, financing arrangements in support of acquisitions and organic growth opportunities, and alternative forms of business ventures, such as partnerships and joint ventures. An emphasis will be placed on in-class participation through role playing together with document drafting. Students may be divided into groups to study a particular business deal and the job of the attorney in completing the transaction. This course will also consider the business and financial considerations to which lawyers must be attuned as they counsel clients on complex business transactions. From time to time noted transactional lawyers, investment bankers and representatives of leading private equity firms will be asked to join the class and lead the discussion by referring to a particular transaction he or she has participated in.

Securities Regulation (810), Practical Business Transactions (644), Mergers and Acquisitions (806), and Business Associations (6400) are highly recommended but not required as prerequisites.

**Children & the Law 823S (3 credit hours)**

*Satisfies the Upper-Level Writing Requirement*
This course explores the shifting and balancing relationship between the State, parents, and children while also examining dependency and delinquency issues facing children, their parents, and the State. Particular attention is paid to South Carolina law.

PREREQUISITES: SATISFACTORY COMPLETION OF 30 CREDIT HOURS

Civil Tax Procedure and Litigation Strategies 950 (3 credit hours) and
Civil Tax Procedure and Litigation Strategies Seminar 950S (3 credit hours)
Please note: The Seminar Satisfies the Upper-Level Writing Requirement
This course explores the litigation strategy and procedural aspects in civil tax cases at the administrative level and in the courts. Subjects covered include ethics and privilege issues, deficiency assertions and assessments, refund claims, common collection proceedings, statutes of limitations, closing and compromise agreements, interest, and penalties.
This course can be taken to fulfill the upper level writing requirement (in which you can write on any tax topic) or as a regular exam graded course:
If you elect to enroll in this class to fulfill your writing requirement (Course Number 950S), your grade will consist of two components: (1) your paper and (2) class participation and attendance. Those enrolled in this class to fulfill their writing requirement will be graded separately from those enrolled in this class as a regular exam graded class.
If you elect to enroll in this class as a regular exam graded class (Course Number 950), your grade will consist of two components: (1) a final exam and (2) class participation and attendance.
PREREQUISITES: SATISFACTORY COMPLETION OF 30 CREDIT HOURS

Conflict of Laws 760 (3 credit hours)
A review of the legal policies, the rules of law, and the constitutional requirements for resolving disputes which involve multiple states or nations. Included is consideration of the jurisdiction of courts, enforceability of foreign judgments, and choice of the applicable law to determine the issues in dispute. Particular attention will be given to international law, tort, contract, property, succession, family law, and "Conflicts in Cyberspace" because of e-commerce.

Corporate Finance 764 (3 credit hours)
Businesses constantly confront the question of value—what is this factory, patent, or potential merger partner worth? How can a transaction be structured to add value to the business? Corporate finance is about measuring, creating, and protecting value. This course will examine various corporate financing mechanisms, including strategies involved in utilizing such mechanisms, and the legal and regulatory authority governing them. The course will also examine the legal character of the corporation, the different types of corporations, and principles of corporate governance, among others.

Corporate Taxation 920 (3 credit hours)
This course examines the tax considerations involved in the formation and operation of U.S. corporations. Subjects covered include corporate liquidations, dividends, and a detailed examination of the taxation of corporate distributions. Students will also examine the alternatives relating to the sales of corporate businesses. This course is recommended not only for those wishing to pursue a career in tax, but to those wishing to work in business law.
PREREQUISITES: FEDERAL INCOME TAXATION

Copyright Law 619 (2 credit hours)
This course will examine the legal protections afforded to authors and artists by copyright law as it pertains to works of art, motion pictures, music, literature, sculpture, design of useful objects, and software. The course will consider the history and the purposes of copyright law, with a view towards assessing its ability to respond to recent developments in technology. In addition to considering substantive copyright issues, the course will also examine the procedural elements of copyright infringement actions. Technological developments affecting copyright will also be addressed, such as issues related to computer software and the Internet, as well as technical protection measures and anti-circumvention rules.

**Criminal Justice Ethics in Practice 732 (3 credit hours)**
*Satisfies the Skills Requirement*
This skills course will examine the common ethical dilemmas faced by attorneys, both prosecutors and criminal defense attorneys, who practice in the criminal justice system. The class will discuss scenarios from both a philosophical and practical viewpoint. Topics will include, among others, the prosecutor's duty to act as a minister of justice, how to address perjury, confidentiality issues, use of the media, and the prosecutor's duty to respect the defendant's attorney/client privilege.

**Drafting Commercial Documents 756 (2 credit hours)**
*Satisfies the Skills or Drafting Requirement*
The purpose of this course is to acquaint law students with the practical aspects of drafting. The preparation of legal documents is a major part of a lawyer's work in the practice of law, whether it is commercial representation, civil and criminal litigation, motion and appellate practice, domestic relations or any of the many other areas of law practice. Business Associations is suggested, but not required.

**Drafting Contracts, Loan Agreements and Acquisition Agreements 759 (3 credit hours)**
*Satisfies the Skills or Drafting Requirement*
Starting with the basic building blocks of all contracts and their functions, this course will teach the lawyer’s function in the drafting and negotiation of a business transaction, examine specific drafting skills and techniques, discuss issues that arise in reviewing contracts, discuss contract formalities, and discuss specific provisions found in typical financing agreements and acquisition agreements. Unlike drafting for advocacy, drafting for contracts is about describing with precision the meeting of two minds so that all readers will interpret the language the same way. We will undertake drafting exercises that will teach students to draft with clarity and precision to assist clients in the business world. Sample documents will serve to illustrate specific forms utilized by businesses to achieve their objectives in various transactions typical in today’s business environment.

**Elder Law 767 (3 credit hours)**
A study of U.S. law affecting the elderly, including the law of Social Security, Medicaid, Medicare, estate planning and advance directives.

**Elder Law Practicum 712 (3 credit hours)**
*Satisfies the Skills or Drafting Requirement*
As baby boomers reach retirement age, the United States is experiencing a “grey tsunami,” making elder law a growing practice area. Even if attorneys do not practice elder law, issues related to aging affect all legal practice areas and all families. This experiential learning course will focus on South Carolina and federal laws that affect the elderly. Students will gain practical experience from both the instructor and local experts. Students will learn how to draft estate planning documents and advance directives, probate an estate, and establish a guardianship and conservatorship. They also will hone their interviewing skills by conducting wellness checks on incapacitated adults under guardianship through the Charleston County Probate Court Visitor Program. The course also will cover elder abuse, funeral planning, housing, and funding long-term care, through private sources as well as government programs such as Medicare, Medicaid, and Social Security.

**Employment Discrimination Law 769 (3 credit hours)**

This course examines the federal laws that prohibit employment-related discrimination based on race, color, religion, sex (gender), national origin, age, and disability. While primarily focusing on Title VII of the Civil Rights Act of 1964, as amended, this course also covers and considers, inter alia, the Americans with Disabilities Act (ADA) and the Age Discrimination in Employment Act (ADEA). In examining discrimination cases under these various federal laws, this course will explore applicable claim procedures, methods of proof and defenses, exceptions, remedies, and litigation strategies.

**PREREQUISITES:** ALL FIRST YEAR COURSES

**Energy Law 657 (2 credit hours)**

*Satisfies the Skills or Drafting Requirement*

Energy is needed to sustain nearly all aspects of the modern way-of-life for billions of people. This course examines the various sources of energy, to include oil, gas, coal, wind, geothermal, nuclear, and others and how these resources are typically used to generate fuel and/or electricity, as well as the benefits and consequences of their usage. The course also explores the history and evolution of utility regulation and structure, the current federal and state regulation of energy with a focus on “rate case” or “cost-of-service ratemaking,” and the primary legal decisions guiding energy policy. Students will apply and further develop their legal research, writing, and analysis skills needed to appear before a state utility commission, to assist a utility in achieving its legal compliance objectives, and/or to review and explain the key terms of a wholesale energy contract and an oil and gas lease.

**Equity and Equitable Remedies 670 (3 credit hours)**

An examination of the maxims of equity, the forms of equitable relief, and the specific equitable remedies of rescission, reformation, and specific performance, as well as the impact of equitable notions across the United States legal system.

**PREREQUISITES:** ALL FIRST YEAR COURSES

**Externship Program**

*Satisfies the Skills Requirement, graded Pass/Fail*

The Charleston School of Law Externship Program provides its students with a unique, real world experience outside of the classroom. Through the Externship Program, students gain practical experience in a variety of legal professions while earning academic credit. For additional information about the externship program, please visit the Externship page on the Charleston School of Law website.

**Externship 835 (3 credit hours)**
Students spend approximately ten hours per week working with faculty and in the law office of an approved supervising attorney or judge. Students must complete at least 160 hours in the field. Students also participate in approximately eight hours of class during the semester. Students must have completed thirty (30) credit hours and be in good standing before enrolling in an externship; approval by the externship director is also required for enrollment. A student can apply up to six hours (6) of externship credit towards the number of credit hours required for graduation.

**Summer Externship 835-S (3 credit hours)**
Students spend approximately ten hours per week working with faculty and in the law office of an approved supervising attorney or judge. Students must complete at least 160 hours in the field. Students also participate in at least two classes during the summer. Students must have completed thirty (30) credit hours and be in good standing before enrolling in an externship; approval by the externship director is also required for enrollment. A student can apply up to six hours (6) of externship credit towards the number of credit hours required for graduation.

**Externship 836 (2 credit hours)**
Students spend approximately ten hours per week working with faculty and in the law office of an approved supervising attorney or judge and participate in required class meetings. Students must complete at least 104 hours in the field. Students also participate in approximately eight hours of class during the semester. Students must have completed thirty (30) credit hours and be in good standing before enrolling in an externship; approval by the externship director is also required for enrollment. A student can apply up to six hours (6) of externship credit towards the number of credit hours required for graduation.

**Summer Externship 836-S (2 credit hours)**
Students spend approximately ten hours per week working with faculty and in the law office of an approved supervising attorney or judge. Students must complete at least 104 hours in the field. Students also participate in at least two classes during the summer. Students must have completed thirty (30) credit hours and be in good standing before enrolling in an externship; approval by the externship director is also required for enrollment. A student can apply up to six hours (6) of externship credit towards the number of credit hours required for graduation.

**Faculty Research Assistant 995 (1 credit hour) graded Pass/Fail**
Students may earn academic credit as Research Assistants (RA) for full-time faculty members at the Charleston School of Law upon selection by a faculty member and subject to certain qualifications and requirements listed below.

**Course Requirements**
RAs will perform legal research and writing, without pay, under the faculty-sponsor’s active supervision. Course requirements include:
- Attendance at an initial class session on advanced legal research and writing [date TBA];
- Production of substantive work;
- Review and assessment of the student’s work by the faculty-sponsor; and
- Feedback provided by the faculty-sponsor.

**Eligibility**
To be eligible for selection as a Research Assistant, a student must:
- be enrolled and in good academic standing at the Charleston School of Law; and,
• have satisfactorily completed one academic calendar year (fall and spring semesters) at the Charleston School of Law.

Course Registration
Students selected to be a Research Assistant must register for the course during the registration period for that particular semester or session, using the specific “Registration Form for Academic Credit as a Research Assistant.” Faculty-sponsors must also sign this form during the registration period. Eligible students may serve one or more semesters (or sessions) for academic credit as an RA, but must register for credit for each semester or session.

Other Course Information
• Students may not earn more than two credit hours per academic year under this provision.
• This course is graded on a Pass/Fail basis.
• This course may not be used to satisfy the Upper-Level Writing Requirement, the Skills Requirement, or the Drafting Course Requirement.

Additional Information
No faculty member may have more than two (2) research assistants per semester. The sponsoring professor and research assistant shall complete the documentation required by the Office of Academic Affairs.

Federal Courts 7720 (3 credit hours)
The course will focus on the constitutional and statutory provisions defining the role of the federal courts in the American system of government. The course examines the jurisdiction of the United States Supreme Court and the “inferior” federal courts and the doctrines that expand or narrow that jurisdiction. In considering the functions and duties of the federal courts, the course will examine the relationship of the federal courts both to the States and to the other branches of the federal government. Thus, topics include, but are not limited to, Supreme Court jurisdiction (including Supreme Court review of state court decisions and Supreme Court review of federal court decisions); jurisdiction of the “inferior” federal courts (“arising under,” diversity, supplemental and removal jurisdiction); and limits on federal court review such as the Eleventh Amendment, justiciability (standing, ripeness, mootness and political question), and abstention doctrines such as Pullman, Colorado River, and Younger.
PREREQUISITES: CIVIL PROCEDURE I & II

Federal Income Taxation 773 (3 credit hours)
A study of the basic principles of federal income tax, concentrating upon individual taxpayers, business taxpayers, and investors as taxpayers. Particular emphasis is placed on the use of the Internal Revenue Code and the regulations thereunder.
PREREQUISITES: PROPERTY I & II

First Amendment Seminar: Church, State and the Constitution 7731 (3 credit hours)
Satisfies the Upper-Level Writing Requirement
This seminar focuses on the constitutional law that governs the relations of church and the government in this country. The course will examine developments in the law through the major United States Supreme Court cases concerning the Establishment and Free Exercise clauses of the First Amendment. In addition to addressing areas of overlap and tension between the two clauses, the seminar may also consider issues such as religion and public education, what counts as religion for constitutional purposes, accommodating religious minorities, and public aid to religious institutions.
PREREQUISITES: CONSTITUTIONAL LAW I, SATISFACTORY COMPLETION OF 30 CREDIT HOURS
Gender Issues in the Law 829 (3 credit hours)
*Satisfies the Upper-Level Writing Requirement*
This course is a study of historical and contemporary laws, doctrines, and theories related to sex, gender, and sexuality. The rights of females and the impact of laws on their lives will be reviewed in the context of privacy, employment, marriage, education, family, and politics.

Higher Education Law 821 (3 credit hours)
*Satisfies the Upper-Level Writing Requirement*
An examination of cases, legislation, and administrative decisions related to higher education. Topics to be explored include campus safety, peer harassment and mistreatment, threatening activity in the aftermath of Columbine and 9/11, Internet-related issues and concerns, and the implications of legal controversies in the areas of curriculum, religion and values.
PREREQUISITES: SATISFACTORY COMPLETION OF 30 CREDIT HOURS

Immigration Law 777 (3 credit hours)
This course will explore the legal, historical, and policy perspectives that shape U.S. law governing immigration and citizenship. Students will examine the constitutional bases for regulating immigration, the history of immigration law in the U.S., the source and scope of congressional and executive branch power in the realm of immigration, and the role of the judiciary in interpreting immigration law. The course will address citizenship and naturalization, the admission and removal of immigrants and non-immigrants, and the issue of undocumented immigration. Students will also analyze the impact of immigration in other areas, including employment, criminal law, family unification, and discrimination. Last, questions of immigration and national security will be explored.

Independent Study 849 (1 credit hour) or 850 (2 credit hours) graded Pass/Fail
*Satisfies the Upper-Level Writing Requirement*
Independent Study may be appropriate where a student wishes to study a particular substantive area of law that is not currently covered in the school’s existing curriculum. However, in order to assure appropriate academic rigor, independent study must be supervised by a faculty member, with prior approval of the Associate Dean for Academic Affairs. A student wishing to conduct independent study for credit must complete a proposal form consistent with the Guidelines for Independent Study; this form is located on the School of Law’s website.
PREREQUISITES: ALL FIRST-YEAR COURSES

Intellectual Property 780 (3 credit hours)
This course focuses on the basic legal principles of copyright, patent, trademark, trade secrets, and other intangible property rights protected under federal and state law. This course is designed to serve as a foundation for students interested in focusing on intellectual property law as a career, or for the student that is interested in getting a basic understanding of the key legal principles of intellectual property.

International Business Transactions 642 (3 credit hours)
This course addresses U.S. domestic, foreign and international law applicable to private cross-border transactions. These cross-border transactions include the sale of goods, project finance, cross-border distribution and franchising, cross-border technology licensing, formation of foreign branches and subsidiaries, and cross-border joint ventures and acquisitions. This course benefits those who wish to
practice business law, since the course introduces students to the range of transactional issues which business lawyers handle.

**PREREQUISITES:** CONTRACTS I & II, PROPERTY I & II

**International Ocean Carriage, Payment Systems and Documentary Transactions 781 (3 credit hours)**

This course will cover the law and practice governing interstate and international shipment of goods through South Carolina ports, and related documentary payment systems. The course will cover the practice and procedures followed by South Carolina ports in handling and accounting for goods, and securing payment for goods shipped. This includes the law and practice applicable to bills of lading, receipts and other cargo bills, letters of credit, and the duties and liabilities of international ocean carriers and freight forwarders.

**International Ship Financing 7745 (1 credit hour)**

This course will address the issues practitioners routinely confront in international vessel finance transactions from developing optimal transaction structures to coping with the intrinsic differences between maritime law and land based commercial law and the ever present conflicts of law issues inherent to an intrinsically cross-border industry. This class will explore the complex intersection of the provisions of Article 9 of the Uniform Commercial Code and ship mortgage and maritime lien law, as well as examine the ramifications of recent United States Supreme Court decisions that impact maritime financial transactions.

**Internet and Technology Law 728 (3 credit hours)**

This course will generally address various legal problems that arise when applying existing law to new issues that result from the creation and proliferation of new technologies. We will particularly focus on how the law has dealt in the past and should deal in the future with the emergence of global digital networks, such as the Internet, and digital technologies that enhance human abilities to access, store, manipulate, and transmit vast amounts of information. In analyzing these problems, we will draw from a context which includes how the courts have dealt with emerging technologies in the past, particularly technologies in the area of communications, such as telephone networks, network television, cable television, recording devices, etc. We will also consider other recent technological developments, such as the availability of GPS tracking or new biotechnologies, and how those can impact the development of diverse areas of the law. Lawyers in the 21st century will have to understand and address legal issues in fields as varied as intellectual property, privacy, jurisdiction, choice of law, and content control in the Internet and beyond. This course will explore how to accomplish the purposes of existing law with respect to the Internet and to other emerging technologies.

**Law of the Sea 711 (3 credit hours)**

*Satisfies the Upper-Level Writing Requirement*

A survey of the Law of the Sea and national, particularly United States, ocean policies. The Law of the Sea covers a range of highly diverse but related legal disciplines: admiralty and maritime law, international law, crime (including "white collar" crime, terrorism, and piracy) on the high seas, environmental law, and commercial trade. Starting with the historical development of the law of the sea, the course will deal with such topics as maritime boundaries, high seas freedoms, terrorism and crime on the high seas, piracy, nationality of vessels, sovereignty over internal waters and ports, territorial seas, management of ocean fisheries, protection of marine species and marine environmental protection, mineral exploitation of the seabed, and, time permitting, shipwrecks and underwater cultural resources.
We will also examine the modern law of the sea as reflected in the United Nations Conference on the Law of the Sea. Students will have the opportunity to develop knowledge of the subject matter by doing a research paper and presenting their topic to the class. Final papers are due by the end of exam period. An exam in lieu of a paper is permitted. Students who do an exam will have to do a brief class presentation on a LOS topic. Topics for papers and class presentation will be approved by the Professor.

**PREREQUISITES: SATISFACTORY COMPLETION OF 30 CREDIT HOURS**

**Law Practice Management and Economics 802 (3 credit hours)**

*Satisfies the Skills Requirement*

This upper level comprehensive seminar course is devoted to the economics of practicing law, with a special emphasis on how to start and build a law practice. Students will be organized into firm management teams and each team will prepare a written business plan. The daily work of a practicing attorney will be thoroughly analyzed. Class discussion will involve practical approaches to real-world situations that attorneys face daily in their busy practices. There is no final examination.

**PREREQUISITES: PROFESSIONAL RESPONSIBILITY**

**Law Review (Journal) Work 840 (1 or 2 credit hours) graded Pass/Fail**

When the Journal’s Faculty Advisor certifies that a student has successfully completed two years (2) of service on the Law Review, including one year on the Editorial Board, the student shall be awarded two (2) credit hours at the end of the student’s final semester. For purposes of academic credit, the **Editorial Board** is defined as the following positions:

- Editor in Chief,
- Associate Editor in Chief,
- Senior Articles Editor,
- Senior Research Editor,
- Managing Editor,
- Marketing Editor,
- Publication Editor(s),
- Symposium Editor(s),
- Student Works Editor(s) and
- Articles Editor(s).

**Other Information.** The Journal’s Faculty Advisor must approve appointments to any position carrying academic credit. When the Journal’s Faculty Advisor certifies that a student who is not on the editorial board has successfully completed two years (2) of service on the Law Review and has written an article, comment, or note of publishable quality, the student shall be awarded one (1) credit hour at the end of the student’s final semester. The student must not have previously received credit for the article, comment, or note. Students may only receive a total of two (2) credits for Law Journal work.

**Please note:** Because Law Review credit is awarded at the end of a student’s final semester, students do not register for, and are not considered enrolled in the course. As such, law review credit is not considered part of a student’s total number of credit hours for any given semester. Prior to graduation, law review faculty advisors must notify the Office of the Registrar which students should receive credit and how many credit hours (not exceeding two total credit hours) should be awarded. The Office of the Registrar will then add those credit hours to the transcripts of eligible students.
Lawyers and the Media 702 (3 credit hours)  
*Satisfies the Skills or Drafting Requirement*
Lawyers need an understanding of media law, whether they represent clients on media law matters or find themselves involved in a high-profile case or issue. The course will focus on defamation, invasion of privacy, information gathering (including state and federal FOIA and open meetings acts), protection of news sources, and free press and fair trial issues. Other topics will include obscenity, broadcasting, and commercial speech with a focus on attorney speech. Students will gain practical experience by drafting pleadings, memoranda and letters and learning how to effectively work with the press.

Legal Research, Analysis, and Writing Teaching Fellow 656 (1 credit hour) *graded Pass/Fail*
Students may earn academic credit as Legal Research, Analysis, and Writing (LRAW) Teaching Fellows (TFs) for LRAW faculty members at the Charleston School of Law, upon selection by the Director of the Legal Research, Analysis, and Writing Department, and subject to certain qualifications and requirements listed below:

**Course Requirements**
TFs will assist their LRAW professor in the conduct of the 1L Legal Research, Analysis, and Writing class. Under the supervision of the LRAW faculty, and without pay, TFs may draft and review problems, critique students on objective standards, provide instruction on research and Bluebook. Course requirements include:

- Attending class with their assigned 1L LRAW section;
- Hosting 1L academic workshops which may be in conjunction with the Office of Academic Success;
- Holding at least two hours of office hours per week for the purpose of meeting with 1L students;
- Attending LRAW Department meetings; and,
- Performing other tasks related to the mission of the LRAW department, such as crafting model answers and outlines, and serving as practice judges during oral argument assignments.

**Eligibility**
To be eligible for selection as a Teaching Fellow, a student must:

- Be enrolled and in good academic standing at the Charleston School of Law;
- Have satisfactorily completed one full or part-time academic year (fall and spring semesters) at the Charleston School of Law; and,
- Have received a grade of B or higher in his or her 1L LRAW class.

**Course Registration**
Students selected to be a Teaching Fellow must register for the course during the registration period for that particular semester or session, using the specific “Registration for Academic Credit as an LRAW Teaching Fellow.” The LRAW Director must also sign this form during the registration period. Eligible students are expected to serve for two consecutive semesters, but must register for credit for each semester.

**Other Course Information**

- Students may not earn more than two credit hours per academic year under this provision.
- This course is graded on a Pass/Fail basis.
- This course may not be used to satisfy the Upper-Level Writing Requirement, the Skills Requirement, or the Drafting Course Requirement.

Limited Liability Companies 940 (3 credit hours)  
*Satisfies the Skills or Drafting Requirement*
Students participating in this course will study in detail the South Carolina Limited Liability Company Act and will in conjunction with their study of the Act draft Articles of Organization, Operating Agreements and other documents related to the formation and operations of a South Carolina Limited Liability Company. A basic course in Federal Income Taxation is recommended but not required.

**PREREQUISITES:** BUSINESS ASSOCIATIONS

**Litigation Externship 1110 (3 credit hours)**

*Satisfies the Skills Requirement*

This externship is hands-on and participation-driven experience that allows students to engage in practical application of their legal knowledge and learn the entire litigation process, from case intake through trial or settlement, while working on active civil and criminal cases alongside local practicing attorneys. This externship provides the opportunity to represent Plaintiffs and Defendants under the tutelage of successful and experienced civil and criminal trial attorneys. Participants will draft various litigation related documents, including but not limited to, complaints, answers, motions, discovery, demand letters, case summaries, and the like. Participants will also conduct depositions, interview clients, motions hearings, and represent clients at trial and related hearings. Grading and participation will basically follow the school’s and ABA’s policies for other externships. The course is graded on a pass/fail basis. The work done in the course must, when taken as a whole, be of “B” quality or better. You must have a total of 160 hours of work, which includes both in class participation and out-of-class assignments.

**May I Approach the Bench? How to Properly Present Your Case 698 (3 credit hours) graded Pass/Fail**

*Satisfies the Skills Requirement*

The focus of the course will be to instruct students on proper courtroom etiquette throughout stages of the trial to include Pretrial Motions, Jury Selection, Opening Statements, Direct Examination, Cross Examination, Closing Statements, Jury Instructions, and Post Trial Motions. This class will be a combination of skills and coursework to prepare the student to present a case with the proper demeanor in court from “start to finish.” The class will include courtroom observation to provide discussion and thoughtful analysis of the procedures learned in class.

**Mergers and Acquisitions 806 (3 credit hours)**

The course is an introduction to the legal rules and principles governing business combinations, including mergers and negotiated acquisitions and tender offers. The course examines the deal structures used in most transactions, focusing on tax and other statutory considerations as well relevant securities laws (federal and state). Fiduciary duties of boards of directors (largely Delaware corporations’ jurisprudence) will inform our studies. In addition, the merger agreement will have a role in the course, as we examine the structure of and typical provisions negotiated in the document.

*PREREQUISITES: BUSINESS ASSOCIATIONS (CAN BE TAKEN CONCURRENTLY WITH COURSE).*

**Moot Court Competition (2 credit hours) graded Pass/Fail**

*Satisfies the Skills Requirement*

Academic credit for school-approved participation in an external Moot Court, which includes other skills competitions such as mock trial or alternative dispute resolution competitions, may be appropriate where competitors write an argumentative brief, or prepare other appropriate written materials, and participate in competition thereby furthering knowledge of a particular substantive area of law. However, to assure appropriate academic rigor, any academic credit given for external Moot Court
competition must meet the Guidelines for External Moot Court Competition Credit, supra. Students must also register for one of the below courses during the semester in which the competition is to occur.

External Moot Court Competition 841
Moot Court Trial Team Competition 842

Multi-Area Practice Overview and Drafting 746 (2 credit hours) graded Pass/Fail
Satisfies the Skills or Drafting Requirement
This course provides an introduction to and overview of twelve areas of the law to include: Civil Litigation, Criminal Law, Environmental Law, Family Law, Foreclosure Law, Immigration Law, Insurance Law, Personal Injury Law, Real Estate Law, Wills, Trusts, Estates Law and, Workers’ Compensation Law; when this course is offered in the summer session, six areas of law will be covered. Professional ethics and professional identity development will also be discussed. One week of the course will be spent on each topic, and attorneys practicing in each of these areas will serve as guest lecturers. Students will have a unique opportunity to learn what these practitioners wish they had known when they started working in their chosen practice areas. Prior to the first class each week, students will be assigned cases or other materials to read related to the area of the law that is being covered that week. These materials will be discussed during the first class of the week. For the second class each week, students will be assigned a document to draft that is related to the area of the law being covered that week. During the second class session, the drafts will be discussed, and the guest lecturer will provide a template for students to add to their template file.
PREREQUISITES: CIVIL PROCEDURE I AND II.

Partnership Taxation 787 (3 credit hours)
A study of the federal income tax treatment of partners and partnerships (as well as limited liability companies and their members). Topics include organization and operation of partnerships, distribution of partnership assets, and death or retirement of a partner. Some attention is given to comparisons with the tax treatment of C and S corporations.
PREREQUISITES: FEDERAL INCOME TAXATION

Pleadings and Practice 789 (3 credit hours)
Satisfies the Skills Requirement
The course will familiarize the student with pre-trial practices and procedures through a combination of lectures, guest lectures, reading assignments and pre-trial activities. Students will become familiar with the relevant Rules of Civil Procedure and other pre-trial techniques, including client interviewing and counseling, witness interviewing, informal discovery techniques, litigation planning, expert development and discovery, pleadings, interrogatories, depositions, requests for production of documents and things, requests for admission, pre-trial motion practice, settlement strategies, settlement brochures, settlement conferences, pre-trial conferences, and settlement agreements.
CO-REQUISITE: EVIDENCE

Practical Business Transactions 644 (2 credit hours)
Satisfies the Skills Requirement
The course will require the student to analyze and document a series of related business transactions similar to those a lawyer might encounter early in his or her law practice. For example, it might involve creation of an entity to provide services or goods, creating a contract with another entity to provide the services or goods, creating the loan documents to fund the entity providing those services or goods, and
creating related documents to implement the contractual relationship. The course will emphasize thoughtful decision-making and creation of documents which are clear, “user-friendly” and likely to be perceived as “reasonable” by both the client and legal counsel representing the other party. Participating students may be asked to form small teams to represent the opposing parties in various stages of the transactions and evaluate the proposed documents of the other party. The course will not involve substantial legal research, but it will involve substantial writing and editing.

**Prerequisites:** All first-year courses, Business Associations, Secured Transactions or Commercial Law

**Practical Techniques for the Courtroom 744 (3 credit hours) graded Pass/Fail**

*Satisfies the Skills Requirement*

The focus of the course will be to instruct students on proper courtroom skills and etiquette throughout stages of the trial to include Pretrial Motions, Jury Selection, Opening Statements, Direct Examination, Cross Examination, Closing Statements, Jury Instructions, and Post-Trial Motions. This class will be a combination of skills and coursework to prepare the student to present a civil and criminal case with the proper demeanor in court from "start to finish." The class will include courtroom observation to provide discussion and thoughtful analysis of the procedures learned in class.

**Primer on First-Year Practice in South Carolina Courts 708 (3 credit hours) graded Pass/Fail**

*Satisfies the Skills Requirement*

This practical course is designed to expose students to the skills necessary to be a successful advocate in South Carolina courts. Through lectures, demonstrations, and discussions, the course will cover topics such as motions in civil and criminal court, guilty pleas, family court hearings, preserving grounds for appeal, and the admissibility of certain pieces of evidence. Students will actively participate in skills exercises designed to simulate these proceedings. Other course subjects will include the importance of civility in the profession and courtroom etiquette.

**Principles of E-Discovery 632 (2 credit hours)**

*Satisfies the Skills or Drafting Requirement*

The discovery phase of litigation is crucial and increasingly dispositive as fewer and fewer cases go to trial. At the same time, discovery itself – seeking of relevant information from an adversary – is now overwhelmingly focused on electronic information like computer documents, email, and social media. This course will provide hands-on, practice-based training in the legal, technological, and ethical issues that are raised by e-discovery. Students will become familiar with the federal rules that apply to e-discovery as well as the growing body of case law focusing on document retention, cost allocation, spoliation, computer forensics and other discovery issues as they apply in the electronic context. Students will become conversant with the growing e-discovery lexicon and the importance of negotiating search terms, maintaining regular information management systems, ordering litigation holds, navigating metadata, and avoiding judicial sanctions. Students will gain practical experience through simulated discovery conferences, drafting, and negotiation relating to the preservation and production of electronically stored information.

**Products Liability 795 (3 credit hours)**

*Satisfies the Skills Requirement*

This course is an introduction to the basic concepts of products liability law including the theories and scope of liability arising from the manufacture and distribution of defective products. Focus is placed on the concept of defectiveness and defenses based on plaintiff’s conduct and limitations on the liability of
manufacturers and sellers. The course will also consider mandatory safety standards by administrative agencies as mechanisms for improving product safety levels.

**PREREQUISITES:** Torts I & II

**Psychiatry and the Law: Criminal and Civil Issues 752 (2 credit hours)**
This course is designed to provide a detailed overview of selected criminal and civil topics prominent in the interface between psychiatry and the law. These topics are not limited to, but will include the following: Criminal Competencies, including Competency to Stand Trial, Competency to be Executed, Competency to Testify, and Competency to Waive Miranda Rights; Mental State Defenses, including Insanity Defense, Diminished Capacity, and other psychiatric defenses; the Guilty But Mentally Ill plea; Civil Commitment Law and Procedure; Informed Consent; Confidentiality and Privilege; Sexually Violent Predator Law; Conservatorship / Guardianship Issues; and Testamentary Capacity.

**Public Interest Law Practice and the Poor 867 (3 credit hours)**
*Satisfies the Skills Requirement*
This course will familiarize students with the nature and extent of poverty in America and the role of lawyers and legal institutions in addressing the legal needs of the poor. The course will examine areas such as welfare reform, fair housing laws, health care, family law issues, and disability claims, both Social Security and Veterans benefits. In addition, students will become familiar with the tools of the practice of public interest law including client interviewing, pleadings, and disability applications through participation in the weekly Crisis Ministries Homeless Justice Project legal clinic.

**Public International Law 624 (3 credit hours)**
A basic introductory course, designed to introduce students to the substance and nature of international law. Beginning with the creation and the development of international law and the use of custom and treaties, the course may cover the role of international law in U.S. courts, state responsibility, international criminal law; human rights; jurisdiction and immunities; act of state doctrine, the role of the United Nations and other international organizations; and decisions of the International Court of Justice and other international tribunals.

**PREREQUISITES:** ALL FIRST YEAR COURSES

**Rainmaking 101 629 (1 credit hour) graded Pass/Fail**
The legal world has changed and client development requires more than proficiency in practicing law. It involves understanding why business development is so critical because without clients, there is no law practice, no business and no income. Rainmaking success depends on having a well-designed plan and executing it persistently and consistently. There is no simple way to develop business and this course will teach you how best to use your own skills to land new clients and keep them, to build a book of business, and to be successful.

**Seminar on Sarbanes-Oxley Act 853 (1 credit hour)**
This seminar will examine the Sarbanes-Oxley Act, which introduced major changes to the regulation of financial practice and corporate governance in an effort to reduce corporate fraud.

**South Carolina Family Law 662 (3 credit hours)**
This course is an introductory course to South Carolina Family Law. We will discuss the broad jurisdiction of the Family Court in South Carolina and the various types of cases that are routinely litigated there. We will cover South Carolina statutory law on issues such as marriage, divorce, parental right and termination of
parental rights. There will be an emphasis on the issues presented in typical divorce cases, such as divorce, alimony (or spousal support), child custody and child support, and equitable apportionment of property and debts. Mediation and other forms of alternative dispute resolution will be addressed, briefly. The primary objective of this course is to provide the student with a broad overview of South Carolina Family Law.

**SC Family Law Boot Camp 664 (1 credit hour) graded Pass/Fail**

This course is designed to cover the practical aspects rather than the substantive law of Family Court practice in South Carolina. After going over the general framework of the unified Family Court system in South Carolina, issues such as alimony, divorce, child custody/visitation/support, equitable apportionment of property and debts, juvenile proceedings, orders of protection, attorney fees, paternity, and other common issues presented on a daily basis in Family Courts statewide will be discussed. Actual trial cases dealing with each of these issues will be addressed, including an in-depth case study of a recent SC Supreme Court decision that involved the instructor as the trial judge. This course will include practical tips not only for the potential Family Court practitioner, but also for potential appointed counsel.

**South Carolina Insurance Law 679 (2 credit hours)**

This course will assist the law student in acquiring a working knowledge of insurance law. We will begin with an overview of South Carolina Insurance Law and what is unique about South Carolina's schemes of insurance. We will then review the various techniques in dealing with the selection and control of risks, the impact of intentional conduct on the carrier's obligation to pay claims and the duties of the policyholder and insurer after loss. Finally, we will look at various types of insurance including automobile coverage, life insurance, property insurance and how these policies shift the risk of loss from the insured to the insurer, how they operate and remedies, including bad faith claims of the insured for failure of the insurer to pay.

**Sports Law 815 (3 credit hours)**  
*Satisfies the Upper-Level Writing Requirement*

This course will survey a range of legal issues presented by sports in America. Students should be prepared to learn and apply basic principles of antitrust law and labor law. Constitutional law, administrative law, contract law and tort law will also be applied. Topics will include the regulation of the professional sports labor market, drawing from contracts, and antitrust and labor law. The course will also treat the regulation of agent representation of athletes, the regulation of sports franchises and sports leagues, including the powers of commissioners' offices in major sports leagues and the regulation of intercollegiate sports.

**PREREQUISITES: SATISFACTORY COMPLETION OF 30 CREDIT HOURS**

**Sports Employment Law 714 (2 credit hours)**

This course will review the employment law aspects of sports. In every professional sport and for many amateur sports, employment legal issues govern the relationships between the athletes and their employer. Students in this course will study pertinent provisions of the collective bargaining agreements for Major League Baseball, the National Football League, and the National Basketball Association. The course will involve some practical exercises in negotiations. Students will also study the recent attempts made to convert student athletes into employees for purposes of the Fair Labor Standards Act and the National Labor Relations Act. Finally, students will analyze recent cases on the prospects of compensating student athletes for their likenesses on video games or publicity material.
Title Examinations 649 (1 credit hour) graded Pass/Fail
Who really owns a particular piece of property? What mortgages for what amounts are of record as real property liens on a specific tract of land? What easements connect up with that tract? How much land are you really talking about? All these questions and many more are answered by a title examination. By properly searching the title to property, you can determine who owns what, whether or not it is marketable, and therefore a property that can be sold, and countless other relevant questions. This information is invaluable in Circuit Court, Family Court, the Master in Equity’s Courtroom, Probate Court and in a huge number of mortgage foreclosures / partition actions / quiet title actions / purchase agreements / long-term leases / and many other proceedings and settings. This class is designed to give a true “hands on” approach to the title examination. Most of the class will be held in the RMC Office downtown at night (RMC, by the way, stands for the Official Office for the Public Recording of Documents in Charleston County for deeds, mortgages, mortgage satisfactions, plats, easements, and countless other property documents that need to be recorded).

Trial Advocacy 690 (3 credit hours) graded Pass/Fail
Satisfies the Skills Requirement
The study of the skills of advocacy in civil and criminal cases with primary emphasis on jury selection, opening and closing arguments, direct and cross examinations, and objections.
PREREQUISITE: EVIDENCE

U.S. Constitutional History 724 (3 credit hours)
Satisfies the Upper-Level Writing Requirement
This upper level writing course examines the history of constitutional development and change in the United States from the founding period to the present day. The course focuses on a series of major constitutional moments and crises including the drafting of the Constitution and Bill of Rights, sectional divisions over slavery and the coming of the Civil War, Reconstruction, the rise of the modern administrative state, and the struggle for equal rights. Students are urged to situate constitutional text and doctrine in dynamic political, social, economic, and cultural contexts, and thereby gain a broader and more critical understanding of tensions and forces that shape constitutional law. In the process, students interrogate pre-existing assumptions about constitutional legitimacy and immutability. In particular, students acquire skills necessary to apply or critique intelligently now dominant originalist methods of constitutional argumentation.
PREREQUISITES: SATISFACTORY COMPLETION OF 30 CREDIT HOURS

Understanding Criminal Sentencing: A Study of Incarceration and Alternatives 707 (3 credit hours)
This course will familiarize students with the history, structure, and performance of the American system of sentencing and corrections. Sentencing is the process by which criminal sanctions are imposed in individual cases following criminal convictions; the corrections system implements and evaluates these sentences after they have been imposed. The course will examine sentencing theories and their application; the nature, scope and function of the corrections system; the impact of incarceration on crime and communities; the effectiveness of rehabilitation; the relationship between sanctions and crime; and, the consequences of prisoner reentry into society. There will be significant emphasis on alternatives to incarceration, looking at the local, state, and national level, and how these alternatives are best utilized to encompass all the goals of criminal sanctions. Guest lectures may include presentations by legal professionals, victims, offenders, and correctional leaders. We also plan to visit a correctional facility.
War Crimes & Courts-Martial 848 (2 credit hours)
Satisfies the Upper-Level Writing Requirement
This course examines the law surrounding the treatment of military service members, agents, and civilians under the control of the U.S. government after they have been charged with a war crime. The class will explore what constitutes a war crime and discuss the constraints of the rules of engagement. The course will discuss the Laws of War, the Military Commissions Act, the Manual for Courts-Martial, the Uniform Code of Military Justice, the War Crimes Act, as well as other relevant statutes and cases. Historical cases of war crimes, as well as recent events will provide numerous case studies with which to examine the actions of the U.S. government when it disciplines its own representatives.
PREREQUISITES: SATISFACTORY COMPLETION OF 30 CREDIT HOURS

White Collar Crime 915 (3 credit hours)
Satisfies the Upper-Level Writing Requirement
This class provides an overview of the theory, substance and practice of white collar litigation in the criminal arena. It begins with a survey of the basic principles and theories underlying this area of law, including the principles that allow corporate criminal liability for the actions of individuals and individual liability for corporate actions. It addresses substantive areas of white collar criminal liability, examining the elements and issues of the most common regulatory schemes encountered in the interface between corporations and criminal law. Criminal offenses addressed include mail and wire fraud, money laundering, bribery, perjury, tax evasion, securities fraud, and other regulatory offenses. Throughout the course we will always take note of the actual practice of white collar defense and prosecution, looking at discovery, plea negotiation and trial challenges unique to allegations of corporate criminal activity. We will examine federal laws, sentencing regulations, and Supreme Court rulings that control punishment for common white collar offenses. Finally, the course considers overarching policy questions, looking at the role of federal courts in the imposition of criminal liability, and the consequences of overlapping state and federal jurisdiction.
PREREQUISITES: SATISFACTORY COMPLETION OF 30 CREDIT HOURS

Workers Compensation 830 (3 credit hours)
A review of South Carolina’s scheme of workers compensation including total and permanent disability, loss of wage earning capacity, dependency, notice and claim, employer-employee relationship, and third-party liability and subrogation rights of the employer and carrier.

Other Elective Course Offerings
The courses listed below are not routinely offered at the school, but have been offered on a sporadic basis in past academic years.

Admiralty II 7015 (3 credit hours)
A survey of select maritime topics, including maritime insurance, liens and mortgages, general average, piracy and drug smuggling, oil pollution, sovereign immunity, and forum shopping.

Advanced Civil Procedure/Aviation Law 860 (3 credit hours)
Satisfies the Skills Requirement
This is an upper level survey course devoted to the study of Aviation Law, emphasizing and utilizing the discovery rules. The course covers an actual plane crash. Students will dissect the plane crash from the
date of the crash to the date of trial, with a special emphasis on accident investigation litigation and discovery. This comprehensive survey course will focus on both domestic and international law, with exposure to The Hague Convention and service of process abroad; the Warsaw Convention; safety and security certification and regulation; product liability and insurance coverage issues. Students will draft pleadings and discovery, examine the actual crash investigator’s reports, review and analyze the National Transportation Safety Board [NTSB] and autopsy reports, and prepare the case for trial. The class will be separated into litigation trial teams.

**PREREQUISITES:** CIVIL PROCEDURE I & II, EVIDENCE AND PROFESSIONAL RESPONSIBILITY

**Advanced Constitutional Law: Race and the Supreme Court 718 (3 credit hours)**
* Satisfies the Upper-Level Writing Requirement

This course will examine the Supreme Court’s treatment of race from the earliest days (The Amistad, Dred Scott) through the Court’s docket today (affirmative action, Voting Rights Act). We will see how the Supreme Court’s race cases have shaped and been shaped by surrounding events, and as we read the cases we will learn important lawyer’s skills like making a factual record, using precedent, and interpreting statutes. Some movie excerpts will help the cases come alive. When we are finished you will never again think of the Constitution or the Supreme Court in quite the same way.

**Advanced Domestic Relations 661 (3 credit hours)**
* Satisfies the Skills Requirement

This is a skills course for students interested in practicing in the Family Court. The course will emphasize South Carolina Family Court practice and procedure and will require the student to participate in the preparation of a mock family court case from initial client interview to the trial stage. Students will prepare a new client form, a financial declaration, an initial pleading, a motion and motion order, an affidavit, a discovery checklist, written discovery requests, a case plan, an exhibit list, a witness list, a trial notebook, and a final order. Planned class participation exercises include client interviews, motion arguments, depositions, witness interviews, and an abbreviated mock trial. Alternative dispute resolution methods also will be discussed. Students completing this course should be equipped to handle a simple Family Court matter from start to finish.

**PREREQUISITES:** DOMESTIC RELATIONS OR SOUTH CAROLINA FAMILY LAW

**Advanced Evidence 7733 (3 credit hours)**

The advanced evidence course is designed to be a bridge between the basic evidence course and the course on trial advocacy. Emphasis is placed on the more problematic evidence rules (character evidence and hearsay, for example), as well as subjects that generally receive only modest coverage in the basic evidence course (such as privileges and presumptions). The course will also deal with cutting-edge developments in evidence law, including admissibility of electronic evidence (e.g., e-mails and web pages), as well as new Federal Evidence Rule 502. The course will emphasize the practical over the theoretical.

**PREREQUISITE:** EVIDENCE

**Advanced Torts: Navigating a Typical Negligence Claim 856 (2 credit hours)**
* Satisfies the Skills or Drafting Requirement

In this course, students will learn how to present and prepare a proper negligence claim, from a plaintiff’s perspective, to an insurance company and defendant. Students will learn how to represent someone involved in a typical negligence claim (car wreck/slip and fall) from start to finish. Students
will do an initial client interview, and will learn how to present a claim package to the insurance company, draft pleadings for a lawsuit, draft interrogatories and requests to produce, conduct depositions in preparation for trial (litigation) and ultimately try a case to verdict, including crafting effective voir dire questions for a jury panel, striking a jury, and presenting the Court with relevant and easy to understand jury charges. Students will be provided with valuable forms which can be used in practice. Real life application of the South Carolina Rules of civil procedure and evidence will be discussed and applied. This course is a must for the law student interested in litigation or a plaintiff’s practice. The course is taught and moderated by The Honorable Brian M Gibbons, a circuit judge and former family court judge who, along with several trial practitioners, brings a unique, practical, hands-on perspective to the student of how to practice law.

**Alternative Dispute Resolution (ADR) 720 (3 credit hours)**

*Satisfies the Skills Requirement*

This course provides a review of the law and methods involved in settling disputes outside of the courtroom. ADR typically includes arbitration, mediation, early neutral evaluation, and conciliation.

PREREQUISITES: CIVIL PROCEDURE I & II

**Appellate Advocacy 691 (3 credit hours)**

*Satisfies the Skills Requirement*

An intensive study of appellate litigation with a view to developing appellate practice skills, including formulation of strategies on appeal, use of the appellate record, brief writing, and oral advocacy. The course will focus on South Carolina appellate practice although federal practice will be included. Emphasis will be placed on individual learning and development.

PREREQUISITES: LEGAL RESEARCH, ANALYSIS & WRITING I & II

**Arbitration in Sports 639 (2 credit hours)**

*Satisfies the Skills Requirement*

This course will dissect how arbitrations are used in the sports industry. Students will learn about the various types of arbitrations utilized in sports, as well as their interplay with courts and various legal bodies. Topics will include the NFL’s disciplinary arbitration process, MLB Salary Arbitrations, Olympic Games Ad Hoc Arbitrations, the Court of Arbitration of Sport, and the Power of the Commissioner in the arbitration context. The course will also provide students with the opportunity to practice and improve their oral advocacy skill in the sports arbitration context.

**Art of Lawyering 738 (2 credit hours)**

*Satisfies the Skills Requirement*

Great attorneys not only have a command of legal research, writing and analysis, they also have a commanding presence in the courtroom. These attorneys possess the ability to communicate any idea to any person at any time. More importantly, these attorneys understand the art and skill involved in telling the story of their client succinctly with both passion and energy. During this course, students will participate in legal/acting activities and exercises that provide instruction on the topics of persuasion; stage presence; voice and speech; knowing your audience; body awareness and communication; improvisation; interviewing; storytelling; coaching and the art of the monologue/opening and closing statement. Whether your future “stage” is a courtroom or a boardroom, embracing the craft of acting will allow you to be an authentic, present, and effective communicator in the moment whether talking to a jury, judge, or senior partner.
Bankruptcy 745 (3 credit hours)
A study of federal bankruptcy law and the rights provided secured and unsecured creditors under state law, as well as the corresponding rights of debtors. Specific attention is given to bankruptcy proceedings under Chapters 11, 12, and 13 involving the rehabilitation of the debtor to allow him or her to use future earnings to pay off creditors and under Chapters 7, 12, 13, and some 11 proceedings, in which a trustee is appointed to supervise the assets of the debtor.
PREREQUISITES: SECURED TRANSACTIONS (CAN BE TAKEN CONCURRENTLY WITH COURSE).

Clinical Externship 1000 (3 credit hours)
Satisfies the Skills Requirement
This externship is a hands-on and participation-driven experience that allows students to engage in practical application of their legal knowledge and learn the entire litigation process, from case intake through trial or settlement, while working on active civil and criminal cases alongside local practicing attorneys. The authentically kinesthetic approach of this externship provides the opportunity to represent Plaintiffs and Defendants under the tutelage of successful and experienced civil and criminal trial attorneys, as well as, interact with the South Carolina Attorney General’s office. The experiences and knowledge that will be gained from this clinical externship cannot be simulated and replicated in a traditional classroom setting.

Commercial Leasing 870 (3 credit hours)
Satisfies the Skills Requirement
Commercial Real Estate Leasing involves the study of selected topics involved in the negotiation, drafting and interpretation of commercial real estate leases. This seminar will introduce the various parties involved in the process of commercial real estate leasing, their respective interests, and the dynamics of the negotiation and drafting process in which these parties attempt to ensure that their respective interests are memorialized in the lease agreement (not eligible for upper level writing requirement).

Community Association Law 645 (3 credit hours)
Three out of every five new housing starts in America, and countless commercial property projects are created as a Planned Unit Development, or Community Association, or a Gated Community, or a Condominium regime run by a Homeowners Owners Association. Almost everything about these communities is relatively new, the documents used to create the community, the powers of the home owners association, the rights, duties, and liabilities of the members, directors, and the Board itself are truly fascinating property topics that are becoming more and more important in the practical world of today. Similarly, the awesome power of assessment of individual unit owners, the public policy limitations placed on Community Association Organizations, the amendment of the governing documents, the liability of the Association itself to outsiders, all these interrelated topics raise significant legal, financial, and ethical issues.

Construction Law 763 (3 credit hours)
The objective of the course is to provide students with an overall and practical knowledge of construction law issues, with a focus on dispute resolution in court and alternate dispute resolution as they relate to the specifics of construction litigation. Students will learn the construction process from the initial contract and bidding stages through the contract administration, as well as the mechanisms for dispute resolution. During the class, they will be exposed to the various entities and various contractual
documents typically involved. The course will involve document drafting, mock ADR presentations and the preparation of a final paper that can satisfy the upper-level writing requirement.

**PREREQUISITES:** INSURANCE LAW IS RECOMMENDED, BUT NOT REQUIRED

**Consumer Bankruptcy 747 (3 credit hours)**
A study of the federal bankruptcy law and the solutions it provides individuals facing financial problems in today’s complex society. There will be a focus on the options available to individuals—chapters 7, 13 and, in larger consumer cases, chapter 11. Attention will be given to why people file, who these people are and what problems they bring to the bankruptcy courts—student loan issues, tax problems, mortgage defaults, family law commitments that are in default, in addition to general consumer debt issues. Credit scoring will be analyzed. While there will be a traditional case book/bankruptcy code analysis of the bankruptcy law, there will be time spent on counseling someone considering bankruptcy, determining the optimal strategy and constructing the documents needed to file a case.

**Contemporary Issues in Freedom of Speech and Press 7730 (3 credit hours)**
*Satisfies the Upper-Level Writing Requirement*
This course will provide an overview of the constitutional principles, laws and regulations regarding free speech and press issues with an emphasis on content-based restrictions on speech (such as defamation and privacy) and the gathering of news (such as access rights, news gathering torts, confidential sources, free press and fair trial issues and developing technologies). The course will also consider cutting edge issues involving free speech and press and address whether the current body of law adequately addresses these issues.

**Criminal and Forensic Evidence 734 (3 credit hours)**
This course will explore how the law of evidence is applied in criminal cases. The course will focus on rules that typically only apply in the criminal context, including among others: the admission of co-conspirator statements; prior bad acts evidence offered to prove the defendant’s “motive, opportunity, intent, preparation, plan, knowledge, identity or absence of mistake or accident”; and, autopsy and crime scene photographs. The course will also explore scientific techniques used by expert witnesses.

**Criminal Trial Practice 758 (3 credit hours), graded Pass/Fail**
*Satisfies the Skills Requirement*
This skills course will walk students through the entire criminal trial process, starting with case selection and trial preparation and ending with closing arguments, sentencing and verdict motions. The goal of the course is to prepare students who have an interest in pursuing a career either as a criminal defense attorney or as a prosecutor. The course will be part lecture and part practice, with the emphasis on practice. Students will engage in simulations of voir dire and jury selection, opening statements, direct and cross-examinations, objections, as well as learn how to conduct oneself the proper courtroom etiquette expected of an attorney.

**Critical Practice Skills 975 (3 credit hours), graded Pass/Fail**
*Satisfies the Skills Requirement*
The Critical Practice Skills course is a survey “exposure” course, which covers professional skills and values essential to the successful practice of law. This course has been designed for 2L students. This class will focus on what it means to be a professional with the chief aim of providing students with a real world perspective on practicing law. It is not your traditional law school course. It will be interactive, and you will learn by doing.
**Damages 766 (3 credit hours)**
Most tort litigation consists of three trial phases. The first phase deals with establishing the breach of the duty or harm to the plaintiff. The second phase deals with causally connecting the breach of the duty to the damage of which the plaintiff complains. The third phase involves an assessment of the damages experienced with the plaintiff. This course will deal with an examination of damages to property, to persons, to psyche and death claims in tort litigation. Substantial emphasis will be placed upon evidentiary issues and trial practice ethics.

**PREREQUISITES: ALL FIRST YEAR COURSES, EVIDENCE**

**Domestic Relations 660 (3 credit hours)**
A study of the law and procedure surrounding the creation and dissolution of marriages, the children's code, the property rights of husbands and wives, and the division of marital property and equitable support of children and needy spouses.

**DSS Abuse and Neglect Cases 621 (2 credit hours)**
This course is designed to be a review of Department of Social Services Child Abuse and Neglect actions with the purpose of acquainting students with the history of the state’s action to protect children, current DSS statutes, case law and practice. This course will also examine the roles of various other players in the DSS process including therapist, children, relatives, foster parents, judges and Guardians ad Litem (GALs) and how these various players interact at each stage of DSS action. Finally, the class will follow a fact pattern from the first report to DSS through Termination of Parental Rights and appeal.

**Education Law: Equity, Equality and Access 859 (3 credit hours)**
*Satisfies the Upper-Level Writing Requirement*
This course will provide an overview of law and policy issues that arise in elementary and secondary education, with a focus on civil and constitutional rights. A number of these issues relate to the individual rights of students, parents, and employees. These include rights to free speech and the free exercise of religion as well as rights to be free of discrimination based on protected statuses including religion, race, national origin, gender, and disability. We will examine issues of race, poverty, ethnicity, language and immigration status, gender, and students with disabilities in the context of the school environment. This class will explore how courts, legislatures, and school officials have addressed these complex issues.

**Electronic Discovery 731 (3 credit hours)**
*Satisfies the Skills Requirement*
The discovery phase of litigation is crucial and increasingly dispositive as fewer and fewer cases go to trial. At the same time, discovery itself - seeking of relevant information from an adversary - is now overwhelmingly focused on electronic information. Documents and spreadsheets are created and stored on computers; communication takes place and is stored via email, instant messaging, and text messages. This course will provide hands-on, practice-based training in the legal, technological, and ethical issues that are raised by e-discovery. Students will become familiar with the federal rules that apply to e-discovery as well as the growing body of case law focusing on document retention, cost allocation, spoliation, computer forensics and other discovery issues as they apply in the electronic context. Students will become conversant with the growing e-discovery lexicon and the importance of negotiating search terms, maintaining regular information management systems, ordering litigation holds, navigating metadata, and avoiding judicial sanctions. Students will gain practical experience
through simulated discovery conferences, brief drafting, and negotiation relating to the preservation and production of electronically stored information.

**Employment Law 768 (3 credit hours)**
This course surveys common law, statutory, and constitutional regulation of the employment relationship. It examines many facets of the employment relationship including: employment at will; employment contracts; individual and collective job security; employer and employee interests in trade secrets, competition, and privacy; prohibitions against discrimination and harassment; wage and hour laws; health and pension plans; health and safety; and the resolution of workplace disputes.

**PREREQUISITES:** CONTRACTS I & II

**Environmental Law 770 (3 credit hours)**
This is a survey course that covers the key hazardous waste laws (RCRA and CERCLA), the Clean Water Act including wetlands law, the National Environmental Policy Act and the Endangered Species Act. It also introduces administrative law concepts.

**Estate and Gift Taxation 7712 (3 credit hours)**
A study of the rules governing federal taxation of gratuitous wealth transfers. Working with both statutes and cases to develop an understanding of the Estate and Gift Taxes, we will consider not only the mechanics of these two taxes (and the intertwined Generation Skipping Tax), but also their basic policies, history, and selected concepts concerning estate planning implications of transfer tax.

**PREREQUISITES:** WILLS, TRUSTS AND ESTATES.

**FEDERAL INCOME TAXATION IS RECOMMENDED BUT NOT REQUIRED**

**Estate Planning 761 (3 credit hours)**
*Satisfies the Skills Requirement*
This is a skills course for students interested in practicing in the estate planning field. The course will involve an analysis of selected estate planning problems, techniques and solutions. Emphasis will be placed on drafting, and estate planning problems for a variety of different clients. Students will prepare for and will interview clients; draft engagement, explanatory, and closing letters to clients; and review and draft estate planning documents, including Wills, Revocable Trusts, Durable Powers of Attorney, Health care Powers of Attorney, and living wills. The course will also cover a variety of post-mortem problems and solutions including, drafting a family settlement agreement to change the terms of a Will; drafting a petition to modify or terminate an irrevocable trust, drafting a disclaimer for a client who does not want to inherit.

**Exercise of Remedies in Admiralty: Mortgage Foreclosure and Maritime Attachment 7746 (1 credit hour)**
This course will focus on the process of vessel arrests and foreclosure sales of vessels and will also cover the use of Rule B of the Supplemental Rules of Civil Procedure as means of enforcing claims of a maritime nature. The core of the course will take students through the mortgage foreclosure process from arrest through the interlocutory sale of vessel and ultimate adjudication of claims.

**Exercise of Remedies in Admiralty (Part II): Maritime Liens and Vessel Arrest 7747 (1 credit hour)**
This course focuses on the peculiar admiralty law of maritime liens for purposes of in rem proceedings in federal court. Such liens include personal injury, ship mortgages, salvage, and necessaries. Students
will be offered a practical look at drafting pleadings for maritime liens that qualify for in rem actions; how a vessel arrest works in federal court; how to navigate and interact with the various parties involved in making such decisions; and how to negotiate and/or litigate the release of a ship under arrest.

**Fashion Law 704 (2 credit hours)**

Fashion is big business, estimated at over $1 trillion per year. The complex interplay between various laws and a dynamic industry make fashion law unique and challenging. Designers, manufacturers, suppliers, brand owners, retailers, photographers, models/celebrities, sales representatives, advertisers, retailers, and others are all intricately involved in the fashion industry. Legal issues in the booming fashion industry arise on a daily basis and experienced fashion lawyers need to keep up with the fast pace. Fashion law explores many of the legal issues that commonly arise in the industry, including intellectual property, licensing, commercial dealings, regulatory compliance, general contracts, employment, corporate ownership, models and celebrity endorsements, marketing and advertising, and social media and the internet.

**Federal Courts and Immigration Law 868 (2 credit hours)**

*Satisfies the Upper-Level Writing Requirement*

The news is replete with high profile federal lawsuits challenging immigration laws and policies. However, current immigration law significantly restricts federal court jurisdiction over immigration lawsuits. This course will focus on this tension. The course will focus equally on federal procedure, practice, and doctrine and immigration law and policy. We will study and analyze the different strategies and theories that private litigants and government attorneys are using in federal courts to argue for and against executive amnesty, family detention, asylum, citizenship, and more.

**Fiduciary Administration 696 (3 credit hours)**

This course will consider selected problems in the administration of estates, trusts, and court appointed fiduciary roles. Instruction will cover the appointment and qualification of fiduciaries; fiduciary powers and duties, including investment duties and powers, delegation and splitting of duties, and discretionary distribution problems; the effect of exercising powers of appointment; and fiduciary accounting, including allocation of receipts and expenses. The course will also cover the application of principles set forth in practical application to the probate process in South Carolina and address recent uniform acts, including the Prudent Investor Act and the Uniform Trust Code.

**PREREQUISITES:** ALL FIRST YEAR COURSES

**Fiduciary Administration and Transfer Taxes 749 (3 credit hours)**

This two-part course will cover (i) the fiduciary powers and duties of agents/conservators, executors, and trustees in the administration of powers of attorney/conservatorships, estates, and trusts and (ii) the basic principles of the federal wealth transfer tax system. During the first half of the semester-long three-credit course, we will cover the administration topics, such as qualifications of a fiduciary, potential liabilities, and conflicts of interests of a fiduciary. Special consideration will be given to an attorney's role in representing the principal/incapacitated person, the estate, the trust, and/or the fiduciary. During the second half of the course, we will cover the basic principles of the federal transfer tax system, including estate tax, gift tax, and generation-skipping tax. We will review retained interests, powers of appointment, lifetime transfers, life insurance, marital deduction, definition of gift, transfers to revocable and irrevocable trusts, and gifts to minors.

**First Amendment Seminar: Free Speech 7732 (3 credit hours)**
Satisfies the Upper-Level Writing Requirement
This course will survey the doctrines of freedom of speech, press, and association as developed under the First Amendment by the Supreme Court of the United States. The course will explore such doctrinal issues as advocacy of unlawful conduct, defamation of public officials, commercial speech, obscenity, speech in the public forum, symbolic conduct, rights of association, campaign finance regulation, and regulation of broadcasting and the internet.
PREREQUISITES: SATISFACTORY COMPLETION OF 30 CREDIT HOURS

Fundamentals of Corporate Tax 919 (2 credit hours) graded Pass/Fail
This course examines some of the tax considerations involved in the formation and operation of U.S. Corporations. This course is recommended to those who are interesting in a tax or business career.

Fundamentals of Pretrial Advocacy 692 (3 credit hours)
Satisfies the Skills Requirement
This course concerns civil pretrial litigation according to the Federal Rules of Civil Procedure. The goal of this course is to expose students to the pretrial phase of a civil lawsuit. It is designed to provide students with a realistic pretrial experience through the use of readings, class discussions, and skills exercises. In this course, students will learn the basic rules, procedures, tactics, and skills necessary to prepare a civil lawsuit for trial and settlement. Assignments will include interviewing clients, drafting of pretrial documents, and arguing motions.

Fundamentals of Tax Law 673 (2 credit hours)
Tax affects nearly every area of the law. Civil litigators need to know how tax law affects a settlement agreement. Family law lawyers need to know how tax affects divorce. Corporate lawyers need to know how tax affects the formation, operations, and termination of business entities. This course will teach the fundamentals of tax law and explore the interplay between the federal income tax system and various areas of the law, including, but not limited to, family law, litigation, and business law. Additionally, this course will explore the interplay between the federal income tax system and various other areas of the law based on the interests of the students’ enrolled in this course. This is not your typical tax class. Rather than focusing on the Internal Revenue Code and certain Treasury Regulations, this course will be a survey course focusing on the tax issues that arise in the various areas of the law. If you find yourself saying that tax is not for you, remember, tax issues can arise in every area of practice. Thus, this basic level course is highly recommended for every student.

Golf Law 816 (3 credit hours)
The sport of golf is a big business with a variety of legal issues. “Golf Law” explores the many legal issues that surround the ownership, management, buying, leasing, operation, construction, development and securing financing of golf facilities, and other matters unique to the links. The course examines areas of potential loss, including errant golf ball liability, environmental liability, liquor liability, negligent designs, and lightning liability, and programs to prevent and control exposure to liability and loss through effective risk management. Other course topics include choosing the right business entity for ownership and operation of golf facilities, entering into and negotiating contracts such as agreements with private golf cart owners, employment contracts, relationship between the golf course owner and property owners associations, and the structure and documentation of club membership programs.

Government Regulation of Business Ethics 713 (2 credit hours)
Lawyers who represent businesses as in-house or outside counsel today may face a wide array of government laws that regulate their clients’ business practices. Recent years have seen a dramatic increase in the types of businesses subject to government ethics rules and in the types of activities subject to regulation. Consequently, any business that is publicly traded or is regulated by or receives a benefit from the government (e.g., Fortune 500 companies, defense and IT contractors, hospitals and other health care providers, universities, public utilities, etc.) may be subject to civil and criminal penalties for false claims, kickbacks, bribes and other ethics violations. Companies that do business internationally face additional ethics laws. This course is designed to provide practical, real world examples of how ethics issues arise (e.g., internal audits, whistleblowers, and U.S. Department of Justice and Securities and Exchange Commission investigations) and how lawyers can effectively deal with ethics problems after they arise. The special challenges that exist in investigating ethics breaches on classified programs will also be discussed.

Healthcare Law 7741 (3 credit hours)
This course focuses on key concepts in health law such as the structure of health care organizations, quality of health care, and liability of health care providers. It also addresses access to health care, financing mechanisms of health care, including Medicare and Medicaid, regulation of health care, and oversight of managed health care. New developments in health care law concerning reproduction, bioethics, and human genetics are also examined.

Health Law and Clinical Ethics Seminar 7742
(2 credit hours without preceptorship /3 credit hours with preceptorship)
Satisfies the Upper-Level Writing Requirement
An introduction to the interdisciplinary natures of clinical, ethical, and legal issues and decision making in health care. The course has two components: class time (lectures, class discussion, library research, paper writing) and a preceptorship assignment to a clinical service(s) at the Medical University of South Carolina. Class time will provide a legal framework of case law and current academic research and writing in health law and clinical ethics. Preceptorship activities include: making clinical rounds; attending noon conferences, journal clubs, Grand Rounds, and hospital committee meetings; and on-call duty with resident and/or attending physicians. This course is designed to expose law students to the complexities of clinical care so as to equip them with a better understanding of and appreciation for the health care delivery setting. The course is intended to open dialogue and to create strong personal and professional bonds between the legal and medical professions, and to equip law students with the experiential education that is essential for sound, informed decision-making in their future health law careers.

PREREQUISITES: Healthcare Law and Satisfactory Completion of 30 Credit Hours

Immigration and Citizenship Law 637 (2 credit hours)
As our world shrinks, immigration and citizenship laws grow more pervasive and more complex. This course is designed to give students a critical overview of today’s immigration and citizenship laws and prepare them to identify potential immigration issues in all aspects of life and law. Specifically, this course will review the historical underpinnings and practical aspects of the current law regulating citizenship, the admission of non-citizens to the United States, removal of non-citizens from the United States, and judicial review of all such decisions.
**Insurance Law 680 (3 credit hours)**
A study of the theory of insurance and basic insurance law including an overview of the kinds of insurance and insurance contracts in society. An introduction to the relationship of premiums, insurable risk, risks insured against, and allocation of risks, the regulatory regime which governs the insurance industry, the rights, duties, and liabilities of insurer and insured, representations and warranties, payment of losses, contribution and subrogation, reinsurance, and actions on policies.

**PREREQUISITES:** CONTRACTS I & II, TORTS I & II

**Intellectual Property Licensing 832 (3 credit hours)**
*Satisfies the Skills or Drafting Requirement*
This course introduces the fundamentals of intellectual property agreements with a focus on licensing. The course will cover the law and policy that underlies intellectual property licenses and the objectives of typical license agreement provisions. It will provide practice in drafting clear and effective contracts for real-world transactions. Students will be required to draft and analyze license agreements and agreements to transfer ownership of an intellectual property asset and, as a result, will gain an understanding of business scenarios for their use, and the important basic clauses necessary in the process of transactional negotiations, drafting, and analysis.

**Intensive Negotiation Workshop 638 (1 credit hour) graded Pass/Fail**
This Workshop is designed to immerse students in an introduction to the art and science of effective lawyer negotiation. The Workshop begins with an interactive class discussion of the fundamental concepts, theories, tactics, and techniques of effective transactional and dispute resolution negotiation. The discussion integrates the latest research involving the primary negotiation strategies (distributive-adversarial and integrative-problem solving), the key stages of negotiation (preparation, assessment, persuasion, and exchange), and the core bargaining styles (competitive and cooperative). The format employs lecture, video exemplars, problem exercises, and a PowerPoint presentation. At the conclusion of the exploration of the critical elements of lawyer negotiation, students participate in a one on one negotiation of Hsin Fung Electronics (HSN) & Odyssey Cable Network (OCN). The HSN-OCN simulation has been negotiated by thousands of lawyers in the US, Europe, South America, the Middle East, and China, including lawyers in many of AmLaw’s “Top 100 Law Firms,” and in the law departments of a number of Fortune 200 corporations. The student negotiation results are compared with the outcomes those attorneys recorded. HSN-OCN involves a potential buy-sell transaction between a Hong Kong family-owned company and an aggressive US cable TV provider. At the center of the negotiation is breakthrough technology, two-way interactive television (TWIT), which is predicted to transform the industry. Only three companies, two well-known U.S. manufacturers and HSN, have mastered the complex micro processing TWIT technology. The negotiation takes place in an airline club conference room at a US international airport as the lawyers for HSN are about to board a flight to Hong Kong.

**International Transactions and Project Finance 709 (3 credit hours)**
*Satisfies the Skills Requirement*
This practical course focuses on private international business transactions most common to US companies doing business abroad. It examines the key legal principles of cross-border joint ventures and acquisitions and utilizes case studies to address drafting and negotiating techniques appropriate to international business deals both in developed and undeveloped markets. This course also focuses on
project finance transactions most commonly used to develop infrastructure and industrial projects and utilizes case studies to examine drafting and negotiating techniques appropriate to limited recourse financing. It examines the key role played by multilateral and bilateral institutions in the development of international business investments in the developing world in Europe, Asia, Africa and Latin America. An emphasis will be placed on in-class participation through role playing together with document drafting exercises. Students will be divided into negotiating and drafting groups to work on business deals. The skills learned in this course will benefit students wishing to practice business law domestically as well as those interested in advising on international transactions or gaining a broader understanding of international business.

**International Tax Planning 689 (2 credit hours)**
This course addresses US international taxation rules and policy. Topics may include the basics of tax planning, as well as inbound and outbound international tax topics.

**Land Use Planning 785 (3 credit hours)**
Land use governs the development of real estate and the general use of land. Topics in this course include zoning, subdivision requirements, growth management and alternatives to sprawl development.

**Law and the Art of Narrative 862 (2 credit hours)**
This course will explore the importance of Narrative and Narrative techniques in the practice of law. During the course, students will learn how to practically employ stories/narratives and narrative techniques in their legal writing, in courtroom situations including but not limited to the manner of the presentation of evidence, testimony, oral argument, opening and closing argument, and/or in situations where they seek to teach, to persuade, or to inspire readers and listeners.

**PREREQUISITES:** CONTRACTS I & II, CIVIL PROCEDURE I & II, LEGAL RESEARCH, ANALYSIS AND WRITING I & II

**Law in Literature 822 (3 credit hours)**
Satisfies the Upper-Level Writing Requirement
This course will explore legal issues and concepts through the reading and discussion of literature, and specifically, short stories. The course will also consider the role of storytelling and story-writing in the life and career of a lawyer. The shared features of the stories include the quality of the writers, the poignant presentation of legal themes and concepts, and the natural propensity of the stories to generate healthy discussion. Students will also read stories by literary giants, such as Leo Tolstoy, Kurt Vonnegut, Jr., Jack London, Bret Harte, Franz Kafka, Edgar Allen Poe, Nathaniel Hawthorne, William Faulkner and others. The class will be divided into five distinct parts: 1) Establishing Laws; 2) the Judicial System; 3) Punishment; 4) Criminal Matters; and 5) Civil Matters.

**PREREQUISITES:** SATISFACTORY COMPLETION OF 30 CREDIT HOURS

**Legal Research Boot Camp 973 (2 credit hours) graded Pass/Fail**
Satisfies the Skills Requirement
This accelerated course will reinforce basic skills and explore advanced techniques in cost effective statutory, case law, drafting and transactional legal research. This course is typically only offered during the Maymester.

**Legal Technology in Practice 872 (2 credit hours)**
Satisfies the Skills Requirement
Technology is changing the practice and nature of law. A basic competency in the technology used in legal practice is therefore a must for the modern lawyer. This course will explore both the current trends and the future possibilities of technology use in the law. After an introduction to the fundamentals of technological innovation and legal system design, the course will provide students with the theoretical and practical background for different legal technologies that are in common use in the profession today. In addition, the course will provide the basic training necessary to participate competently in key aspects of this rapidly evolving and expanding skill set for practice, focusing on areas such as professional responsibility, case and client management; document management and electronic discovery; information literacy; presentation technologies; writing skills; and, the different considerations involved in professional versus personal use. Significant prior experience with technology is not a prerequisite for this class.

Legislation 778 (3 credit hours)
This course examines the major features of the federal legislative process and utilizes this information as the foundation for a survey of the cannons of statutory interpretation. The course may include the study of: the theories of representation and the legislative process; the rules, procedures and committee structures of the U.S. House of Representatives and U.S. Senate; campaign financing and interest groups, the federal budget process; and, due process of law making.

Marine Collision and Limitation of Liability 8003 (3 credit hours)
Satisfies the Skills or Drafting Requirement
This course provides in-depth coverage of the substantive law governing liability for marine collisions and allisions, proof and presumption issues involved in litigating liability claims, and damages and their apportionment. Limitation of liability will be covered in depth, including the establishment of a limitation fund and the practice and procedure for its distribution among multiple claimants.

Maritime Salvage 7748 (1 credit hour)
This two-day course will cover the elements of "pure" and "contract" salvage. The difference between the two has enormous financial implications for plaintiffs, defendants, and insurance carriers. Interpreting salvage rights has a significant impact on the maritime lien analysis, the framework for which will be studied as to various parties' rights. We will also examine the methodology of determining awards for pure salvage cases and study the differences between the various interpretations around the country under the general maritime law.

Mass Torts Seminar 911-S (3 credit hours)
Satisfies the Upper-Level Writing Requirement
Civil litigation in the federal courts, and increasingly in the state courts, is dominated by mass tort cases, such as Fen-Phen, asbestos, Vioxx, and tobacco, to name only a few of the most prominent examples. These cases involve tremendous transactions costs, both in terms of the cost of the cases themselves, and the costs - tangible and intangible - to the civil justice system. This course will explore the interrelated issues of substantive tort law, procedural law, and ethics that arise in these cases. Thus, for example, the course will examine the tension between aggregate procedure and litigant autonomy, as well as ethical dilemmas arising in mass tort practice. The course also will assess attempts to adjudicate mass torts through the class action rule including under the Class Action Fairness Act, consolidation, multidistrict litigation procedure, and preclusion doctrine. The course also examines the effect of mass tort litigation on tort law doctrines such as the problems of causation and corresponding use of scientific evidence, and
damages issues such as fear of disease and medical monitoring damages, among other substantive topics. The class will be run in a true seminar format. Readings will be drawn from mass torts scholarship and other selected materials. All students will be required to write a research paper of at least 5,000 words (approximately 25 pages). Grades will be based on writing assignments, oral presentations, and class participation.

PREREQUISITES: SATISFACTORY COMPLETION OF 30 CREDIT HOURS

Media Law 875 (3 credit hours)
This course explores how federal and state constitutional, statutory, and common law have expanded (and in some cases, limited) the media’s ability to distribute editorial and commercial content. The course will emphasize the study of U.S. Supreme Court decisions in enabling the media to print, broadcast, and electronically distribute by the Internet, content that will be free from civil and governmental claims. Course topics include libel, invasion of privacy, specialized Internet rules, protections for newsgathering, expanding access to public documents and judicial proceedings, fair use of protected material under copyright law, restrictions on advertising, and telecommunications regulations.

PREREQUISITES: ALL FIRST YEAR COURSES (EXCEPT PROPERTY I AND II) CONSTITUTIONAL LAW I (611) IS RECOMMENDED BUT NOT REQUIRED AS A PREREQUISITE.

Mediation 101 (2 credit hours) graded Pass/Fail
Satisfies the Skills Requirement
This course covers the South Carolina Rules and ethical standards for lawyers, arbitrators and mediators in civil, family and probate settings as well as Model Standards of Practice. The course teaches practical approaches to the theory and principles of effective negotiation and prepares students to represent clients in all major forms of ADR. Reading, lectures and exercises introduce negotiation and mediation principles, processes, and practice in civil, family, probate, and restorative justice settings. Negotiation exercises help develop skills, knowledge, and confidence in developing strategy, analyzing risk in the settle-litigate decision, and using negotiation techniques and strategies in varied ADR settings. Arbitration discussion and exercises include arbitration procedure, selection of arbitrators and writing arbitration awards. Client preparation principles include helping the client determine his or her best interests, advocacy and communication skills, and gender and cultural considerations.

Mergers and Acquisitions: Fundamental Principles 918 (2 credit hours) graded Pass/Fail
An introduction to the legal rules and principles governing business combinations, this course will examine some of the deal structures used in many such transactions, including tax and statutory considerations as well as relevant securities laws.

National Security Law 900 (3 credit hours)
Satisfies the Upper-Level Writing Requirement
This course examines the legal framework for national and homeland security, especially in light of the evolution in this area of law following the events of September 11, 2001. The course includes detailed analysis and discussion of the separation of war and security powers among the three branches of government and current issues surrounding the role of each branch. After exploring domestic law and its impact on national security policies, the course will introduce principles of international law and the interplay between these principles and this country’s domestic laws. Topics covered will include separation of powers, the role of international law on national security, the exercise of war powers in specific military conflicts, including Vietnam, Korea and the Persian Gulf and Iraq Wars, the detention
of enemy combatants, an overview of U.S. intelligence agencies, a review of relevant statutes including the Foreign Intelligence Surveillance Act, the USA PATRIOT Act, the Classified Information Procedures Act, and the Espionage Act, and discussion of various national security legal issues raised by events that occur during the semester.

**PREREQUISITES:** SATISFACTORY COMPLETION OF 30 CREDIT HOURS

**Negotiation 101 659 (1 credit hour), graded Pass/Fail**
Law practice is negotiation. Whether you are attempting to conclude an acquisition agreement, trying to settle a personal injury claim, or conferring with a client about pending legal matters, you are negotiating. In the final analysis, all of a lawyer’s legal training and professional expertise is directed toward one objective – solving the client’s problems. Negotiation is the primary tool for doing just that. In this course, students will consider negotiation skills and problem solving.

**Patent Law 788 (3 credit hours)**
This course provides a comprehensive introduction to patent law and policy. No technical background is required. The course begins by addressing the history of patents as well as the policy arguments for and against using patents as a mechanism for inducing innovation. Following this introduction, students learn the basics of patent drafting and prosecution, patent claims, and claim construction. The class then addresses in depth the central patentability criteria of subject matter, utility, nonobviousness, and disclosure. Other topics of importance that are covered in the class include: the relationship between patents and other forms of intellectual property protection, particularly trade secrecy and copyright; the intersection of patent and antitrust law; the role of the two major institutions responsible for administering the patent system, the Patent and Trademark Office and the Court of Appeals for the Federal Circuit; and the role of patents in the two major industries of the knowledge-based economy, information technology and biotechnology.

**Practical International Business Transactions 651 (2 credit hours)**
*Satisfies the Skills or Drafting Requirement*
The course will require the students to represent clients in a hypothetical international business transaction. For example, the chosen transaction might involve creation of an entity to provide services or goods or the creation of a joint venture between the parties and the creation of the related documents to finalize the contractual relationship such as framework agreements, licensing agreements, side agreements, agency or distribution agreements. The students will discuss issues specific to international transactions such as cultural considerations, governing law determinations, choice of language, currency considerations and INCOTERMS. The course will emphasize thoughtful decision-making and creation of documents which are clear, “user-friendly” and likely to be perceived as “reasonable” by both the client and legal counsel representing the other party. Participating students will be asked to form small teams to represent the opposing parties in the various stages of the transaction and evaluate the proposed documents of the other party. The course will not involve substantial legal research, but it will involve substantial writing and editing.

**Real Estate Transactions 800 (3 credit hours)**
*Satisfies the Skills Requirement*
This course addresses issues such as: what role a lawyer should play in a real estate closing; what modifications should be made to most Real Estate Listing Agreements to make those document fairer to the Seller; how do Real Estate Brokers arguably earn a real estate commission even after the listing agreement has expired; when is the seller’s title unmarketable; what duties does a seller have to disclose
problems with the property to the buyer; and, how a lawyer avoids a court concluding that a deed is really to be construed as an equitable mortgage. There are countless real world questions dealing with the purchase / sale / and financing of real estate home or a real estate commercial transaction. This course covers a lot of the basic doctrine, and some practical applications, of these issues, and many others, connected with the buying and selling of real estate.

PREREQUISITES: PROPERTY I & II

**Sales, Leases, and International Sale of Goods 844 (3 credit hours)**

A detailed study of Articles 2 and 2A of the Uniform Commercial Code and the Convention on the International Sale of Goods (CISG). The course compares the differing treatment of domestic sales under Article 2 and international sales under CISG, and deals with the increasingly important topic of leases of goods under Article 2A, including finance leases and the issues that arise in distinguishing leases from secured transactions.

**Separation of Powers 674 (3 credit hours)**

*Satisfies the Upper-Level Writing Requirement*

This course is for those students who wish to explore, in some depth, the relative constitutional powers of the three branches of the federal government. The course will begin by comparing the constitutional structure of our government with other systems and by taking an introductory look at some historical events that raised issues of separation of powers, including the election of 1800, the Civil War, the Great Depression, presidential impeachments, and current war/military efforts. By analyzing numerous contemporary issues, the course will introduce students to the roles of the two political branches, the Executive and Legislative Branches, and the procedures by which they deal with one another, as well as the role of the courts in resolving disputes between political branches. Issues covered will include the political question doctrine, the invocation of Executive privilege in Congress and the courts, Executive immunities, the role and impact of the impeachment process, congressional subpoena powers, the independent counsel law, congressional supervision of administrative agencies, the nondelegation doctrine, the Executive veto power, the budget and spending process, congressional control of federal courts’ jurisdiction, the judicial nomination and confirmation process, and the concurrent war and foreign policy powers of the political branches. Cases student will the students from *Marbury v. Madison* to *Bush v. Gore* and to the Supreme Court’s even more recent opinions addressing separation of powers issues.

PREREQUISITES: CONSTITUTIONAL LAW I AND SATISFACTORY COMPLETION OF 30 CREDIT HOURS

**Sex, Gender and Identity 8291S (2 credit hours)**

*Satisfies the Upper-Level Writing Requirement*

This seminar tackles the legal aspects of sex and gender in the home, workplace, and school. Students will gain an understanding of the impact of heterosexuality, homosexuality, and transsexualism on laws, society, and behavior. This practical course will allow students to examine inequality, discrimination, and prejudice and develop solutions to resolve these issues.

**SC Constitutional Law 615 (2 credit hours)**

*Satisfies the Upper-Level Writing Requirement*

This course will provide a comprehensive look at the South Carolina Constitution. The topics covered will include state governmental powers, the constitutional role of state courts, and individual rights and liberties. When relevant, students will analyze the differences and similarities between the state and federal constitutions.
PREREQUISITES: SATISFACTORY COMPLETION OF 30 CREDIT HOURS

**South Carolina Criminal Practice 627 (2 credit hours) graded Pass/Fail**
*Satisfies the Skills Requirement*

The course will focus on pre-trial criminal motions practice in South Carolina state courts. Students will review case files and then be assigned to prepare and argue dispositive pre-trial motions and motions in limine. Students will prepare their arguments pursuant to applicable South Carolina and Federal case law. In each class students will have the opportunity to argue their motions against other students and will rotate in their representation of both the State of South Carolina and the criminal defendant. Any student who is interested in litigation will find this course useful.

**South Carolina Domestic Relations 663 (2 credit hours)**

This survey course will primarily focus on domestic relations and related issues specific to South Carolina law. The course will cover issues that typically arise in a domestic relations case, such as alimony, child custody and support, divorce, and equitable apportionment of property and debts.

**Supreme Court Seminar 926 (3 credit hours)**

This seminar will explore the role and function of the United States Supreme Court in our governmental system. This course will concentrate on how the Court makes decisions, as well as the Court's relationship to the other branches of government.

**PREREQUISITES:** CONSTITUTIONAL LAW I (CAN BE TAKEN CONCURRENTLY WITH COURSE).

This class does not satisfy the upper-level writing requirement.

**The Death Penalty and the Constitution 733 (2 credit hours)**

This course will examine the death penalty jurisprudence of the Supreme Court in recent decades. Topics to be covered include philosophical and policy considerations underlying the death penalty debate, federalism and the Supremacy Clause, the death penalty moratorium from 1972-1976, modern death penalty statutes and the bi-furcated capital trial, post-conviction challenges, ineffective assistance of counsel, the role of race and gender in capital punishment cases, the federal death penalty, international law-based challenges to the death penalty, and the impact Justice Scalia’s departure may have on future death penalty cases in the Supreme Court. There are no prerequisites for the course; the material will be presented and analyzed without assuming students have completed Criminal Law, Criminal Procedure, or Constitutional Law.

**The Entertainment Industry and the Art of Negotiation 866 (2 credit hours)**

Entertainment Law lies at the intersection of various traditional legal disciplines, such as contract, tort, copyright, trademark, antitrust, and secured transactions, and applies those principles to a unique business setting. This course will provide an interdisciplinary examination of entertainment law as well as the art of negotiating, which is a skill useful to all attorneys practicing in every area of the law. Students will learn basic terms for production, financing and distribution agreements, the role of various unions and guilds and explore the role of “new media” in contract negotiations and drafting. The overall goals of this course are to expose students to the unique and increasingly complex structure of the entertainment industry and the importance of employing effective negotiating techniques in the pursuit of finding a balance between the strengths and limits of the legal system as a means of resolving disputes and providing remedies in this fascinating industry.
The Law of Armed Conflict and Atrocity 762 (3 credit hours)
*Satisfies the Upper-Level Writing Requirement*
This course will cover jus ad bellum (the international law concerning the legality of the resort to armed conflict) and jus in bello (the international law governing the conduct of armed conflict once it is initiated, also known as international humanitarian law). Among the specifics to be explored are state responsibility and individual criminal liability; the jurisdiction of international criminal tribunals including the International Criminal Court; the substantive law pertaining to the crime of aggression, war crimes, crimes against humanity and genocide; and, the role of the United Nations and individual states in enforcing the law of armed conflict. The course will also consider, among other topics, the trials of offenses committed during World War II, Vietnam, and the Yugoslavian Conflict. The course will also explore specific treaties relating to armed conflict and enforcement of humanitarian law. These include the Geneva Conventions of 1949 and the Rome Statute for the International Criminal Court.

The Rights of Non-Human Animals 658 (2 credit hours)
*Satisfies the Upper-Level Writing Requirement*
This course examines jurisprudential, legislative, theoretical, and cultural issues related to the legal rights of non-human animals.

Trademark Practice 901 (3 credit hours)
*Satisfies the Skills or Drafting Requirement*
This course is designed to introduce students to the day-to-day practice of a Trademark Lawyer. Students will learn the practical skills that are a critical part of being able to successfully help clients identify, use, and maintain trademarks. In this course, we will explore trademark law through practical exercises and writing assignments, including conducting searches and writing opinion letters on the availability of a trademark; prosecuting trademarks before the United States Patent and Trademark Office (USPTO), including responding to USPTO Office Actions, handling ex partes and inter partes proceedings, and the international filing systems; and exploring post-registration and enforcement issues, both domestically and abroad. If time permits, we may also explore trademark licensing, U.S. Customs, and domain name issues.

Toxic and Mass Torts 910 (3 credit hours)
This is a survey class on toxic and mass torts -- for example, pharmaceutical and other mass litigation. The focus of the class is on the legal, scientific, and procedural aspects of such torts. The course will cover the basics, such as factual bases, legal theories, causes of action, etc., and will address more complex issues, such as MDLs, expert witnesses, cross-notices of witnesses, and state and federal courts' coordination. In this time of mass litigation over Vioxx, Celebrex, benzene, and asbestos, even small-firm attorneys and solo practitioners deal with these issues.
PREREQUISITES: ALL FIRST YEAR COURSES

U.S. Maritime Policy 8001 (3 credit hours)
*Satisfies the Upper-Level Writing Requirement*
Congress has been enacting laws that promote and regulate shipping since 1789. This course will trace the evolution of U.S. maritime law, the role of Congress in regulating and promoting this industry, and current maritime policy issues facing the industry and the Congress.
# Charleston School of Law Academic Calendar  
(August 2017, Subject to Change)

<table>
<thead>
<tr>
<th>Event</th>
<th>2017</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>First-Year Orientation</td>
<td>Monday - Friday, August 14 - 18</td>
<td>Monday - Friday, January 8 - 12</td>
</tr>
<tr>
<td>Classes Begin for All Students</td>
<td>Monday, August 21</td>
<td></td>
</tr>
<tr>
<td>Last Day to Drop or Add Classes [after this date, permission by Academic Dean required to drop class]</td>
<td>Friday, August 25</td>
<td>Martin Luther King Jr., Holiday (Offices Closed, No Classes)</td>
</tr>
<tr>
<td>Labor Day Holiday [Offices Closed, No Classes]</td>
<td>Monday, September 4</td>
<td>Classes Begin for All Students</td>
</tr>
<tr>
<td>Lawyering Exam Review for First-Year Students [required]</td>
<td>TBA</td>
<td>Last Day to Drop or Add Classes [after this date, permission by Academic Dean required to drop class]</td>
</tr>
<tr>
<td>Fall Break</td>
<td>Monday - Tuesday, October 16 - 17</td>
<td>Lawyering Exam Review for Spring Admit Students [required]</td>
</tr>
<tr>
<td>School Closure Make-Up Day, if needed</td>
<td>Saturday, November 18</td>
<td></td>
</tr>
<tr>
<td>Thanksgiving Holiday [No Classes]</td>
<td>Wednesday - Friday, November 22 - 24</td>
<td></td>
</tr>
<tr>
<td>Last Day of Class</td>
<td>Friday, December 1</td>
<td></td>
</tr>
<tr>
<td>Reading Day</td>
<td>Monday, December 4</td>
<td></td>
</tr>
<tr>
<td>Final Exams (Tuesday through Saturday; Monday through Saturday)</td>
<td>December 5 - 16</td>
<td></td>
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<tr>
<td>Winter Graduation and Commencement</td>
<td>TBA</td>
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<tr>
<td>Spring</td>
<td>2018</td>
<td></td>
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<tr>
<td>Orientation for Spring Admit Students</td>
<td></td>
<td></td>
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<tr>
<td>Martin Luther King Jr., Holiday (Offices Closed, No Classes)</td>
<td>Monday, January 15</td>
<td></td>
</tr>
<tr>
<td>Classes Begin for All Students</td>
<td>Tuesday, January 16</td>
<td></td>
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<tr>
<td>Last Day to Drop or Add Classes [after this date, permission by Academic Dean required to drop class]</td>
<td>Friday, January 19</td>
<td></td>
</tr>
<tr>
<td>Lawyering Exam Review for Spring Admit Students [required]</td>
<td>TBD</td>
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<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Break</td>
<td>Monday - Friday, March 12 - 16</td>
</tr>
<tr>
<td>Last Day of Class</td>
<td>Friday, April 27</td>
</tr>
<tr>
<td>Reading Day</td>
<td>Monday, April 30</td>
</tr>
<tr>
<td>Final Exams (Tuesday through Saturday; Monday through Saturday)</td>
<td>May 1 - 12</td>
</tr>
<tr>
<td>Spring Graduation and Commencement</td>
<td>TBA</td>
</tr>
</tbody>
</table>

### Maymester/Summer/Summer Standard/Mini-Sessions/Externships 2018

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Maymester Classes Begin</td>
<td>Monday, May 14</td>
</tr>
<tr>
<td>Last Day to Drop or Add Classes for Maymester [after this date, permission by Academic Dean required to drop class]</td>
<td>Monday, May 14</td>
</tr>
<tr>
<td>Last Day of Class for Maymester</td>
<td>Friday, May 25</td>
</tr>
<tr>
<td>Reading Day &amp; Memorial Day Holiday (Offices Closed)</td>
<td>Monday, May 28</td>
</tr>
<tr>
<td>Maymester Exams; Classes continue for Summer Standard Students</td>
<td>Tuesday, May 29</td>
</tr>
<tr>
<td>Summer Classes Begin</td>
<td>Wednesday, May 30</td>
</tr>
<tr>
<td>Last Day to Drop or Add Classes for Summer [after this date, permission by Academic Dean required to drop class]</td>
<td>TBD</td>
</tr>
<tr>
<td>Externships and other Summer Mini-Sessions</td>
<td>TBD</td>
</tr>
<tr>
<td>July 4th Holiday (Offices Closed, No Classes)</td>
<td>Wednesday, July 4</td>
</tr>
<tr>
<td>Last Day of Class for all Summer Standard [J2] and Summer Session [S1] Classes</td>
<td>Thursday, July 19</td>
</tr>
<tr>
<td>Reading Day</td>
<td>Friday, July 20</td>
</tr>
<tr>
<td>Exams for all Summer Sessions and Summer Standard Classes</td>
<td>Monday – Friday, July 23 – 27</td>
</tr>
<tr>
<td>Summer Graduation (no ceremony)</td>
<td>Wednesday, August 1</td>
</tr>
</tbody>
</table>
Biographies of Current Faculty and Staff

Information on the faculty and staff may be obtained at www.charlestonlaw.edu. Information on adjunct professors teaching in a particular semester or session can be found at www.charlestonlaw.edu prior to the beginning of that particular semester or session.

Charleston School of Law Board of Advisors

The Charleston School of Law Advisory Committee includes some of South Carolina’s most prominent judges, lawyers, and scholars. The members of the Committee share a commitment to establishing a student oriented law school premised upon ideals of service to the community, professionalism, and excellence in legal education. Biographies of the members may be obtained by clicking on the following link: www.charlestonlaw.edu.

Charleston School of Law Owners

The owners of the Charleston School of Law are President and Managing Member, J. Edward Bell, III, Esquire, the Honorable Robert S. Carr and the Honorable George C. Kosko.

Appendices

- Appendix A Library & IT Student Sourcebook
- Appendix B Student Honor Code and Code of Conduct
- Appendix C Policies and Procedures
- Appendix D Student Counseling and Assessment
- Appendix E Title IX Policy
- Appendix F Inclement Weather and School Closures
## APPENDIX A: Library & IT Student Sourcebook

Law Library Staff Directory  
Phone Prefix is 843.377.  
Offices are in 81 Mary St.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office #</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lisa Smith-Butler</td>
<td>Associate Dean of Information &amp; Associate</td>
<td>111</td>
<td>X 2144</td>
<td><a href="mailto:lsbutler@charlestonlaw.edu">lsbutler@charlestonlaw.edu</a></td>
</tr>
<tr>
<td></td>
<td>Professor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kathleen Brown</td>
<td>Deputy Director and Adjunct Professor</td>
<td>216</td>
<td>X 2432</td>
<td><a href="mailto:kbrown@charlestonlaw.edu">kbrown@charlestonlaw.edu</a></td>
</tr>
<tr>
<td>Cassandra Patterson</td>
<td>Reference &amp; Outreach Services Librarian</td>
<td>220</td>
<td>X2152</td>
<td><a href="mailto:cpatterson@charlestonlaw.edu">cpatterson@charlestonlaw.edu</a></td>
</tr>
<tr>
<td>Vacant</td>
<td>Reference &amp; Electronic Services Librarian</td>
<td>218</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marisa Henthorn</td>
<td>Library Assistant</td>
<td>214</td>
<td>x2421</td>
<td><a href="mailto:mhenthorn@charlestonlaw.edu">mhenthorn@charlestonlaw.edu</a></td>
</tr>
<tr>
<td>Nancy Betancourt</td>
<td>Technical Services Assistant</td>
<td>212</td>
<td>X 2441</td>
<td><a href="mailto:nbetancourt@charlestonlaw.edu">nbetancourt@charlestonlaw.edu</a></td>
</tr>
<tr>
<td>Jamie Hiers</td>
<td>Director of Information Technology</td>
<td>120</td>
<td>X 0998</td>
<td><a href="mailto:jhiers@charlestonlaw.edu">jhiers@charlestonlaw.edu</a></td>
</tr>
<tr>
<td>Jack Storey</td>
<td>AV Assistant</td>
<td>113</td>
<td>X 4904</td>
<td><a href="mailto:jstorey@charlestonlaw.edu">jstorey@charlestonlaw.edu</a></td>
</tr>
<tr>
<td>Dominique Bivins</td>
<td>Help Desk Assistant</td>
<td>113</td>
<td>X0998</td>
<td><a href="mailto:dbivins@charlestonlaw.edu">dbivins@charlestonlaw.edu</a></td>
</tr>
<tr>
<td>Willis Long</td>
<td>Help Desk Assistant</td>
<td>113</td>
<td>X2447</td>
<td><a href="mailto:wlong@charlestonlaw.edu">wlong@charlestonlaw.edu</a></td>
</tr>
</tbody>
</table>
1. **General Information about the Sol Blatt Jr. Law Library**

**Hours of Operation**

The Sol Blatt Jr. Law Library is open the following hours:

- **Monday - Thursday**: 7:30 a.m. to Midnight
- **Friday**: 7:30 a.m. to 10:00 p.m.
- **Saturday**: 10:00 a.m. to 10:00 p.m.
- **Sunday**: Noon to Midnight

Reference service is available:

- **Monday - Thursday**: 8:00 a.m. to 7:00 p.m.
- **Friday**: 8:00 a.m. to 6:00 p.m.
- **Saturday**: 1:00 p.m. to 5:00 p.m.
- **Sunday**: 2:00 p.m. to 8:00 p.m.

Hours may vary during holidays, summer, and exams. During exams and the reading period for the Fall and Spring semesters, the library will be open for extended hours.

Access the library via the north doors on either the east or west side of the building. You will need your Charleston School of Law SONITROL card to enter the building.

**Policies**

- **Smoking is prohibited** within the library. If you use chewing tobacco products, please dispose of finished items in the trashcan.

- **Beverages** are permitted. Please wipe up any spills.

- There is a small kitchenette at the rear of the Library which allows students to microwave lunches. Please eat in the Barrister area where tables and chairs are provided for that purpose.

- **Pagers and cellular phones** must be placed in vibrate mode when entering the Library. If you need to place or receive a call, please have your conversation in the Barrister area.

- Please **reshelve** your library materials.

**Collection**

The Sol Blatt Jr. Law Library collects materials in electronic, print, and audio visual formats. We provide access to 661, 334 titles in print and electronic formats for students, faculty and staff.
Print Materials and Core Collection of Primary Sources of American Law

The library uses the LC (Library of Congress) classification system for its materials.

The core collection of American primary sources (i.e. cases, statutes and regulations) of law at both the state and federal levels is located on the first floor.


Final federal regulations are available in the CODE OF FEDERAL REGULATIONS which is shelved immediately following the federal session laws on row 5B. Pending federal regulations are published in the FEDERAL REGISTER which is available electronically via Bloomberg Law, FDsys, HeinOnline, Lexis Advance, and WestlawNext.

Immediately following these materials on the shelves are publications of federal court cases from the U.S. Supreme Court (SUPREME COURT REPORTER and U.S. REPORTS), the federal circuit courts of appeal (FEDERAL REPORTER Series), and the federal district, i.e. trial, courts (FEDERAL SUPPLEMENT Series.) The SUPREME COURT DIGEST indexes and provides topics and key numbers to materials in the SUPREME COURT REPORTER while the MODERN FEDERAL PRACTICE DIGEST (6 non-cumulating sets) performs the same functions for decisions in the FEDERAL SUPPLEMENT and FEDERAL REPORTER. Earlier federal decisions, published in the series known as FEDERAL CASES, are available in print and electronically via the LLMC resource. These materials are located in aisles 6A to 15A. The DECENNIAL DIGESTS are available in aisles 15B through 16B.

Immediately following the federal materials are all state appellate court decisions. These decisions are collected in the NATIONAL REPORTER SYSTEM which consists of the: ATLANTIC REPORTER, NORTH EASTERN REPORTER, NORTH WESTERN REPORTER, PACIFIC REPORTER, SOUTH EASTERN REPORTER, SOUTH WESTERN REPORTER, and SOUTHERN REPORTER. The DECENNIAL and GENERAL DIGESTS provide subject access to decisions in these reporters. These materials are located in aisles 17A to 28B.

Finding aids, such as national legal encyclopedias, Am. Jur. and C.J.S., and American Law Reports are shelved after the federal materials. They can be found in aisles 29A to 31B.

State codes and reporters are next. Decisions from the state appellate courts for California and New York are collected in print as are statutes for California, Delaware, Florida, Georgia, Maryland, New York, North Carolina, South Carolina, Virginia and West Virginia. Other state statutory materials are available electronically via Bloomberg, Lexis and Westlaw services. They are located in aisles 33A to 36B.

All South Carolina materials are collected in print format. Electronic formats, when available, are also collected. Pending South Carolina bills, session laws, statutes (CODE OF LAWS OF SOUTH CAROLINA,) and regulations are collected as are South Carolina appellate and supreme court decisions.
which are published in the South Carolina Reports and the South Eastern Reporter. A South Carolina Digest and a South Eastern Digest provide access to the court opinions. All treatises published on South Carolina law are collected and shelved on the first floor with the South Carolina statutes and cases. These materials can be found in aisles 38B to 41B. Duplicate South Carolina materials are located on the second floor of the library.

General collection materials immediately follow the South Carolina materials. They are located in aisles 42A to 51A.

Audiovisual and bar review materials are located at the Reference office on the first floor as well as selected research materials.

Study aids and class reserve materials are located at the front of the library near the circulation desk. Those books are found in aisles 1 to 3.

A Major Title Locator is available online and in kiosks located on the second floor as is a library map. Research Guides are also available in the second floor kiosks and online.

Electronic Subscriptions and Access

Charleston School of Law students can access a great deal of information electronically. Students are trained on and receive individual passwords to use Bloomberg Law, FastCase, Lexis Advance and Westlaw. These resources provide access to the full text of federal and state cases, statutes, and regulations. Coverage in these areas is comprehensive. WestlawNext and Lexis Advance also provide the full text of selected law reviews, treatises and company information. Bloomberg Law provides access to PACER dockets. For information about these passwords, contact Cassandra Patterson at either 843.377.2152 or cpatterson@charlestonlaw.edu.

The Sol Blatt Jr. Law Library has many electronic sources including:

18th Century Collections Online
• Bloomberg Law
Bloomberg BNA
CALI
CCH
CIAO (Columbia International Affairs Online)
CILP (Current Index Legal Periodicals)
Environmental Law Reporter
HeinOnline
Index to Legal Periodicals
Index to Legal Periodicals Retrospective
JSTOR
Legal Trac
Lexis Advance
LLMC Digital
Making of Modern Law: Legal Treatises
Making of Modern Law:  Primary Sources, 1620-1926
Making of Modern Law:  Trials 1620 – 1926
Making of the Modern World
Max Planck Encyclopedia of Public International Law
Oxford English Dictionary
ProQuest
ProQuest Congressional
ProQuest Legislative Insight
U.S. Supreme Court Records & Briefs
Westlaw

These sources provide access to various documents such as public laws, bills, committee reports, U.S. Supreme Court decisions, and treatises. These materials are located online under Research Resources/Databases.

These electronic resources may be accessed while on or off campus. To access these electronic resources while on or off campus, select research resources and then select databases. Next select and click on the desired title. If you are off campus, a green screen will then appear, asking you to authenticate that you are a faculty, staff, or student at the Law School. Use your work computer’s User Name and Password to log in.

Gavel

Gavel is the library’s web based catalog, providing access to library materials via:

author searching;
title searching;
keyword searching;
call number searching;
publisher searching; or
LC subject heading searching.
The catalog will retrieve a record, providing the call number, and location within the library. It also indicates whether the material is available. You can browse the Library’s catalog from your desk or your home at http://c92004.eos-intl.net/C92004/OPAC/Index.aspx.

2. Services Provided to Law Students

Research Services

Reference Assistance

There are three librarians are on staff to assist with your research requests. All hold the are dual degreed, holding both an M.L.I.S. and J.D. (Juris Doctor) degrees. They can help you devise research strategies, formulate search terms and/or queries, and help you find both print and electronic legal and non-legal materials. Stop by the Reference Desk, call the desk at 843.377.4020 or send an email to reference@charlestonlaw.edu. We are delighted to help you locate the appropriate resource in the appropriate format.

Interlibrary Loans

If the Law Library does not have an item that you would like, we can attempt to obtain the material from another library via the interlibrary loan process. Time to obtain such materials varies. To handle your ILL request, contact Cassandra Patterson @ cpatterson@charlestonlaw.edu.
Free Internet Legal Resources Portal

We have created a legal information portal to reputable legal research Internet sites. These sites provide access to the full text of cases, statutes, and regulations as well as newspaper articles, law reviews, and statistics. Directories, dictionaries, and other search engines are listed. Check out our portal @ http://www.charlestonlaw.edu/Library/Library-Resources/Free-Internet-Legal-Resources-Portal.aspx.

Major Title Locator

We have created a Major Title locator, which includes federal, state, and regional reporters as well as encyclopedias and digests located in the library. This is available in either print (in kiosks on both floors) or online.

Publications

A newsletter and blog, both called THE BARRISTER, are published for students. The blog is updated with breaking cases and trends in the legal world several times a week. The newsletter is published every semester and provides news about trainings, holiday and exam hours and tech tips.

Research Guides, listing resources within a particular legal subject area, are also published. They are located in print in the kiosks on the first and second floors. They are also available online @ http://charlestonlaw.libguides.com/index.php.

 Reserve Materials

Class reserve materials are textbooks and other items selected by professors for classes. These materials can be found in the shelves adjacent to the Circulation Desk on the first floor of the library. These materials circulate for three hours.

You can use the library’s catalog, the Gavel, to locate materials placed on class reserve by your professor. Under the pull down Search tab, select Course Search. You can then search by course name, professor name, or course number.

Bloomberg Law, Fastcase, Lexis Advance & WestlawNext

You will receive training and instruction in the use of Bloomberg Law, Fastcase, Lexis Advance, and WestlawNext at the appropriate time.

WestlawNext and Lexis Advance passwords are for educational use only and access is limited to the academic year unless you are enrolled in summer school, working as a Research Assistant for a faculty member, or working on one of the school’s reviews. Bloomberg Law can be used throughout the year for any purpose. Access to WestlawNext, Lexis Advance, and Bloomberg Law are via the Internet @ http://www.lawschool.westlaw.com/, https://advancelexis.com/ or http://www.bloomberglaw.com. Fastcase is available via the Library’s Database page. A Lexis printer is located on the first floor of the library.
Questions about any of these services should be sent to Cassandra Patterson at 843.377.2152 or cpatterson@charlestonlaw.edu.

Library and Information Services

Borrowing Privileges for the Circulating Collection

Charleston School of Law students have borrowing privileges each semester that they are enrolled in law school. Materials that routinely circulate can be checked out by law students for a period of three weeks. Materials can be renewed once if another patron has not placed a hold on the item. To renew, contact the Circulation Desk at 843.377.1119. Codes, reporters, loose-leafs, periodicals, multi-volume series, and books with pocket parts do not circulate at any time.

Your Charleston School of Law SONITROL card has been bar-coded. Use this card to check out materials from the Circulation Desk.

Briefings

Briefings are a lunch and learn series, conducted by the law librarians and technology staff to answer student questions about resources and the use of technology. Topics vary and suggestions are welcome. Sessions will be held at noon in Room 101 of the library on the following dates:

- **Getting the Most Out of Your Externship: Research Resources, Strategies, & Tips**
  Monday, August 21st, 2017, 12:00 – 1:00 p.m. Mary 101A

- **Surviving the 1L Year: Study Aids, Research Resources, Briefing, Outlining, & Strategies**
  Monday, September 11th, 2017, 12:00 – 1:00 p.m., Mary 101A

- **Exams: Preparation & Downloading ExamSoft**
  Monday, November 6, 2017 12:00 – 1:00 p.m., Mary 101A

Printing, Copying and Scanning

Copier and printer rooms are located on each floor of the library. You receive 1,000 free prints at the beginning of the Fall semester for the entire school year. Additional copies can be purchased at the rate of (8) cents per page. You may add value to your account by contacting any Reference Librarian in the Reference office.

The first floor copier/printer room is located at the rear of the library in Room 112. The student and Lexis printer is also located here. A second floor copier/printer is located in Suite 212-220, across from the offices of the Reference librarians. Additional student printers are also available in the 385 Meeting Street building and the 394 Meeting St. building. Students may print from anywhere within a Charleston School of Law building. Print jobs can be picked up at any printer.
Study Rooms
There are twelve study rooms available for students to use. Study rooms can be reserved online up to one day in advance. Accommodations are on a first come, first serve basis. Since study room space is limited, study rooms are reserved for two or more students. Keys to study rooms check out for three hours and may be checked out from the Circulation Desk. Rooms may be renewed if no one is waiting for one.

Current Awareness Resources
To stay current, we have several resources to help you. You can create searches with WestlawNext’s Westclip service, Lexis Advance Alerts, Bloomberg Law, and Google Alerts, which are all services that will notify you when a particular case is decided or when a certain piece of legislation is enacted.

Technology Services Available

Email
Charleston School of Law students will receive a law school email account during their Orientation. Official communications to and from the Law School will always be sent to this account. Check it daily.

Help Desk
A Help Desk is staffed from 9:00 a.m. to 8:00 p.m., Monday through Thursday, and from 9:00 a.m. to 12:00 p.m. on Fridays, in Room 113 at the rear of the law library at 81 Mary St. Staff can assist you with a number of issues such as email, printers, software, and wireless. If you have questions, stop by the Help Desk, call them at 843.377.4050 or send them an email at STS@charlestonlaw.edu.

TWEN
Student forums, faculty syllabi and other important information are posted on the electronic resource, TWEN. To access TWEN, go to www.lawschool.westlaw.com and use your Westlaw account password.

Conclusion
We hope you enjoy your time here in the Sol Blatt Jr. Law Library. We are here to assist you. If you have any questions or comments about our services, contact Lisa Smith-Butler at 843.377.2144 or lsbutter@charlestonlaw.edu. We are excited about working with you.
APPENDIX B: STUDENT HONOR CODE AND CODE OF CONDUCT

A. Honor Code

Allegations and Trials

Self-admitted guilty plea
If a student believes they may have committed an honor code violation they will self-report to the Vice Chair of Administration (hereinafter “the VCA”). The VCA will alert the members of the Self Report Committee, which will be composed of the VCA, the Judicial Affairs Officer, and the Associate Dean for Academic Affairs.

The Self Report Committee will consult with the appropriate faculty/staff member to determine whether the purported violation could have occurred.

The Self Report Committee will determine with the advice of the faculty/staff member whether the matter should be forwarded to the Honor Council (hereinafter “the Council”) to proceed with the formal process.

If the Self Report Committee determines the matter is best handled between the faculty/staff member and the student (due to mistake, confusion, etc.) the matter will be left to the faculty/staff member and student, with the Council considering the matter closed.

If the Self Report Committee determines the matter should be forwarded to the Council because a violation may have occurred, the Council will handle the matter as if it were an allegation by a third party, beginning with the Pretrial Determination process.

Accusation Process
The Accuser may contact any member of the Council to make a personal report; he or she must then return a typed accusation form with a statement within two business days and submit it to the VCA.

Upon receipt of the accusation report, the VCA will notify the Accused of the allegation within two business days. Notification occurs when the VCA personally contacts the Accused. The Accused then has three business days to select a two-person Defense Trial Team. The Accused may choose any current student at the Charleston School of Law (hereinafter “the School of Law”) to represent them. Should the Accused elect self-representation, the VCA will appoint a two-person Defense Trial Team to advise the Accused.

The VCA will also notify the Honor Chair (hereinafter “the Chair”) and the Dean of the CSOL, disclosing only the name of the Accused and the alleged offense. The VCA will discuss the matter with the Judicial Affairs Officer and keep him apprised of the matter as it develops.

The VCA will appoint a two-person Prosecution Trial Team within one business day of the selection of the Defense Team.

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15 The rules outlined in the “self-admitted guilty plea” section apply only to a self-admission before an accusation. If a person offers a guilty plea after the accusation of a third party, these rules do not apply.

16 The Judicial Affairs Officer will be an ex officio member of all Honor Council Proceedings. The Judicial Affairs Officer will be available for advice at proceedings, provide secure storage for all files, notes, and evidence and be a voting member of the Self Report Committee.

17 A “business day” is defined as a day when the Charleston School of Law campus is open. Additionally, the time periods provided are ministerial and are designed to promote efficiency. Failure to meet these guidelines will not dispose of a case.

18 If no selection is made, the VCA will appoint a two-person defense team comprised of Council members, to represent the Accused.
After both the Defense and Prosecution Trial Teams have been selected, the Judicial Affairs Officer will distribute the formal allegation and copies of any accompanying documents to both parties concurrently.

**Trial Team Removal**

Members of a Trial Team may dismiss themselves from proceedings with good cause, upon approval of the Chair. The Accused may enter a motion to have any member of the Prosecution Trial Team dismissed for good cause. The VCA will appoint new members to a Trial Team as necessary.

Per the School of Law Honor Council Bylaws, Trial Teams will keep separate records of the time spent on working on the trial. These records will be given to the Judicial Affairs Officer at the end of each week.

**Preliminary Investigation**

The Vice Chair for Investigations (hereinafter “the VCI”) shall appoint a first or second-year member to assist in the investigation within three (3) days after the formal allegation is filed. The Investigation Team shall maintain the strict confidentiality of the investigation.

The VCA and VCI shall determine jurisdiction upon receipt of a formal allegation.

The Investigation Team shall (1) collect and preserve evidence and (2) make a presentation, along with a written report detailing the summary of their findings to the Pre-Trial Determination panel (hereinafter “PTD”). The Trial Teams and Accused may attend the interviews, but shall not participate.

The PTD Investigation Report shall not contain opinions of witness credibility, reliability of evidence, or guilt or innocence. The Accused and Accuser may submit a written statement to be included in the Investigation Report. On the day of the PTD panel, the Accused and Trial Teams will receive a copy of the PTD Investigation Report.

Neither member of the Investigation Team may testify at trial.

**Pre-Trial Determination Hearing**

Within a reasonable time, the Investigation Team shall make a presentation to the PTD panel, comprised of one member from each class chosen by the VCA. The PTD panel may ask questions about the Investigation and the Report.

The PTD panel shall decide by majority vote whether there is probable cause to believe a violation occurred based on the facts and evidence presented. The panel shall consider the quality of evidence offered in support of the accusation, but shall not consider the guilt or innocence of the Accused.

The PTD panel shall provide a written statement of whether probable cause was found and submit it to the VCA.

Dismissal by the PTD panel does not preclude initiation of any other, or future, investigation based on the same set of circumstances, should new evidence or allegations be presented.

The Trial Teams and Accused may attend the hearing, but shall not participate.

**Pre-trial Disclosure to School**

Disclosure will be made to the School of Law regarding allegations of Honor Council violations if the PTD panel finds probable cause.
Disclosure will include only a notice that an allegation has been made, an investigation by the Council is underway, and a reminder to students they are to follow the Honor Code.

At this time the VCA will inform the Judicial Affairs Officer of the outcome of the proceeding, and ask for advice or help as needed.

**Pre-trial Discussions**

Arbitration or mediation may produce recommendation, and will be considered by the Chair.

The Chair, VCA\(^{19}\), and either VCE or VCR may consider an admission of guilt from the Accused. The Accused will be warned prior to his/her admission that it will be binding. Thereupon the Accused will make a hand written statement surrounding his/her admission.\(^{20}\) The Chair and either VCE or VCR will then make a recommendation to the Dean of the School of Law.

**Trial Team Interviews**

Within a reasonable time after the PTD panel and before the Pre-Trial Conference, the VCA shall provide the Trial Teams the concurrent opportunity to interview any potential witness. The interviews shall not constitute formal testimony.

**Pre-Trial Conference**

Within a reasonable time after PTD panel, the Chair shall convene a Pre-Trial Conference with both Trial Teams. The Trial Teams shall determine the witnesses, the order in which they will testify at trial, the nature and scope of evidence to be presented during trial, and other measures that will serve the interest of a fair and efficient trial. If no mutual agreement can be reached, the Chair shall make such determinations.

**Selection of the Honor Court**

Honor Court members (hereinafter “the Court”) are chosen from current members of the Council currently enrolled in classes at the School of Law.\(^{21}\)

The Court sitting will consist of a total of six members: a Vice Chair and five members of the Council, with at least one member from each class. The VCA will select three alternates, to serve on the Court if needed.

**Alternate Court Members**

Should a member of the court be challenged by the Accused, an alternate will take his or her place on the court.

Alternate Honor Court members are able to take notes, ask questions (through the Chair), and hear all testimony in the event that another Court member is removed.

Alternate Honor Court members are not allowed to participate in the deliberation process unless the Alternate has replaced another member of the Court.

**Circumstances Affecting Composition of the Court**

If a trial occurs during the summer months, recent graduates shall represent the 3L class, and students who have

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\(^{19}\) The VCA’s role is strictly administrative.

\(^{20}\) The Chair and VCE or VCR can accept or reject the admission of guilt at which time, if the admission of guilt is accepted, it becomes binding on the Accused.

\(^{21}\) All Council members must attend a yearly training session before serving on the Court.
completed the requisite courses as 2Ls or 1Ls will serve as 2Ls or 1Ls, respectively.

If a trial occurs before a new 1L class of Honor Council members has been selected, representatives will be chosen from the 1L class by the VCA.

If there are not enough members from any particular class available to serve, the VCA may appoint members of the Council from other classes to fill the Honor Court.

In an extreme circumstance the VCA may select the necessary number of students from the student body to expressly serve on the Court. These students must be selected in accordance with the class requirements set forth, at least one member from each class. Upon conclusion of the Court, the students selected will be relieved of their responsibilities with the Council.

**Recusal**

Appointed members of the Court may recuse themselves from participation in the Court for good cause with the approval of the Chair.

If the Chair feels that he or she is unable to participate in the proceedings, the VCA will appoint another Vice Chair as Acting Chair for the remainder of the trial and any post-trial appeals.

**The Trial**

**Duties of the Court**

The Court shall hear allegations pertaining to the accused.

The Court shall serve as finders-of-fact.

The Court shall weigh evidence presented at trial.

The Court shall vote to acquit or convict the Accused by a majority with equal weight accorded to each member’s vote. A unanimous vote is necessary for a recommendation of expulsion. In the case of a split Court, the Chair shall cast the deciding vote.

The Court shall determine the appropriate penalty in the event of a conviction.

**Pre-trial Motions**

After the Court is called to order, but prior to opening statements, the Chair will receive pre-trial motions from both parties.

**Procedural Motions**

Either party can submit a motion to the VCA to be ruled on by the Chair within 24 hours.

These motions may include, but are not limited to, change of venue, change of time, or challenges of the Court members.

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22 An “extreme circumstance” may include but is not limited to multiple trials, too many conflicts with the Accused, etc.

23 The VCA will randomly select these students from a generated list provided by the Judicial Affairs Officer.

24 “Good cause” may include, but is not limited to, a conflict of interest or a personal relationship with the Accused that the Council member feels would affect his or her impartiality.
Either party may move to continue for cause; continuance is to be ruled upon by the Chair.

**Motions to Exclude Evidence**
The Trial Teams may submit objections prior to, or during, the Pre-Trial Conference to be ruled on by the Chair.

**Motions to Remove a Member of the Court**
The Accused may challenge, for good cause, a member of the Court, excluding the Chair.

Any challenge to a member of the Court must be made when the Chair opens proceedings to receive motions. If no challenge is made the opportunity to challenge is waived.

The Chair shall rule upon any challenge.

**Motions to Dismiss**
Either party may submit a Motion to Dismiss prior to, or during, the Trial to be ruled on by the Chair.

**Oath of Confidentiality**
All Council members will take an oath of confidentiality regarding the evidence prior to the trial proceedings. Breach of that confidentiality will be considered grounds for removal from the Council.

**Setting the Trial Date**
The VCA will set a date for trial no less than two weeks and no more than four weeks from the date he or she distributes the case materials to both Trial Teams, regardless of school being in session.

**Administration**
The VCA will administer procedure during the trial. He or she will escort all witnesses in and out of the Courtroom. The VCA will defer to the Chair for questions of procedure that have not already been discussed by the parties in the Pre-Trial Conference.

There will be no oaths or affirmations taken for witnesses, accused, or participants.

The Chair will preside over the trial and will be the only member of the Court who will speak to witnesses and Counsel. All communications of other Court members must be made to the Chair by written note. The Chair may interrupt proceedings at any time to consult privately with Counsel, the VCA, or simply to take a break.

Breaks will be taken every 45-60 minutes. During that time, all participants are free to leave the Court, but are not allowed to discuss the case in any respect. An exception shall be made if a Court member wishes to discuss a matter with the Chair or if the VCA needs to address a matter with Counsel or the Chair. Counsel and the Court may not communicate ex parte.

**Outline of Trial Schedule**
The VCA will make a brief introduction of the participants.

The VCA will make a brief overview of the Trial Procedure and distribute the Evidence and Trial Materials.

The Chair will call the Court to order.

The VCA will distribute and read the PTD panel finding and any Pre-Trial Discussion Statement agreed upon by the Parties. Any other germane issues are presented by the VCA at this time.

Counsel will present any Pre-Trial Motions, which will be heard and ruled on by the Chair.
The parties will give their opening statements. 25

Arguments will consist of both penalty and verdict arguments concurrently. The trial shall not be bifurcated. 26

The VCA will escort witnesses in and out of the courtroom.

Witnesses will be questioned in the following manner: (1) Counsel who calls the witness will question first; (2) Opposing counsel will cross-examine the witness; (3) Members of the Court will question the witness, through the Chair; and (4) Counsel who called the witness may re-direct.

Parties will give their closing statements. 27
At the Conclusion of the trial, all parties will be dismissed except the VCA and the Court.

The VCA will briefly meet with the Chair and the Court to answer any procedural questions. The Court will deliberate and concurrently determine a verdict and possible penalty.

Deliberations are not taped and will be completely confidential except for the ultimate decision.

There is no requirement that deliberations occur at the site of the trial, as long as they retain their character of privacy, discretion, and confidentiality.

Upon reaching a verdict and penalty, the Court will be dismissed by the Chair. The Chair will then notify the VCA of the decision

The VCA will make a notification to both Trial Teams, the Judicial Affairs Officer, and any relevant faculty/staff members. 28

**Evidentiary Rules**
Willful and malicious attempts to subvert these Rules are considered acts of cheating.

Witnesses may consist of any member of the School of Law student body, faculty, or staff member, as well as any member of any organization associated with the School of Law, including but not limited to individuals involved in any extern program or pro bono program. 29 Because the Council has no subpoena power, it may be necessary to restrict the questioning of certain witnesses or may be impossible to hear their testimony.

**Gathering of Evidence**
The VCA shall not actively gather evidence, but shall assist members of the Trial Teams within reason. All evidence shall be delivered to the Judicial Affairs Officer and shall be made available to the Trial Teams as soon as possible. If there is evidence or testimony which the VCA is made aware of, but which the Trial Teams are not, the VCA

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25 The Prosecution Team will present its opening statement first, followed by the Defense Team.

26 Parties will present their arguments and call their witnesses. The Prosecution Team will present first, followed by the Defense Team.

27 The Prosecution Team will present its closing statement first, followed by the Defense Team.

28 The Defense Team will notify the Accused, and will include in this notification a reminder that the Accused has the right to appeal the decision of the Honor Court within five days of the release of the opinion.

29 The overriding policy of the Council evidence rules is to allow any student at the School of Law to understand the rules and allow any student to effectively represent either the Accused or the School of Law. Having simply a rule, which will allow all evidence to be heard by the panel sitting in judgment, along with a rule which allows counsel to point out that the evidence may not be reliable, ensures that the fact-finders will have all facts in order to make an appropriate determination. Further, the intent of the Council is to sever the Federal Rules of Evidence and the S.C. Rules of Court from its proceedings.
shall pass on that information to both Trial Teams as soon as reasonably possible.

**Voluntary Discovery and Delivery of Evidence**
All evidence gathered by any member of either Trial Team shall be delivered to the Judicial Affairs Officer within one business day or as soon as reasonably possible. The members of the Trial Teams must share all evidence.

All evidence to be used at trial shall be delivered to the VCA no less than 36 hours before trial. If new evidence comes to light on the eve of a trial, a motion for a continuance must be for deliberation on the admissibility of that evidence.

A list of individuals who may be called as witnesses at trial will be exchanged among the Trial Teams and be shared with the Chair at the Pre-Trial Conference.

The Judicial Affairs Officer will secure all evidence, notes, and related documents at the end of each day.

**Admissibility of Evidence**

*Governing Authority:* The Honor Court Rules of Evidence is the governing authority for all evidence issues presented before the Court.

*Relevant Evidence:* All evidence must be relevant to be admissible. All relevant evidence is admissible unless otherwise proscribed by these rules.

*Testimonial Evidence:* Any and all testimony shall be heard by the Court without objections, except for one exception. A party may object to testimony given, or about to be given, but only on the ground that it is not reliable. From there, the Court shall hear the testimony and note the objection. During deliberation, the Court as a whole shall determine the reliability of the evidence.

Example: A witness is about to testify about what someone has told him while he was part of an earlier conversation.

Counsel: “Mr. Chair, I would like to point out to the Court that Mr. Smith is about to testify to what he heard in a conversation, I would object to this testimony since its reliability for accuracy is diminished at this time.”

Chair: “Thank you Counsel, we will hear the testimony and then it is up to each individual member of the Court to decide whether to accept the testimony as reliable or discount the witnesses’ testimony.”

*Character Evidence:* Character evidence is only admissible in favor of the accused. Once his character is sufficiently established, the Chair may rule that his/her character is sufficiently established and no more character witnesses may then testify.

At no time, may the Prosecution Team attack the character of the Accused. However, they may still cross-examine the character witnesses.

At no time may either party attack a witness with evidence of character.

**Standard of Guilt**
In order to find a violation, the Court must determine by a majority vote that facts sufficient to constitute a violation have been proven by clear and convincing evidence.
Penalties
Upon a finding of “guilt,” the Court may impose the following penalties:

(1) Warning: A warning is written statement to the convicted which may be imposed when an individual commits an Honor Code violation, but does so innocently, unknowingly or unintentionally. A simple majority of the Court shall be sufficient to impose a warning.

(2) Sanctions: Sanctions are penalties left to the discretion of the Court, and may include, but are not limited to:

(a) Extra community service,
(b) A ban from participating in school activities,
(c) A public address,
(d) A letter of reprimand to be made a permanent part of the student’s record, and/or
(e) Suspension.

The aforementioned sanctions increase in severity from (a) to (e). A simple majority of the Court shall be sufficient to impose a sanction.

(3) Expulsion: Expulsion by unanimous vote of the Court may be imposed when an individual knowingly or intentionally violates the Honor Code or when an individual displays a pattern of behavior that is inconsistent with the Honor Code or its principles.

Post-trial Process
Disclosure will be made to the School of Law community following any Honor Court proceeding. Such disclosure will be made via TWEN with emailed notice sent to students. The Court must unanimously agree on the content and wording of the disclosure. All disclosures will include at minimum a notice that a conclusion has been reached, judgment of guilty or not guilty was made, and a reminder that students are to follow the Honor Code.

Opinion
Following the trial, the Chair shall write and issue an opinion.

Written opinions will be available to, and read by, all members of the Council and distributed to the Dean of the School of Law, the Dean of Academic Affairs, the Dean of Students, the Dean of Admissions, and the Judicial Affairs Officer. The School of Law students will receive the opinion and faculty or staff will have it disseminated to them as necessary on a discretionary basis.

The Chair shall disclose all necessary information to the proper parties.

Trial Materials and Record
To provide a proper record for appeals and inquiries by relevant authorities, for all proceedings a Trial Record must be prepared by the Council and provided to the Dean of the School of Law.

The Trial Record should include all trial documents, the written notice to the Accused of the allegation, any correspondence between the Accused and the VCA, the Formal Allegation, the PTD Investigation Report, the PTD opinion, all trial documents and evidence presented (even that which is not admitted), the Trial Opinion, written notice of the disposition provided to the Accused, and written notice of the disposition to the Students of the School of Law.

The Trial Record shall begin with a summary of the case, stating the name of the accused, the date of disposition, the allegation, and the disposition, including any punishment. Following this summary it shall be organized.
chronologically with a copy of each item listed in the "Trial Materials and Record" section of the Rules of the Council, with each item clearly labeled. Evidence excluded from consideration by the Trial Court shall be labeled as such.

The Judicial Affairs Officer and Secretary shall compile the Record and provide it to the Dean of the School of Law.

**Following Conviction**

Upon a finding of guilt, the convicted will have two courses of action: (1) he or she may appeal within five business days of the conviction to the Dean of the School of Law, or (2) in the recommendation of expulsion, the convicted may resign.

**Appellate Process**

All appeals from the Court rulings shall be submitted to the Dean of the School of Law for review.

**Changes to Honor Code and Honor Council Rules**

All changes to the Honor Code, Rules, or Bylaws must be approved by the Dean of the School of Law.
B. Charleston School of Law Student Code of Conduct

ARTICLE I – Student Code Authority
The Dean of the School of Law or his/her designee shall retain authority to develop policies for the administration of the student conduct system and procedural rules for the administration of Code of Conduct Hearings. The Dean shall appoint an administrator or faculty member as “Judicial Affairs Officer” to assist in student conduct matters. The Judicial Affairs Officer will serve at the discretion of the Dean and in all functions as outlined within this Code.

ARTICLE II – Proscribed Conduct
Jurisdiction
The Charleston School of Law Student Code of Conduct shall apply to conduct that occurs on the School of Law campus, at the School of Law sponsored activities, and to off-campus conduct that adversely affects the School of Law and the pursuit of its objectives. Each student shall be responsible for his or her conduct from the time of application for admission through the conferring of a degree. The Code of Conduct shall apply to a student’s conduct during periods between terms of enrollment and if the student withdraws from the School of Law while a disciplinary action is pending. The Dean of the School of Law shall decide whether the Student Code of Conduct shall be applied to alleged misconduct on a case by case basis in his/her sole discretion.

Violation of Law and Conduct Code
Students who are arrested or otherwise charged with a violation of law or ordinance outside of law school have an on-going obligation to disclose this information to the school in a timely fashion. Disclosure should be made in writing or in person to the Associate Dean of Student Affairs within fourteen (14) days of receipt of said charges. Students are also reminded to update their application with The Office of Admission.

Conduct Subject to Disciplinary Action
Preamble
Charleston School of Law students are expected to show both within and without the Charleston School of Law such respect for order, morality, personal honor and the rights of others as is demanded of good citizens.

Any student found to have committed, aided in the commission, or attempted to commit the following misconduct may be subject to disciplinary action:
1. Violations of any Charleston School of Law policy, rule, or regulation published in hard copy or available electronically on the School of Law website. Examples include but are not limited to the following policies:
   - Diversity Policy;
   - Harassment-Free Environment Policy;
   - Threats, Violence, & Weapons;
   - Sexual Harassment Policy;
   - Alcohol Beverage Policy;
   - Drug Policy;
   - Library Policies; and
   - Computer and Telecommunications Systems Use Guidelines

Several of the policies set forth about their guidelines are described in the Law Student Handbook, which can be found on the Charleston School of Law official website and in the Department of Student Affairs.

2. Violation of any federal, state, or local laws. The School of Law reserves the right to impose disciplinary action without regard to pendency or disposition of civil or criminal litigation. Proceedings under the Code of Conduct may be carried out prior to, simultaneously with, or following legal action in another forum. The nature of the disposition of legal action in another forum. The nature of the disposition of legal action in another forum shall
not be determinative of the outcome of disciplinary action under the Code of Conduct, but may be a consideration in reaching a determination regarding disciplinary action. The Judicial Affairs Officer shall reserve the right to stay a determination of probable cause pending legal disposition in his/her discretion.

3. Any disruption, abuse or obstruction of teaching, research, administration, disciplinary proceedings, technology systems, or other Charleston School of Law functions, or any act not specifically addressed above, not regulated exclusively through the Honor Code, which undermines the mission of the School of Law activities when the conduct occurs on School of Law premises.

ARTICLE III – Student Conduct Code Procedures

Reporting Alleged Violations
Any member of the Charleston School of Law community may submit an allegation reporting a student for violations of the Code of Conduct. A person submitting an allegation shall be deemed the “complainant” as the term is used in the Code of Conduct. If a member of the School of Law community believes there has been a violation of the Code of Conduct, that person should report the violation to the Office of the Dean of the School of Law. Students who knowingly violate the Code of Conduct are expected to self-report to the Office of the Dean of the School of Law. If the violation is academic in nature, it should be directed to the Associate Dean for Academic Affairs for referral to the Honor Council. Upon receipt of an allegation of misconduct, the Office of the Dean of the School of Law shall forward the allegation to the Judicial Affairs Officer for review.

Probable Cause
The Judicial Affairs Officer shall review the allegation to determine whether probable cause exists to initiate a disciplinary proceeding. “Probable cause” is defined under the section as a reasonable belief that the accused student has committed a violation of the Code of Conduct. The Judicial Affairs Officer, personally or through his/her designee, may conduct an independent investigation of the allegations prior to rendering a determination of probable cause and may initiate an investigation when no formal allegation has been submitted. A probable cause review may be waived at the request of the accused student and with the consent of the Judicial Affairs Officer.

In some instances, particularly those in which a student has self-reported a violation, the Judicial Affairs Officer may choose to recommend a warning or services to a student without rendering a determination of probable cause. If the Dean of the School of Law issues a warning based upon such recommendation, it will not be deemed the result of disciplinary proceeding and should not appear on the student’s disciplinary record.

If probable cause is found, the Judicial Affairs Officer shall issue a written notice to the accused student, the complainant, and the Dean of the School of Law of the disciplinary proceeding and inform the accused student of the right to a hearing. The accused student shall submit a written request to the Office of the Dean of the School of Law for a hearing on the alleged violation of the Code of Conduct within two (2) business days of the probable cause determination. Upon receipt of the request for a hearing, the Office of the Dean shall forward the request to the Judicial Affairs Officer. Failure to request a hearing in a timely manner will be treated as a waiver of the right to a hearing unless the Dean of the School of Law determines that the failure should be excused and accepts a late request for a hearing. Upon receipt of the request of the accused student, a hearing on the violation shall be scheduled by the Judicial Affairs Officer within thirty (30) business days unless the Judicial Affairs Officer issues an extension for good cause shown and includes a date certain for the hearing. Notice of the hearing, which shall include the identity of the chairperson of the Panel, shall be given to the accused, the complainant, and the Dean of the School of Law at least three (3) business days prior to the hearing. If the right to a hearing is waived, then the Judicial Affairs Officer should issue a written determination on the matter and recommendation to the Dean of the School of Law, and a copy should be forwarded to the accused and the complainant, if any.

In certain circumstances, it may be possible that the matter can be disposed of administratively prior to a hearing by mutual consent of the parties involved and with the approval of the Dean of the School of Law. For example, a self-reported incident may be resolved between the Judicial Affairs Officer and the student subject to disciplinary action without a need for a hearing on the matter if an agreement can be reached as to the appropriate sanction. Any
such agreements or waivers should be in writing and signed by the necessary party or parties as well as the Judicial Affairs Officer and submitted to the Dean of the School of Law as early as possible.

If the Judicial Affairs Officer does not find any probable cause, the parties shall be notified that the allegation has been dismissed and the matter is sealed and closes. This shall not prevent the Dean of the School of Law from future inquiry into any alleged violation and/or reinitiating an action in light of additional evidence of change in circumstance.

**Code of Conduct Panel Hearing**

Code of Conduct Hearings shall be conducted by a Code of Conduct Hearing Panel ("Panel") pursuant to the following guidelines:

1. The Judicial Affairs Officer shall create a Panel consisting of two (2) members of the School of Law faculty or staff selected by the Judicial Affairs Officer and three (3) students from the Honor Council. The Judicial Affairs Officer shall not be part of the Panel, however may act in an advisory role to members of the Panel with respect to procedural matters.

2. Code of Conduct hearing shall be conducted in private and are confidential. Members of the Panel shall not discuss any details of the hearing with anyone outside of the Panel except as necessary to administer the Code of Conduct. Failure to uphold confidentiality may constitute a Code of Conduct violation.

3. When allegations involve multiple accused students, the chairperson shall have discretion in whether to proceed with joint or separate hearings for the accused students.

4. The complainant and accused student may be assisted by no more than two (2) advisors of their own choosing. All advisors must be students of the School of Law and shall not be compensated for their involvement. The complainant and accused student shall be responsible for presenting their own information at the hearing and the advisors shall not be permitted to speak or participate directly in the hearing except at the discretion of the chairperson. Delays will not normally be allowed due to the scheduling conflicts of an advisor.

5. The complainant, the accused, and their respective advisors shall be allowed to attend the entire hearing at which information is received. Admission of any other person to the hearing shall be at the discretion of the chairperson.

6. The complainant, the accused and the Panel may arrange for witnesses to present pertinent information at the hearing. Generally, neither party shall present more than three (3) witnesses, to include their own testimony, unless otherwise authorized by the chairperson. Notice of potential witnesses shall be made to each party and the chairperson at least two (2) business days prior to the hearing with the exceptions in the discretion of the chairperson. Witnesses, including the complainant and accused should provide information and answer questions by the Panel. The complainant and accused may suggest questions for the Panel, but shall not be permitted to make direct questioning of witnesses except in circumstances where the chairperson permits. The chairperson shall have discretion in the admissibility of testimony and all other evidence.

7. All procedural questions are subject to the final decision of the chairperson. The chairperson shall have the authority to permit continuances, but shall do so sparingly and only upon good cause shown. In granting a request for continuance, the chairperson shall consider the circumstances requiring the continuance of the matter, the timeliness of the request, and the inconvenience caused to the parties and Panel if the request is granted.

8. Upon receipt of all pertinent information, the Panel shall determine by majority, whether the accused has violated each section of the Student Code of Conduct with which the student has been charged. Deliberations shall be made privately outside the presence of the parties. The determination may be issued at the hearing or the Panel may adjourn for further deliberation. The determination shall be in writing and delivered to the Dean of the School of Law, with a copy of the determination to the accused and the complainant, and may include sanctions with the determination. In all cases the determination shall be within five (5) business days of the hearing unless an extension of time is permitted at the discretion of the Judicial Affairs Officer. The Panel may include recommendations for sanctions, though the imposition of sanctions is solely in the discretion of the Dean of the School of Law.
9. The standard of review Panel hearings shall be whether it is more likely than not (a preponderance of the evidence) that the accused student violated the Code of Conduct. However, formal rules of process, procedure and/or technical rules of evidence as applied in criminal and civil courts do not apply in Code of Conduct hearings.

10. The Panel shall keep a record of the proceedings (i.e., tape recording) of all hearings but shall not record deliberations, which the Panel shall conduct in private. All Code of Conduct records shall remain the property of the School of Law.

11. Where an accused with notice fails to appear at the hearing, the information in support of the charges may be presented and considered even if the accused is not present. A final determination may be issued unless the accused can offer a reasonable explanation for his/her failure to appear. The chairperson may re-open the matter for further consideration of evidence prior to the issuance of determination from the Panel only if he or she finds exceptional circumstances excusing the failure to appear and that the interests of justice are best served in doing so.

12. The Panel may accommodate concerns for the personal safety, well-being and/or fears of confrontation of the complainant, accused or other witnesses during the hearing by providing separate facilities, by using a visual screen and/or permitting participation by telephone, videophone, closed circuit television, video conferencing, video tape, audio tape, written statements or other means as determined to be appropriate by the chairperson.

Sanctions
Upon determination that a violation of the Code of Conduct has occurred, the Dean of the School of Law shall have full discretion in imposing disciplinary action. Notice of the sanction(s) should be in writing and may be included as part of the written determination from the Code of Conduct Hearing Panel. The Dean of the School of Law shall have the option of meeting with the parties prior to issuing sanctions, but is not required to do so. The following sanctions may be imposed, individually or in combination, upon any student found to have violated the Code of Conduct:

**Warning** – A notice in writing to the student that the student is violating or has violated the Code of Conduct. Warnings shall include notice that continuing violation(s) may result in more severe sanctions but any warning issued to a student shall not appear on the student’s permanent disciplinary record. Only warnings issued after a finding of probable cause should be considered a sanction resulting from a disciplinary proceeding.

**Probation** – A written private reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.

**Loss of Privileges** – Denial of specific privileges for a designated period of time.

**Restitution** – Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

**Discretionary Sanctions** – Work assignments, essays, service to the School of Law, counseling or other rehabilitative services, and other related discretionary assignments.

**Suspension** – Separation of the student from the Charleston School of Law for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. The Dean of the School of Law has discretion in determining what access to campus facilities a student may have during a period of suspension.

**Expulsion** – Permanent separation of the student from the Charleston School of Law. The Dean of the School of Law has discretion in determining what access to campus facilities a student may have upon expulsion.
Revocation of Admission and/or Degree – Admission to or a degree awarded from the Charleston School of Law may be revoked for fraud, misrepresentation or other violation of the Charleston School of Law standards in obtaining a degree, or for other serious violations committed by a student prior to graduation.

Withholding Degree – The Charleston School of Law may withhold awarding a degree otherwise earned until the completion of the process set forth in the Code of Conduct, including the completion of the process set forth in the Code of Conduct, if any.

Other than expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student’s permanent academic record but shall become part of the student’s disciplinary record, with exceptions as previously noted. Upon graduation, but no less than three (3) years after the final disposition case, the student’s disciplinary record may be expunged of disciplinary actions other than suspension, expulsion, or revocation or withholding of a degree, upon application to and approval by the Dean of the School of Law.

Interim Suspension
In certain circumstances, the Dean of the School of Law may impose a suspension prior to a determination of violation under the Code of Conduct. Interim suspension may be imposed only: (1) to ensure the safety and well-being of members of the Charleston School of Law community or preservation of School of Law property; (2) to ensure a student’s own physical or emotional safety and well-being; or (3) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the Charleston School of Law.

During the interim suspension, a student shall be denied access to the School of Law campus (including classes) and/or all other School of Law activities and privileges for which the student may be eligible, as the Dean of the School of Law may deem appropriate. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Code of Conduct hearing, if required.

Appeals
Appeals from the determination by the Panel of the Code of Conduct violation(s) shall be submitted in writing to the Dean of the School of Law within two (2) business days of issuance of the determination. The Dean of the School of Law may review the record to determine whether the Code of Conduct hearing was fair and offered the accused a reasonable opportunity to be heard and whether there exists substantial information in the record to support the Panel’s decision. The Dean of the School of Law shall also have the authority to re-open matters at any time upon the discovery of new evidence not available at the time of the hearing tending to negate the likelihood of the founded violation.

Sanctions, while not subject to appeal, may be subject to reconsideration where there is a change of circumstances or new information warranting modification.

ARTICLE IV – Interpretation and Revision
Any question of interpretation or application of the Code of Conduct shall be referred to the Dean of the School of Law or his designee for final determination. The Code of Conduct shall be reviewed on a regular continuing basis as mandated by the Dean of the School of Law. To this end, the Dean of the School of Law designates a Judicial Affairs Committee comprised of students with faculty and/or administrative advisor(s) to regulate procedures under Article III of the Code of Conduct and recommend modifications to the other Articles of the Code of Conduct to the Dean of the School of Law as outlined below.

Judicial Affairs Committee Charter
Purpose
The Judicial Affairs Committee (“Committee”) is a committee of students, faculty and staff that oversees procedural aspects of the Code of Conduct.
Nothing in the Charter limits or contravenes the authority of the Dean of the School of Law to promulgate and enforce regulations governing student conduct.

**Composition**

The Judicial Affairs Committee shall be comprised of members from the SBA Judicial Committee and the Judicial Affairs Officer appointed by the Dean of the School of Law. In addition, the Dean may appoint up to two (2) additional faculty or administrators. Each student member shall have a single vote. faculty and administrators shall act as non-voting members in an advisory capacity.

The appointing bodies (the SBA Senate and Dean) shall determine the date on which the terms of their respective members of the Committee shall begin and end. The Judicial Affairs Officer shall have permanent Committee membership throughout his/her appointment by the Dean of the School of Law under Article I.

**Powers**

Exclusive power to adopt or modify bylaws specifying policies and procedures pertaining to Judicial Affairs Committee hearings. All such bylaws must be consistent with this Charter.

Whenever the Committee adopts or modifies its bylaws, it shall inform the Dean of the School of Law.

Any bylaw adopted or modified by the Committee can be overruled by the Dean of the School of Law.

The Committee has the authority to adopt or modify procedures for Code of Conduct hearings under Article III.

The Committee may also present recommendations of future modifications to all other Articles of the Code of Conduct to the Dean of the School of Law.

Whenever the Committee adopts or modifies the Code of Conduct procedures under Article III or makes formal recommendations for changes to the other Articles, it shall inform the School of Law community and forward a text of the changes to the chair of the SBA Senate, the faculty, the Dean of the School of Law and the President of the Charleston School of Law, LLC.

Any adoption or modification of the Code of Conduct procedures under Article III can be overruled by the Dean of the School of Law.

The Committee shall have the power to propose amendments to this Charter, which must be approved as specified below.

**Procedures**

The Committee may conduct business only in the presence of at least four (4) members, provided at least three (3) students and a faculty member, administrator or the Judicial Affairs Officer are present.

Actions of the Committee shall require a majority vote of those present and voting.

The Committee shall have the power to adopt rules of procedure to govern its own actions, provided that a majority of those present and voting agree.

All members of the School of Law community are invited to propose suggestions about modification of the judicial procedures to the Committee.
Amendment of Charter
The provisions of this Charter are subject to amendment in any and all respects. Amendments shall be enacted by a majority vote of the Judicial Affairs Committee, and shall go into effect immediately upon approval by the Dean of the School of Law.
No amendment by vote of the Judicial Affairs Committee changing the membership of the Committee, however, shall go into effect until the time of the next regular election of members.

The Dean of the Law School maintains authority to unilaterally amend or dissolve the Judicial Affairs Charter and the Code of Conduct unconditionally and at any time.

ARTICLE V – Conflicts of Interest
When an apparent conflict of interest arises at any stage of the proceedings, the party having such a conflict shall recuse himself or herself from the proceedings and a new party shall be appointed in that person’s stead. If the Judicial Affairs Officer has a potential conflict, the Dean of the School of Law shall appoint a new party to carry out the functions of the Judicial Affairs Officer under the Code of Conduct. Likewise, if the Dean of the School of Law has a potential conflict, the Judicial Affairs Officer shall appoint a new party to carry out the functions of the Dean of the School of Law under the Code of Conduct.
APPENDIX C: POLICIES & PROCEDURES

A. Diversity Policy
The School of Law does not tolerate discrimination, intimidation, or harassment of any kind by students, faculty or staff. A violation of this policy can lead to disciplinary measures pursuant to the School of Law Student Code of Conduct. As the School of Law is committed to a policy of nondiscrimination in admissions and employment it has implemented a policy to assure equal educational and employment opportunities to qualified individuals without regard to race, color, religion, age, national origin, ancestry, disability, gender, sexual orientation, socio-economic background, and marital, parental, or veteran status. The School of Law is committed to diligently seeking out qualified members of minority groups for enrollment as students and employment as faculty and administrative staff.

Equal educational opportunity includes, but is not limited to, admissions, recruitment, extracurricular programs and activities, facilities use, access to course offerings, counseling and testing, financial aid, and employment. Equal employment opportunity includes, but is not limited to, recruitment, hiring, assignment of duties, tenure and promotion determinations, compensation, benefits, training, and termination.

Harassment Complaint Procedure
The School of Law is committed to enforcing this policy, promptly investigating conduct prohibited by this policy, and taking appropriate remedial action in instances where it learns of or has reason to know of the occurrence of prohibited discrimination or harassment. Our efforts, however, will depend largely on staff, faculty, and students telling us about inappropriate conduct.

If a School of Law community member believes that he/she has been subjected to conduct which is prohibited by this policy, he/she must report it promptly so that, whenever possible, any problems can be investigated and remedied at the earliest opportunity. The following individuals have been designated specifically by the School of Law to receive reports relating to conduct prohibited by this policy.

- Dean of the School of Law
- Associate Dean for Academic Affairs
- Associate Dean of Students
- Charleston School of Law Security

In addition, School of Law community members may report to any other member of the administration with whom you are comfortable. The most important thing is that incidents are reported as soon as possible to someone previously mentioned.

Reports may be made verbally or in writing. All reports of conduct prohibited by this policy will be promptly investigated, handled with discretion and dealt with appropriately. The School of Law will not tolerate violations and will take appropriate action to correct violations of this policy including disciplinary measures pursuant to the School of Law Student Code of Conduct or the School of Law Sexual Misconduct Policy. Upon completion of the investigation of the complaint, The Department of Student Affairs shall communicate its findings and any remedial actions if appropriate to the complainant.

The failure of the complainant to cooperate with the School of Law in its investigation of allegations of violations of this policy may result in the dismissal of the complaint by the School of Law.

B. Harassment Free Environment Policy
The School of Law seeks to create and maintain a positive and productive learning and working environment in which there is respect for the dignity of all persons and where there is fair and equitable treatment of all individuals
in our diverse community. The School of Law is committed to working to prevent and eliminate any oppressive behaviors and provide opportunities so that individuals can develop to their fullest potential, as we realize that discrimination, prejudice, and unequal opportunity can negatively impact the personal, intellectual, and social development of all individuals. The School of Law will vigorously investigate and respond to any incidents of alleged discrimination or harassment.

Like the society we serve, the School of Law community includes persons from a variety of social circumstances, and our mission commits us, among other things, to the pursuit of equality. We are individuals, each different from the other, gathered for a common purpose. Together we create an environment for the study of law and for training in lawyering skills. We strive to offer each person among us the opportunity to develop his or her powers to the fullest. Barriers to the development of any hold us all back.

Mutual understanding, reciprocal support, and tolerance are the enabling conditions for the full and equal participation of all. Bias, mistrust and misunderstanding undermine these conditions. To achieve an environment permeated by a sense of justice and inclusion, we must actively encourage each person’s contribution. Furthermore, because we prepare students for participation in a self-governing profession, we strive to rid the practice of law of prejudice. Freedom of expression is essential not only to mutual understanding, but also to our common pursuit of learning and self-development. Out of respect for one another and within the limits imposed by time and place, we recognize the right of anyone to express any idea and to disagree with another’s point of view.

We reject acts of discrimination and intimidation. The personal security of members of our community is inviolable. Freedom from insults, threats, assaults, and violence is a precondition of our association with one another. We will not tolerate such behaviors and resolve to confront all acts of incivility, particularly those that discriminate or degrade.

We cherish the diversity of our community and resolve to celebrate our differences for they are our most precious resource. Because we choose to be here to comprise the School of Law community, we accept these values as a condition of our working and learning here.

**Equal Employment Opportunity and Harassment-Free Workplace Policy**

As reflected in our Mission Statement and Commitment to Excellence, the School of Law strives to make this a special place to work with an atmosphere of mutual respect and professionalism. As employees of the Law School, we all have a responsibility to live up to our values by creating an atmosphere every day in which each employee knows that he/she is valued as an individual and treated with respect and professionalism. This policy is a reflection of our vision and our commitment to complying with all laws governing discrimination and harassment.

**C. Threats, Violence and Weapons**

The School of Law is committed to the safety and security of all persons. To ensure a safe place of work and study and to reduce the risk of violence, all employees and students should review and understand all provisions of this threats, violence, and weapons policy.

The School of Law will not tolerate any threats, threatening behavior, or acts of violence committed by or against employees and students occurring on or off School of Law property. Violations of this policy will lead to appropriate disciplinary measures and students may be subject to sanctions under the School of Law Student Code of Conduct.

No person shall possess any firearms or other dangerous weapons on School of Law property with the exception of police officers, transfer agents licensed to carry weapons, and persons using any such weapons for class instruction when authorized by the Dean of the School of Law. The School of Law will not tolerate and will take appropriate action to correct violations of this policy. Students may be subject to sanctions under the School of Law Student Code of Conduct.
Enforcement and Discipline of Threats, Violence & Weapons Policy
Upon notification to the police, the Dean of the School of Law, the Associate Dean of Students, or the Judicial Affairs Officer, the persons making threats, exhibiting threatening conduct, carrying a weapon, or committing any other acts of aggression or violence on School of Law property shall be removed from the School of Law property as quickly and as safety permits and shall remain off School of Law property pending investigation. The School of Law will not tolerate and will take appropriate action to correct violations of this policy including disciplinary measures pursuant to the School of Law Student Code of Conduct against any student or employee determined to have planned, conspired to commit, aided, or committed such acts. Individuals not associated with the School of Law engaged in violent acts on School of Law property will be reported to the proper authorities and fully prosecuted.

Reporting Procedures
Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety-related incidents to the Director of Security in a timely manner. The Director of Security can be reached at (843) 377-4911. Anyone with information about crime on the School of Law campus is encouraged to notify the Director of Security or other security officers at (843) 377-4911. Security officers have arrest powers on School of Law property and will exercise them in cases which may involve imminent harm. In response to reported crimes, the Director of Security will coordinate with the Dean of the School of Law to document the incident and if deemed appropriate contact the City of Charleston Police Department.

If you become aware of a serious crime at the School of Law, you should dial 911. The School of Law has a verbal agreement with the City of Charleston Police Department to immediately exchange information of criminal activity in the area of the School of Law.

All reported incidents will be investigated by the School of Law. There are no procedures regarding confidential reporting by pastoral or professional counselors. However, if you are the victim of a crime and do not want to pursue action within the School of Law disciplinary system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Associate Dean of Students/Judicial Affairs Officer or his/her designee can file a report on the details of the incident without revealing your identity. The purpose of the report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the School of Law can keep accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community to the potential danger. Reports filed in this manner will be counted and disclosed in the annual crime statistics for the institution as required.

Students and employees who have obtained restraining orders or personal protection orders, which include the School of Law campus as a protected area, should immediately provide a copy of the order to the police, the Director of Security, the Dean of the School of Law, the Associate Dean for Academic Affairs, and the Associate Dean of Students.

D. Timely Warning Notice Procedure
In an effort to notify the School of Law community of serious or ongoing crime, timely warning notices will be disseminated to alert individuals and aid in the prevention of similar crimes. The School of Law community will be notified of crimes that represent a serious or continuing threat to the School of Law community. The crimes may stem from reports to the Director of Security, other state or local agencies, or campus security authorities. Those incidents which could prompt a timely warning notice include, but are not limited to:

• Murder
• Non-negligent manslaughter
• Forcible sexual offenses
• Robbery
• Aggravated assault
• Arson
• Motor vehicle theft

All of these types of incidents will be evaluated on a case-by-case basis to determine if a serious, ongoing threat to the community exists. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other School of Law community members and a Timely Warning Notice would not be distributed. In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community. Sex offenses will be considered on a case by case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by the Director of Security.

Timely warning notices are typically written by the Director of Security or The Associate Dean of Students. Some or all of the methods below may be used to disseminate a timely warning notice to the School of Law community.

- e2Campus Text Alerts (you must register at [http://e2campus.com/my/charlestonlaw/signup.htm](http://e2campus.com/my/charlestonlaw/signup.htm));
- E-mail alerts to the School of Law community;
- The Charleston School of Law website ([http://www.charlestonlaw.edu/](http://www.charlestonlaw.edu/));
- An announcement under the CSOL Announcements from the Administration, Faculty & Staff link on the School of Law TWEN site ([http://lawschool.westlaw.com](http://lawschool.westlaw.com));
- Warning posters placed on the front doors of School of Law facilities;
- The School of Law Emergency Hotline at telephone number (843) 329-1000; and
- Message Boards and the Charleston School of Law Facebook and Twitter pages.

<table>
<thead>
<tr>
<th>System to Use</th>
<th>Primary Message Creator</th>
<th>Backup Message Creator</th>
<th>Authority For Approving &amp; Sending Messages</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRIMARY</td>
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</tr>
<tr>
<td>Email and E2Campus</td>
<td>Director of Security</td>
<td>Associate Dean of Students</td>
<td>Dean, Associate Dean of Students, Assistant Dean of Students, Director of IT</td>
</tr>
<tr>
<td>SECONDARY</td>
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<tr>
<td>Signs, Social Media,</td>
<td>Director of Security</td>
<td>Associate Dean of Students or Assistant</td>
<td>Dean, Associate Dean of Students, Assistant Dean of Students, Director of IT</td>
</tr>
<tr>
<td>Telephone, Website,</td>
<td></td>
<td>Dean of Students</td>
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<tr>
<td>TWEN and other methods</td>
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</tr>
</tbody>
</table>

School of Law security personnel or any of the following security authorities (or their designees) should be notified, as they may immediately issue a timely warning notice.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Telephone &amp; Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Security</td>
<td>385 Meeting Street, First Floor</td>
<td>843.377.4911</td>
</tr>
<tr>
<td>Dean Andrew L. Abrams</td>
<td>385 Meeting Street, Third Floor</td>
<td>843.377.2415 <a href="mailto:aabrams@charlestonlaw.edu">aabrams@charlestonlaw.edu</a></td>
</tr>
<tr>
<td>Associate Dean of Students Brett Barker</td>
<td>385 Meeting Street, Second Floor</td>
<td>843.377.2149 <a href="mailto:bbarker@charlestonlaw.edu">bbarker@charlestonlaw.edu</a></td>
</tr>
<tr>
<td>Associate Dean for Academic Affairs Margaret Lawton</td>
<td>385 Meeting Street, Third Floor</td>
<td>843.377.2423 <a href="mailto:mlawton@charlestonlaw.edu">mlawton@charlestonlaw.edu</a></td>
</tr>
</tbody>
</table>
Emergency Response Procedures

The School of Law’s Emergency Preparedness Plan includes information about Incident Teams; The School of Law’s operating status parameters; incident priorities and performance expectations; shelter-in-place and evacuation guidelines; and local contingency and continuity planning requirements. The School of Law has developed contingency plans and continuity of operations plans for their staff and areas of responsibility.

Security officers and supervisors have received training in Incident Command and Responding to Critical Incidents on Campus. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually Charleston School of Law Security Officers, Charleston Police Department and the Charleston Fire and Emergency Medical Services Department, and they typically respond and work together to manage the incident. Depending on the nature of the incident, other School of Law departments and other local or federal agencies could also be involved in responding to the incident.

General information about the emergency response and evacuation procedures for the School of Law are publicized each year as part of the institution’s Clery Act compliance efforts, and that information is available on the School of Law website. Detailed information and updates to the School of Law’s Emergency Preparedness Plan is available from the Director of Security.

Immediate Notification Procedures

In the event that a situation occurs on or off campus which poses a threat to the School of Law community, a notice shall be issued to the members of School of Law community. Notices may take the form of an emergency notification when there is an immediate threat to the health or safety of students or employees on campus. Depending on the significance of the emergency, notices of threats may be issued using some or all of the systems listed below:

- e2Campus Text Alerts (you must register at [http://e2campus.com/my/charlestonlaw/signup.htm](http://e2campus.com/my/charlestonlaw/signup.htm));
- E-mail alerts to the School of Law community;
- The Charleston School of Law website ([http://www.charlestonlaw.edu/](http://www.charlestonlaw.edu/));
- An announcement under the CSOL Announcements from the Administration, Faculty & Staff link on the School of Law TWEN site ([http://lawschool.westlaw.com](http://lawschool.westlaw.com));
- Warning posters placed on the front doors of School of Law facilities;
- The School of Law Emergency Hotline at telephone number (843) 329-1000; and
- Message Boards and Charleston School of Law Facebook and Twitter pages.
Most emergency notifications will be issued through text alerts but, due to limitations on message length, may be supplemented through other notification methods listed above. Notices will be issued to all members of the School of Law community unless there is a targeted threat which warrants a more narrow scope of notification. The Director of Security or his designee shall notify the local police department of the emergency, to ensure notification to the larger community and coordinate efforts to alleviate the threat. The larger community, including parents or other interested parties, can access information regarding an emergency on campus via the website, social media, emergency telephone or local/national media.

The Department of Security is responsible for confirming an emergency, with the assistance of administrators of the School of Law, local law enforcement and fire officials, and the national weather service. Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty or staff occurring on campus, the School of Law will immediately notify the campus community unless issuing a notification will compromise efforts to contain the emergency. Notifications will be issued involving one of the methods listed above or a combination of those resources. The School of Law tests its emergency notification systems at the beginning of each school year. The School of Law will use some or all of the above listed systems to provide follow-up information to the community as deemed necessary.

If you become aware of a serious and immediate threat to the School of Law community, you should dial 911. The School of Law has a verbal agreement with the City of Charleston Police Department to immediately exchange information of criminal activity in the area of the School of Law.

When possible, the Director of Security or his/her designee should consult with the local police department(s) and with other campus authorities in making the determination on a case-by-case basis of when an emergency or dangerous situation threatens the School of Law community and whether to issue a notice. However, in emergency situations, School of Law security personnel or any of the following security authorities (or their designees) should be notified, as they may immediately issue an emergency notification to the School of Law community:

<table>
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<tr>
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<tr>
<td>Dean Andrew L. Abrams</td>
<td>385 Meeting Street, Third Floor</td>
<td>843.377.2415 <a href="mailto:aabrams@charlestonlaw.edu">aabrams@charlestonlaw.edu</a></td>
</tr>
<tr>
<td>Associate Dean of Students</td>
<td>385 Meeting Street, Second Floor</td>
<td>843.377.2149 <a href="mailto:bbarker@charlestonlaw.edu">bbarker@charlestonlaw.edu</a></td>
</tr>
</tbody>
</table>
E. Alcohol Beverage Policy

Introduction

The guidelines set forth below apply to all events hosted by Charleston School of Law students, the Student Bar Association (SBA), student organizations, and student committees. The purpose and goal of this Alcohol Beverage Policy is to promote the health and safety of the members of the School of Law community and to foster alcohol awareness and responsible drinking practices.

An individual’s presence at the School of Law, or any function associated therewith, requires compliance with all applicable laws and the School of Law Code of Conduct. Failure to comply with this policy may result in the suspension of student(s) or such other terms and conditions as the President or Dean see fit.

Charleston School of Law students and student organizations first and foremost shall ensure compliance with South Carolina state law and all municipal and federal laws and regulations when planning a Charleston School of Law event.

Alcohol On Campus

The School of Law prohibits the possession of alcohol on campus by students, Faculty, staff, and organizations outside of the exceptions granted below:

Alcoholic beverages can be served at on-campus events as long as the primary purpose of the event is not directly related to alcohol. Such purposes include: furtherance of the organization’s mission and/or providing networking opportunities for students. Only beer and wine may be served at on-campus events.

1. LOCATION

   Student organizations may only host events with alcohol in the Barrister unless the Dean of the School of Law grants an exception. Students may not host events during school closures, during exams, or during classes.

2. STUDENT ORGANIZATION EVENT PLANNING FORM

   Students and/or student organizations planning events with alcohol shall complete the Student Organization Event Planning Approval Form, which requires the organization’s faculty sponsor’s signature. The fully executed form must be submitted to the Assistant Dean of Students no later than thirty (30) days prior to the event.

3. PLANNING ON-CAMPUS EVENTS

   The Department of Student Affairs will plan events when alcohol is served on campus.

4. ALCOHOL FUNDING

   The School of Law allows the use of School of Law or student funding for the purchase of alcoholic beverages for events in the Barrister only. Student organizations may not sell or serve alcoholic beverages under any circumstances, nor may they profit from the sale of alcoholic beverages at an event.
5. **AWARDS AND PRIZES**
   Alcoholic beverages may not be designated as awards or door prizes at student organization events.

6. **FOOD**
   If alcoholic beverages are served at a student organization event, food and non-alcoholic beverages must also be provided for an estimated 50% or more of the projected attendance total. When the food runs out, the serving of alcohol must cease.

7. **FACILITIES**
   The sponsoring group may not move furniture without the consent of the Maintenance Supervisor. The sponsoring group is responsible for clean-up of the area and will be held responsible for damages to physical facilities incurred as a result of the event.

8. **ADVERTISING**
   Once the event and event flier are approved, a student organization may post advertising on the School of Law campus for an event the organization is sponsoring. Any publicity or advertising for such events must be devoid of any reference to alcohol, alcohol price, or alcohol price advantage (i.e., “drink specials,” “happy hour,” “two-for-one,” etc.). Students may advertise on campus in accordance with the School of Law’s [Email Policy](#) and [Bulletin Board Posting Policy](#).

**Alcohol Off Campus**

1. **STUDENT ORGANIZATION EVENT PLANNING FORM**
   Students and/or student organizations planning events with alcohol shall complete the Student Organization Event Planning Approval Form, which requires the organization’s faculty sponsor’s signature. The fully executed form must be submitted to the Assistant Dean of Students no later than September 8th for fall events and January 25th for spring events.

2. **VENDOR AGREEMENT FORM**
   Once your event is approved, please complete the Vendor Agreement Form. This form must be submitted to the Department of Student Affairs no later than thirty (30) days prior to your event. If the Department of Student Affairs does not have this form, you must cancel your event.

3. **INSURANCE**
   All student organizations must inquire about insurance with the Department of Student Affairs for off-campus events.

4. **ALCOHOL FUNDING**
   The School of Law does not allow the use of school or student funding for the purchase of alcoholic beverages for off-campus events. Student organizations may not sell or serve alcoholic beverages under any circumstances, nor may they profit from the sale of alcoholic beverages at an event.

5. **CASH BAR**
   All off-campus events must be cash bar only. Individuals who want to purchase alcoholic beverages at the event must purchase their own drinks with their own personal funds. The vendor must provide a Certificate of Insurance.

6. **AWARDS AND PRIZES**
   Alcoholic beverages may not be designated as awards or door prizes at student organization events.
F. Substance Abuse/Drug Free Workplace Policy

Charleston School of Law has a vital interest in maintaining a safe, healthy, and efficient environment for its employees, staff, faculty and students. Being under the influence of drugs or alcohol poses serious safety and health risks, not only to the user, but to all those who work or come in contact with the user. The possession, use, distribution or sale on School of Law property, or as part of any of the School of Law’s activities, of an illegal drug, alcohol or prescription drugs (without a current lawful prescription) will not be tolerated. Security officers enforce State underage drinking laws and local ordinances on campus. The School’s objective is to have all employees, staff, faculty and students report to work or school drug free and sober and to maintain that status while on the job or in school. Security officers also enforce Federal and State drug laws on campus.

Employees, staff, faculty and students should conduct themselves at all times as an ambassador of the School of Law and not engage in any conduct which would cause unfavorable publicity to the School of Law, impair its credibility or otherwise reflect adversely on the School of Law. Engaging in immoral or indecent conduct, being charged with a crime, or engaging in activity which may not be chargeable, arguably violates this policy, such as engaging in substance abuse, abuse of alcohol, or being involved with illegal drugs, may result in disciplinary action up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct required by this policy. Under no circumstances will alcohol be used, possessed, distributed or served to any person under twenty-one (21) years of age. A student may be disqualified for federal financial aid if the student violates this policy or is convicted of a federal or state drug offense that occurs during a period of enrollment for which the student was receiving financial aid.

All employees, staff, faculty and students should consider it their responsibility to assist the School of Law in the enforcement of this policy by their own compliance and by notifying management or school security of any known or suspected drug, alcohol or other related situations which may violate this policy. The Dean or President shall have the final determination as to whether or not an individual item is prohibited by this policy. If you have any questions, please contact your supervisor, the Dean, the President, Associate Dean of Students or the Director of Human Resources. You are responsible for making sure that any item you possess on School property is not prohibited by this policy.

The School of Law reserves the right to conduct searches of School of Law property and personal property in order to enforce this policy. Pursuant to this provision, the School of Law shall search such property in its discretion, including but not limited to: lockers, desks, purses, briefcases, baggage, toolboxes, lunch bags, backpacks, and any other location in which illegal drugs or alcohol may be hidden while in or on School of Law property. The School of Law is also authorized to search any vehicle on School of Law property or any vehicle being used to conduct business on behalf of the School of Law (whether or not such vehicle is located on School of Law property). Searches may be conducted by School of Law officials, campus security, by local, state or federal law enforcement or by private corporations that specialize in the use of “drug-sniffing” dogs. Searches may be conducted whether or not the individual is present during the search. If the School of Law requests a search and an individual refuses, such individual will be denied access to or removed from School of Law property for violation of this policy. Anyone who is in violation of this policy may be subject to disciplinary action up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct required by this policy.

Information and Resources

Employees, staff, faculty and students are encouraged to seek medical care or relevant treatment for any substance abuse related issues. Students are strongly encouraged to contact the Associate Dean of Students and employees should contact the Director of Human Resources for assistance of concerns relating to substance abuse. However, participation in an assistance program does not excuse employees, staff, faculty and students from complying with this policy. The following resources are available to employees, staff, faculty and students to address difficulties associated with alcohol or substance abuse.
SUBSTANCE ABUSE COMMUNITY AND EMERGENCY RESOURCES

MUSC Counseling Services
843.792.2848

Charleston Center of Charleston County
Substance Abuse Services
Offers comprehensive array of impatient, outpatient, education, and prevention programs.
843.958.3300
www.charlestoncounty.org/departments/daodas/

United Way Hotline
1.866.887.3331
www.211us.org

National Suicide Prevention Lifeline
1.800.273.8255
www.suicidepreventionlifeline.org

Carolina Region of Narcotics Anonymous
843.852.3001
www.crna.org

South Carolina Al-Anon Family Groups
Information Service
843.762.6999
www.al-anon-sc.org

Charleston and Dorchester County Mental Health
843.852.4100
843.414.2350 (Emergencies)
www.charlestondorchestermhc.org

Berkley Community Mental Health Center
843.761.8282
888.202.1381
www.bcmhc.org

Poison Control Center
800.222.1222
www.poison.org

Coastal Crisis Chaplaincy
843.724.1212
www.coastalcrisischaplain.org

SC Vocational Rehabilitation Department
800.832.7526 (Toll Free)
803.896.6500 (Columbia area)
803.896.6553 (TTY)
www.scvrd.net/i_substance.html
G. Charleston School of Law Smoke-Free Workplace Policy

The School of Law is dedicated to providing a healthy, comfortable and productive work environment for our employees, students, faculty and staff. The Surgeon General has determined that cigarette smoke is harmful to your health. Those who smoke and would like to take this emergency to quit, are invited to call 1.800.QUIT.NOW for free cessation information.

In accordance with the provision set forth in the Code of the City of Charleston, SC, Chapter 21, Section 21-132, the School of Law adopts the following smoke-free workplace policy, effective July 23, 2007.

Smoking shall not be permitted in any enclosed School of Law facility or space. This includes common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, medical facilities, cafeterias, employee or student lounges, stairs, restrooms, company vehicles and all other enclosed facilities. This policy applies to all employees, students, faculty, staff, clients, contractors and visitors.

Smoking shall be permitted only at a reasonable distance from outside entrances, operable windows and ventilation systems of enclosed areas where smoking is prohibited, so as to ensure that tobacco smoke does not enter those areas. Any questions regarding this smoke-free workplace policy should be directed to the Director of Human Resources at 843.377.4904.

H. Fundraising Policy

In order to maximize fundraising effectiveness, it is desired that the fundraising efforts of the School of Law and its constituents be coordinated. Accordingly, the School of Law adopts this fundraising policy and accompanying procedures to ensure that its mission is supported by the fundraising efforts of the constituents, that the issue of the potential conflict with other fundraising efforts is addressed. Also, where conflict issues exist, the School of Law may provide a conditional approval where necessary to resolve these issues.

Students, student organizations, SBA committees, faculty, staff, departments, alumni, or other friends of the Charleston School of Law may raise money through three avenues:

- **The School of Law Foundation**: An individual or group may raise money on behalf of the Foundation, donations to which are tax-deductible. The funds raised must be used for a narrow range of very specific purposes as required by federal law.

- **School of Law or Student Organization/Committee**: An individual or group may also raise money for the School of Law, a student organization, a student committee although donations are not tax-deductible. This money may be used to cover general operating expenses of the School of Law or the particular group raising the money.

- **Outside Entity or Organization**: An individual or group affiliated with the School of Law may raise money or obtain other gifts of value that is ultimately be donated in whole or in part to a non-school related group or entity. Prior to initiating any fundraising activity, the individual/group must first meet with the Department of Student Affairs regarding the details of the contemplated activity.

In order to coordinate fundraising efforts by various constituent groups at the School of Law, maximize effectiveness of efforts and avoid conflicts of timing and/or solicitation, individuals and groups are required to read the following information, follow the steps described herein, and submit the necessary forms for approval to the appropriate persons in order to raise money in the name of the School of Law or the Foundations. Fundraising requests should be submitted at the beginning of the semester in which the campaign will take place. The approval process generally will take four (4) to six (6) weeks. Some requests should be submitted earlier to ensure that the process is complete well before the start of the campaign.
In no instance shall any individual or group invoke the name of the Charleston School of Law or the Charleston School of Law Foundation in fundraising activities or make representations about the deductibility of any gifts to either entity, without first obtaining the requisite approvals as outlined in these fundraising policies and procedures.

**Raffles, drawings and lotteries in violation of South Carolina law are strictly prohibited.**

1. **Fundraising for The Charleston School of Law Foundation**
   With the rising costs to educate law students and the desire to keep the School of Law affordable and accessible, financial support from external constituents is increasingly important. As part of its commitment to ensure that the legal education of the students enrolled at the School of Law remains affordable and accessible, the School of Law Foundation actively seeks, encourages, and welcomes financial support that is consistent with its mission and tax exempt status. [Note: Gifts directly to the School of Law are not tax exempt, while gifts made to the Foundation may be tax exempt if consistent with its tax exempt status.]

For more information on fundraising for the Foundation, please contact the Assistant Dean of Students.

*Note: Gifts directly to the School of Law are not tax exempt, while gifts made to the Foundation may be tax exempt if consistent with its tax exempt status.*

2. **Fundraising for Student Organizations, Committees and Outside Organizations**
   This policy applies to all students, student organizations, SBA committees, faculty, staff, departments, or other non-student groups who want to engage in fundraising activities. All fundraising events must be approved by the Assistant Dean of Students in the Department of Student Affairs prior to the start of the campaign. This includes all campaigns where items or monies are being raised for any cause. This includes collection drives and bake sales. Violations of this policy could result in the cancelation of the campaign or loss of fundraising privileges.

   a. Submit a fully completed Student Organization Event Planning Approval Form to the Assistant Dean of Students four (4) to six (6) weeks prior to the event. Incomplete forms will not be reviewed.
   b. If solicitations outside of the School of Law are being sought, the students or student organization, or SBA Committee must disclose the specific names and/or businesses from which they wish to solicit with their Student Organization Event Planning Approval Form. (The Department of Student Affairs maintains a spreadsheet of all businesses and law firms from whom students and student groups have previously requested funds. It is imperative that students provide this information to the Assistant Dean of Students for tracking purposes.)
   c. Once the form is submitted, meet with the Assistant Dean of Students to review event. **All written and printed items must be approved prior to the commencement of the fundraising campaign.**
   d. Ensure that the organization has the funds to cover any costs associated with the fundraising campaign. If needed, attend the SBA Budget Hearings and/or meet with the Treasurer to review your account.
   e. **No student may enter into a contractual agreement of behalf of the Charleston School of Law, LLC.** The contracts should be signed by the Dean of the School of Law or the President. The student is not a legal representative of the Charleston School of Law.
   f. As a reminder, donations made to the School of Law or a School of Law Student Organization are not tax-deductible.
I. Use of the School of Law Name, Seal, & Names

Part of the effective use of the Charleston School of Law’s brand is how it appears to the public in everything from hand-written correspondence to digital text. It is important that the use of Charleston School of Law name, logo, and seal are consistent because they are what officially identify the Charleston School of Law.

Charleston School of Law Name
When referencing the Charleston School of Law in fliers, posters, paraphernalia, correspondence, policies, or any other paper-based, electronic or digital communication, students and student organizations shall refer to the institution as the “Charleston School of Law”.

On second reference and when obviously referring to this institute, the following is acceptable”

- the School
- Charleston Law
- School of Law
- law school

Do not use CSOL or CSL in print publications, websites or in any formal references to the law school.

Use of the Official Seal
The Charleston School of Law seal is a registered artwork that is reserved for official school documents and awards. The seal may only be used with written permission from the Associate Director of The Charleston School of Law, LLC and must be approved before being distributed on any printed and/or electronic materials, awards or documents.

For institutional and student organization/student use, the Seal Approval Form should be submitted to Jennifer Summers, Assistant Dean of Students.

Use of the Official Logo
The Charleston School of Law logo may be used for all printed items. However, it is important that the logo is not distorted from its original form. All School of Law student organizations must have prior approval from the Department of Student Affairs before printing, posting or distributing any materials with the Charleston School of Law logo. To download the School of Law logo, please visit www.charlestonlaw.edu. From the home page, scroll over “About” > “News” then click on “Logo Form.” There are several logo options from which to choose. If you need the logo files in another format, contact Diane Rexroad.

J. Unauthorized Use of the Charleston School of Law Name or Related Organizations

Under no circumstances should the School of Law’s name or those names of related School of Law organizations or agencies be invoked to endorse or promote positions, individuals, or organizations without the prior written approval of the Dean of the School of Law. While the School of Law is firmly supportive of free speech rights for members of the School of Law community, it is improper to use the School of Law name to promote positions, individuals, or organizations unless and until the School of Law formally manifests its intent to do so.

In using or authorizing the use of the School of Law name to identify themselves in connection with activities conducted with outside individuals and entities, members of the School of Law community should assure that the School of Law name is used in a manner that does not imply the Charleston School of Law’s endorsement or responsibility for the particular activity, person, product, or publication involved. Failure to abide by the terms of this policy may result in sanctions pursuant to the School of Law’s Code of Conduct.
K. **Contracts**
   1. No student may enter into a contractual agreement on behalf of the Charleston School of Law, LLC. The contracts should be signed by the Dean of the School of Law or the President. The student is not legal representative of the Charleston School of Law.
   2. Students executing contracts without proper authorization will be personally liable for any resulting damages or costs.
   3. The Chief Financial Officer will not remit payment for a contract signed by an unauthorized user.
   4. All contracts should be submitted to the Department of Student Affairs for review.

L. **Bulletin Board Policy**
The Charleston School of Law has bulletin boards located across campus where students and student organizations may disseminate information to the School of Law community. Students and student organizations may post on bulletin boards in the following locations:

- Library
- 385 Meeting Street Building – Second and Third Floor

1. **Please do not affix anything to the walls, doors, ceilings, or any painted or non-painted area inside the buildings. Only the bulletin boards are to be used for the posting of materials.**
2. Fliers should only be posted on designated bulletin boards, (i.e. house for rent on the housing board). A posting may be moved if it has been placed in an undesignated area. The student or student organization will be notified that the flier has been moved due to posting in an improper location.
3. Fliers will be posted for two weeks or until the end of the event, whichever comes first. Campus organizations are responsible for removing their outdated postings. If postings are not removed after the event date by the organization, the School of Law reserves the right to remove them.
4. Organizations may lose posting privileges if outdated postings are not removed in a timely manner.
5. Academic and administrative departments shall control, manage and maintain their own bulletin boards.

M. **Room Reservations and Calendar**
Please visit Charlestonlaw.edu for reservations and calendars.

N. **Lockers**
Student lockers are located on the second floor of the Sol Blatt Jr. Law Library. To request a locker, please contact the Department of Student Affairs.

O. **Student Mailboxes**
Student mailboxes are located on the first floor of the Sol Blatt Jr. Law Library. Please check these mailboxes regularly.

P. **Voter Registration**
The School of Law encourages all eligible students to participate in the political process. South Carolina law requires those seeking to vote to register at least thirty (30) days prior to the election. School of Law students
may register to vote where they attend law school only if they establish that they are a member of that community. In establishing residency under this rule, students must demonstrate that they have a present intention to remain in the community where they attend school. If you are not registered to vote, South Carolina Voter Registration applications can be obtained in the Department of Student Affairs as well as online at http://www.scvotes.org.

Simply fill out the application and return it to the appropriate county board of voter registration. In Charleston County, the contact information is:

Charleston County Board of Voter Registration
Post Office Box 71419
Charleston, SC 29415
Office Number 843.744.8683
Fax Number: 843.974.6419
mailto:bevr@charlestoncountry.org

For more information, including eligibility requirements and updating your voter registration, please visit: http://www.scvotes.org
APPENDIX D: STUDENT COUNSELING

The School of Law and the Medical University of South Carolina (“MUSC”) have formed a partnership to offer student counseling services to School of Law students. This service is confidential and available to all students enrolled in both the full-time and the part-time programs at the School of Law.

MUSC’s services to students include but are not limited to the following: assessment services, therapy, mental health evaluations, and referrals to all School of Law students. Services also include consultations, promotional materials and assessment services, up to five (5) therapy sessions following a student assessment, and appropriate referrals for treatment or follow-up.

All appointments are at MUSC with trained professionals. If counseling services are needed, please contact MUSC directly at 843.792.2848.

Mandatory Assessments
Students of concern for at risk behavior may be mandated by the School of Law to be assessed by a mental health counselor. A student who evidences emotional distress or a health concern should be reported to the Associate Dean of Students and/or the Associate Dean for Academic Affairs.

In cases which the Associate Dean of Students or the Associate Dean for Academic Affairs determines that the student is at risk, the Associate Dean of Students and the Associate Dean for Academic Affairs may mandate that the student meet with a School of Law counselor for a professional assessment of a risk behavior. Any student mandated for assessment must meet with the School of Law counselor within one business day of the mandate unless the Associate Dean of Students grants an exception in writing. Failure to meet with the School of Law counselor within the required time period will constitute noncompliance.

The student must comply with the counselor’s treatment recommendation. The student will be asked to complete a release of information to disclose to the Associate Dean of Students and the Associate Dean for Academic Affairs the student’s attendance at each session and the recommendations of the counselor.

Referrals for mandatory assessment shall NOT constitute disciplinary action. However, failure of the student to comply with this policy may result in sanctions, including but not limited to temporary or indefinite mandatory medical withdrawal. Additionally, if the student withdraws from school or otherwise fails to complete the mandated sessions prior to the end of the semester, the student may be required to complete an assessment prior to enrolling in subsequent semesters.

Remedial Action Plan
Upon mandatory assessment, the Associate Dean of Students and the Associate Dean for Academic Affairs may determine an appropriate remedial plan of action for the student. In developing and implementing a remedial plan, the Associate Dean of Students and the Associate Dean for Academic Affairs may consult the Student Support Team and/or other relevant faculty or staff members. Members of the Student Support Team consist of administrators and professors selected by, and serving at the discretion of the Dean of the School of Law. When consulted, team members will review the matter and determine an appropriate course of action for the student which will be best benefit the student and the

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8 Includes email correspondence or formal letter.
School of Law community by ensuring the student’s ability to meet academic standards and compliance with applicable conduct codes. In cases in which disability is a concern, the team may make recommendations as to reasonable accommodations for qualified individuals.

**Family Notification Plan**

The Charleston School of Law respects the privacy rights of its students as defined under the Family Educational Rights and Privacy Act (FERPA). Under extreme circumstances, it may be necessary to contact a student’s parents or other family to provide support and assistance to the student. Family notification may occur in an instance which the student: (1) has engaged in self-inflicted life-threatening behavior; (2) is a danger to themselves or others and is unresponsive to professional medical or mental health advice; or (3) the student have injured themselves and requires medical attention.

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\*9 TITLE 34—EDUCATION

PART 99_FAMILY EDUCATIONAL RIGHTS AND PRIVACY—Table of Contents

Subpart D
May an Educational Agency or Institution From Education Records>

Sec. 99.36 What conditions apply to disclosure of information in health and safety emergencies?

(a) An educational agency or institution may disclose personally identifiable information from an education record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

(b) Nothing in this Act or this part shall prevent an educational agency or institution from—

1. Including in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community;

2. Disclosing appropriate information maintained under paragraph (b)(1) of this section to teachers and school officials within the agency or institution who the agency or institution has determined have legitimate educational interests in the behavior or the student; or

3. Disclosing appropriate information maintained under paragraph (b)(1) of this section to teachers and school officials in other schools who have been determined to have legitimate educational interests in the behavior of the student.

(c) Paragraphs (a) and (b) of this section will be strictly construed.

(Authority: 20 U.S.C. 1232g (b)(1)(i) and (h))

APPENDIX E: SEXUAL MISCONDUCT POLICY GOVERNING EMPLOYEES AND STUDENTS

SEX-BASED DISCRIMINATION & HARASSMENT

As reflected in our Mission Statement and Commitment to Excellence, the School of Law strives to make this a special place to work and learn with an atmosphere of mutual respect and professionalism. As employees and students of the Law School, we all have a responsibility to live up to our values by creating an atmosphere every day in which each person knows that he/she is valued as an individual and treated with respect and professionalism. This policy is a reflection of our vision and our commitment to complying with all laws governing discrimination and harassment.

I. DISCRIMINATION

Discrimination is defined as the unfair treatment of a person or group based on perceived or real characteristics. The School of Law is committed to an environment that encourages the fair, humane, and beneficial treatment of all persons. The School of Law is committed to equal opportunity in the application, admission, participation, operation, and treatment of employees, students and guests, and prohibits discrimination based on race, color, sex, age, religion, national origin, height, weight, marital status, sexual orientation, handicap unrelated to ability to perform one's job, military status, or any other classes protected by law. Additionally, it is the policy of the School of Law to provide an environment for prospective employees and students and other third parties, to include contract employees, free of harassment and discrimination. It is expected that all members of the School of Law community will consider themselves responsible for proper observance of this policy. Harassment is a form of discrimination and is any action that may reasonably be expected to threaten, coerce or intimidate an individual or class of people.

Further, the School of Law does not condone and will not tolerate sexual misconduct or sexually exploitative or harassing behavior of any kind. Our community is committed to creating and maintaining an environment that is not only free of sexual misconduct, but which promotes a healthy spirit of responsibility, dignity and respect in matters of sexual conduct. Charleston School of Law employees and students share an ethical tradition of abiding by the highest moral standards, taking responsibility for their actions, and treating people with integrity and respect.

II. COORDINATION WITH THE ANTI-HARASSMENT AND NON-DISCRIMINATION POLICY AND FULL-TIME FACULTY HANDBOOK

The School of Law has created this campus wide policy specifically to address sex-based discrimination impacting students, employees and third parties and to provide equity in process to complainants and respondents.

The School of Law recognizes that harassment related to an individual’s sex, sexual orientation, and gender expression may also be tied to other forms of harassment and discrimination and may also be directed at the individual based on their age, ethnicity, religion or other protected status. This policy does not supersede the School of Law’s Anti-Harassment and Discrimination policy or Faculty Handbook, but rather supports them. When discrimination is alleged that is directed at an individual based on both their
sex and another protected class, resolution of the complaint will include a coordinated effort in investigation and resolution between the policies.

The procedures outlined in this policy for resolution of complaints of sexual misconduct apply to investigation and adjudication of student and employee sexual misconduct complaints. All other complaints of student or employee misconduct not meeting the definitions described in this policy will follow the procedures outlined in the Law Student Handbook’s Code of Conduct or the respective employee handbook. All complainants and respondents, regardless of their status as students, faculty or staff, will be informed simultaneously and in writing of the outcome of the complaint (to include the rationale for the finding and the associated sanction or employee action taken because of a finding of responsibility under this policy) and will be afforded the opportunity to appeal, if appellate criteria are met, as outlined in this policy.

III. STATEMENT OF PROHIBITION AND JURISDICTION

As a recipient of federal funds, the School of Law is required to comply with Title IX of the Education Amendments of 1972, U.S.C. § 1681 et seq. (“Title IX”) which prohibits discrimination on the basis of sex in educational programs or activities. Sexual Misconduct, as defined herein, is a form of discrimination prohibited by Title IX. The School of Law has updated this policy (February 1, 2017) to reflect the changes to the Clery Act as amended by the 2013 Reauthorization of the Violence Against Women Act and the 2013 South Carolina Campus Sexual Assault Information Act as we currently understand them.

This Policy applies to all on-campus conduct and some off-campus conduct, described below. The School of Law strongly encourages reports of sexual misconduct regardless of location and regardless of when the misconduct is reported to have occurred. Even if the policy does not apply to the conduct because of its location, the School of Law will take prompt action to provide for the safety and well-being of the Complainant and the broader campus community.

**On-Campus Conduct.** This policy applies to conduct that occurs on-campus, including conduct which occurs on property owned or controlled by CSOL.

**School of Law Programs.** This policy applies to conduct that occurs in the context of Law School employment or education programs or activities.

**Off-Campus Conduct.** This policy applies to conduct that occurs off-campus and has continuing adverse effects on, or creates a hostile environment for, any member of the Law School community on-campus or in any Law School employment or education program or activity.

IV. DEFINITIONS

There are many terms used in this policy, which are defined in this section.

A “complainant” is someone who is alleging being harmed by an act of Sexual Misconduct. The terms accuser, victim and survivor are used interchangeably in this policy to refer to the complainant based on what is being discussed.
A “respondent” is the person who is alleged to have engaged in the harming conduct. The terms offender and accused are also used interchangeable in this policy to refer to the respondent depending on what is being discussed.

“Parties” is a term used to collectively refer to complainants and respondents.

A “party” is the complainant or respondent.

A “student” is a person who is enrolled in courses at the School of Law.

A “witness” is a person who is believed to have knowledge of the misconduct.

“Sexual Misconduct” is an umbrella term used to refer to a variety of prohibited acts and includes the following specific forms as defined in this section:

1. Sexual Harassment and Gender-Based Harassment
2. Sexual Assault
   a. Non-Consensual Sexual Contact (or attempts to commit same)
   b. Non-Consensual Sexual Penetration (or attempts to commit same)
3. Sexual Exploitation
4. Stalking
5. Intimate Partner Violence
   a. Dating Violence
   b. Domestic Violence

1. **Sexual Harassment and Gender-Based Harassment**

   As used in this policy, **sexual harassment** includes unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature.

   Generally speaking, harassment can be divided into two types of conduct:

1. **Quid Pro Quo Harassment.** Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of an individual’s employment, academic standing, or participation in any aspect of a School of Law program or activity or is used as the basis for decisions affecting the individual.

2. **Hostile Environment.** A hostile environment exists when the conduct is sufficiently severe, pervasive, or persistent that it unreasonably interferes with, limits, or deprives an individual from participating in or benefiting from CSOL’s education or employment programs and/or activities. Whether conduct is sufficiently severe, pervasive, or persistent is determined both from a subjective and objective perspective.
Harassing conduct can take many forms. The determination of whether an environment is hostile is based on the totality of the circumstances, including but not limited to: (1) the frequency of the conduct; (2) the nature and severity of the conduct; (3) whether the conduct was physically threatening; (4) the effect of the conduct on the complainant’s mental or emotional state, with consideration of whether the conduct unreasonably interfered with the complainant’s educational or work performance and/or School of Law programs or activities; (5) whether the conduct was directed at more than one person; (6) whether the conduct arose in the context of other discriminatory conduct; and (7) whether the conduct implicates concerns related to academic freedom or protected speech.

A single isolated incident may create a hostile environment if the incident is sufficiently severe, particularly if the conduct is physical. A single incident of Sexual Assault, for example, which is the most egregious form of sexual harassment, may be sufficiently severe to constitute a hostile environment. In contrast, the perceived offensiveness of a single verbal or written expression is typically not sufficient to constitute a hostile environment.

“Gender-Based Harassment” is harassment based on sex, sexual orientation, gender identity, or gender expression, which may include acts of aggression, intimidation, or hostility, whether verbal, physical, graphic, or otherwise. To qualify as Gender-Based Harassment, the conduct need not involve conduct of a sexual nature.

**Sexual and Gender-Based Harassment:**

- May be blatant and intentional and involve an overt action, a threat or reprisal, or may be subtle and indirect, with a coercive aspect that is unstated.

- May be committed by anyone, regardless of gender, age, position or authority. While there is often a power differential between two persons, perhaps due to differences in age, social, educational or employment relationships, harassment can occur in any context.

- May be committed by a stranger, an acquaintance, or someone with whom the complainant has an intimate or sexual relationship.

- May be committed by or against an individual or may be a result of the actions of an organization or group.

- May occur by or against an individual of any sex, sexual orientation, gender identity, or gender expression.

- May occur in the classroom, in the workplace, in residential settings, or in any other setting.

- May be a one-time event or can be part of a pattern of behavior.

- May be committed in the presence of others or when the parties are alone.
• May affect the complainant and/or third parties who witness or observe harassment and are affected by it.

Examples of conduct that may constitute Sexual Harassment as defined above may include a severe, persistent or pervasive pattern of unwelcome conduct that includes one or more of the following:

• **Physical conduct**, including unwelcome touching, sexual/physical assault, impeding, restraining, or blocking movements, or unwanted sexual advances

• **Verbal conduct**, including making or using derogatory comments, epithets, slurs or humor; verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations; or objectively offensive comments of a sexual nature, including persistent or pervasive sexually explicit statements, questions, jokes, or anecdotes

• **Visual conduct**, including leering, making sexual gestures, displaying of suggestive objects or pictures, cartoons, or posters in a public space or forum; or severe, persistent, or pervasive visual displays of suggestive, erotic, or degrading sexually oriented images that are not pedagogically appropriate.

• **Written conduct**, including letters, notes or electronic communications containing comments, words, or images described above

• **Quid pro quo conduct**, including direct propositions of a sexual nature between those for whom a power imbalance or supervisory or other authority relationship exists; offering educational or employment benefits in exchange for sexual favors; making submission to sexual advances an actual or implied condition of employment, work status, promotion, grades, or letters of recommendation, including subtle pressure for sexual activity, an element of which may be repeated requests for private meetings with no academic or work purpose; or making or threatening reprisals after a negative response to sexual advances

*Academic Freedom and Sexual Harassment provision:* This policy is consistent with the School of Law’s commitment to academic freedom and free speech. This commitment requires that the Law School not abridge community members’ expression of ideas in their teaching, learning, and research, including advocacy that may be controversial, provocative, or unpopular. This protection extends to the expression of ideas, however controversial, in the classroom and other campus-related activities. It must be recognized, however, that this protection has its limits. This policy defines those limits, and conduct which is found to be “harassing” is not consistent with the Law School’s commitment to academic freedom and free speech. No member of the community may escape responsibility for engaging in harassing conduct merely by labeling the conduct as “speech” or other expressive activity.
2. Sexual Assault

Sexual assault is sexual harassment of a physical nature. One single incident of sexual assault is sufficiently serious to warrant investigation and resolution if it is deemed to create a continuing hostile environment on campus or in the programs or activities associated with the School of Law. Sexual Assault is broken down into two subsets of non-consensual sexual contact (or attempts to commit same) and non-consensual sexual penetration (or attempts to commit same) as further defined below.

a. Non-Consensual Sexual Contact (or attempts to commit same)

Non-Consensual Sexual Contact means any intentional sexual touching or contact, without consent, of the breasts, groin, buttocks or genitals of another, no matter how slight, regardless of the relationship of the parties.

Non-Consensual Sexual Contact includes a variety of behaviors that create a hostile environment. It includes acts like some of the following if unwelcome:

- Hugging, kissing, groping, stroking someone, or the like
- Touching someone’s intimate parts, to include breasts, buttocks, groin area or genitals
- Placing your intimate parts on any part of another person’s body or causing that person to put their intimate parts on you, or directing a third party to do so

b. Non-Consensual Sexual Penetration (or attempts to commit same)

Non-Consensual Sexual Penetration means vaginal or anal penetration by a penis or object, no matter how slight, or mouth to genital contact that is by force or threat of force, without consent, with a person who is under the statutory age of consent as defined in South Carolina law, or occurs when an individual is incapacitated and could not have provided consent.

3. Sexual Exploitation

Sexual Exploitation occurs when one person takes a non-consensual or abusive sexual advantage of another for his or her own benefit and the behavior does not fit into one of the previously mentioned categories.

Examples of sexual exploitation include:

- Prostitution another person
- Recording or subsequently disseminating audio, video or photographic images of nudity or sexual acts without the consent of the other party
- Exposing of the genitals in non-consensual circumstances
- Inducing incapacitation for the purposes of making another person vulnerable to non-consensual sexual contact or penetration
- Knowingly transmitting HIV or a sexually transmitted infection (STI) to another person
4. Stalking

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—a) fear for his or her safety or the safety of others; or b) suffer substantial emotional distress.

A course of conduct consists of two or more acts, including, but not limited to, acts in which a person directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about another person, or interferes with another person’s property.

Reasonable person means a reasonable person under similar circumstances and with similar identities to the complainant.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Cyber-stalking is a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used.

Examples of stalking include:

- Repeated, unwanted, and/or intrusive communications from the offender via telephone, text, email or in-person
- Gathering of information about a person from family, friends, co-workers, and/or classmates
- Following or lying in wait for a person at home, school, work, or other locations frequented by the person
- Posting information or spreading rumors about a person on the internet (social media, postings, instant messages, or by postings of pictures or other information onto websites), in a public place, or by word of mouth
- Damaging or threatening to damage a person’s property
- Repeatedly sending flowers or other unwanted gifts to a person

5. Intimate Partner Violence:

Intimate Partner Violence includes any act of violence or threatened act of violence against a person who is, or has been involved in a sexual, dating, spousal, domestic, or other intimate relationship with the respondent. The School of Law will not tolerate Intimate Partner Violence of any form.

Intimate Partner Violence is often referred to as dating violence, domestic violence, or relationship violence. Intimate Partner Violence can encompass a broad range of behavior including, but not limited to, physical violence, sexual violence, psychological and/or emotional violence, and economic abuse. It may involve one act or an ongoing pattern of behavior. Intimate Partner Violence may take the form of threats, assault, property damage, violence or threat of violence to one’s self, one’s sexual or romantic partner, to pets, or to the family members or friends of the sexual or romantic partner. Intimate Partner Violence often includes offenses defined in this policy as sexual assault or stalking, which occur in concert with other forms of psychological, economic or other abuse. Intimate Partner Violence affects
individuals of both sexes, sexual orientations, gender identities, gender expressions, races and social and economic backgrounds.

**a. Dating Violence**

Dating Violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Whether such a relationship exists or existed will be determined based on a consideration of the following factors:

1. The length of the relationship.
2. The type of relationship.
3. The frequency of interaction between the persons involved in the relationship.

Examples of dating violence include behaviors that intimidate, frighten, isolate, or injure if committed by someone in a romantic or intimate relationship.

**b. Domestic Violence**

Domestic Violence includes violence or threats of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

Other key terms used in this policy include the following:

“Consent” means words or actions that communicate approval of sexual activity taking place between the parties. Consent to one activity does not automatically imply consent to other forms of sexual activity and must be made in the absence of coercion, intimidation or physical force (threatened, actual or implied) of any kind. Silence in and of itself cannot be interpreted as consent. In addition, persons who are incapacitated due to alcohol or drugs cannot give consent. Consent to one form of sexual contact does not constitute consent to all forms of sexual contact, nor does consent to sexual activity with one person constitute consent to activity with any other person. Each participant in a sexual encounter must consent to each form of sexual contact with each participant. Even in the context of a current or previous intimate relationship, each party must consent to each instance of sexual contact each time. The consent must be based on mutually understandable communication that clearly indicates a willingness to engage in sexual activity. The mere fact that there has been prior intimacy or sexual activity does not, by itself, imply consent to future acts.

Of important note, an individual who does not physically resist or verbally refuse sexual activity is not necessarily giving consent. Relying solely upon non-verbal communication can lead to a false conclusion as to whether consent was sought or given as does “accepting” consent from someone you know, or reasonably should know, is not capable of providing consent due to their age or their level of intoxication.

**Consent may be withdrawn by any party at any time.** Recognizing the dynamic nature of sexual activity, individuals choosing to engage in sexual activity must evaluate consent in an ongoing manner.
and communicate clearly throughout all stages of sexual activity. Withdrawal of consent can be an expressed “no” or can be based on an outward demonstration that conveys that an individual is hesitant, confused, uncertain, or is no longer a mutual participant (someone who is not actively reciprocating sexual activity.) Once consent is withdrawn, the sexual activity must cease immediately and all parties must obtain mutually expressed or clearly stated consent before continuing further sexual activity (less duress, coercion or force as previously mentioned.)

“Force” is the use or threat of physical violence to overcome an individual’s freedom of will to choose whether or not to participate in sexual activity or provide consent. Consent obtained by force is not valid.

For the use of force to be demonstrated, there is no requirement that a complainant resist the sexual advance or request. However, evidence of resistance by the complainant will be viewed as a clear demonstration of a lack of consent.

“Intimidation” is the use of implied threats to overcome an individual’s freedom of will to choose whether or not to participate in sexual activity or provide consent. Consent obtained by intimidation is not valid.

“Coercion” is the improper use of pressure to compel another individual to initiate or continue sexual activity against that individual’s will. Consent obtained through coercion is not valid.

Coercion can include a wide range of behaviors, including manipulation, threats, and blackmail. A person’s words or conduct are sufficient to constitute coercion if they wrongfully impair another individual’s freedom of will and ability to choose whether or not to engage in sexual activity. Examples of coercion include threatening to “out” someone based on sexual orientation, gender identity, or gender expression and threatening to harm oneself if the other party does not engage in the sexual activity. When someone indicates, verbally or physically, that they do not want to engage in a particular sexual activity, that they want to stop a particular activity, or that they do not want to go past a certain point of sexual interaction, continued activity or pressure to continue beyond that point can be coercive. The School of Law will evaluate the following in determining whether coercion was used: (a) the frequency of the application of pressure, (b) the intensity of the pressure, (c) the degree of isolation of the person being pressured, and (4) the duration of the pressure.

“Incapacitation” is a state where an individual cannot make an informed and rational decision to engage in sexual activity because of a lack of conscious understanding of the fact, nature, or extent of the act (e.g., to understand the who, what, when, where, why, or how of the sexual interaction) and/or is physically helpless. For example, an individual is incapacitated, and therefore unable to give consent, if the individual is asleep, unconscious, or otherwise unaware that sexual activity is occurring. An individual will also be considered incapacitated if the person cannot understand the nature of the activity or communicate due to a mental or physical condition, no matter temporary or permanent. Incapacitation may result from the use of alcohol, drugs, or other medication. Consumption of alcohol or other drugs alone is insufficient to establish incapacitation. The impact of alcohol and drugs varies from person to person, and evaluating incapacitation requires an assessment of how the consumption of alcohol and/or drugs impacts an individual’s: (1) decision-making ability; (2) awareness of
consequences; (3) ability to make informed judgments; or (4) capacity to appreciate the nature and scope of the act.

It shall not be a valid excuse that the respondent believed that the complainant consented to the sexual activity if the respondent knew or reasonably should have known that the complainant was unable to consent to the sexual activity under any of the following circumstances: (a) the complainant was asleep or unconscious; (b) the complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the complainant could not understand the fact, nature, or extent of the sexual activity; (c) the complainant was unable to communicate due to a mental or physical condition.

Whether the respondent reasonably should have known that the complainant was incapacitated will be evaluated using an objective reasonable person standard. The fact that the respondent was unaware of the complainant’s incapacity is irrelevant to this analysis, particularly where the respondent’s failure to appreciate the complainant’s incapacitation resulted from the respondent’s failure to take reasonable steps to determine the complainant’s incapacitation or where the respondent’s own use of alcohol or drugs caused the respondent to misjudge the complainant’s incapacity.

It is the responsibility of each party to be aware of the intoxication level of the other before engaging in sexual activity. In general, sexual activity while under the influence of alcohol or other drugs poses a risk to all parties. If there is any doubt as to the level or extent of the other individual’s intoxication, it is safest to forgo or cease any sexual contact or activity. Being intoxicated by drugs or alcohol is no defense to any violation of this policy and does not diminish one’s responsibility to obtain consent.

V. RETALIATION

The School of Law prohibits retaliation against any individual who, in good faith, complains of a violation of the School of Law’s Sexual Misconduct Policy or assists by providing information about an allegation of discrimination, including a complaint of sexual misconduct. The School of Law considers an act of retaliation against a complainant or witness a separate violation of this policy and will be adjudicated as such.

VI. POLICY ON CONSENSUAL RELATIONS BETWEEN FACULTY AND STUDENTS AND EMPLOYEES AND SUBORDINATES

The School of Law has no formal policy on consensual relationships between faculty and students; however, romantic or intimate relationships between employees and students and between supervisors and their subordinates with whom they have an academic or supervisory relationship with are fraught with the potential for abuse and are discouraged. Similarly, romantic or intimate relationships between an employee and his or her subordinate compromises the School of Law’s ability to enforce its policy protecting persons from sexual harassment. There are power differentials that exist between faculty and their students and employees and their bosses. Thus, relationships that begin as consensual can later be determined to be non-consensual. Consequently, the School of Law does not wish to interfere with private choices regarding personal relationships, but strongly discourages employees and students from engaging in consensual intimate and/or sexual relationships and retains the right to take necessary action should it find evidence of an abuse of power.

VII. HOW TO REPORT A COMPLAINT OF SEXUAL MISCONDUCT

Members of the School of Law are strongly encouraged to promptly report all incidents of discrimination and harassment, to include sexual misconduct, whether experienced personally or observed. Delayed reporting
significantly inhibits the School of Law in being able to respond to harassment and discrimination. The School of Law also accepts reports from third parties.

A complainant need not supply a written statement, although it is preferable. A “report” is made when the School of Law knows or reasonably should know based on the statements of a Complainant or third party that sexual misconduct is being alleged. Actual notice, which consists of direct statements from a complainant of sexual misconduct, are desirable, although the School of Law accepts verbal or written statements from any party who has knowledge of an incident occurring either on or off campus that has the propensity to interfere with the mission of the Charleston School of Law. Employees who directly observe sexual harassment shall attempt to immediately stop the harassment occurring in their presence and shall promptly report such incidents to the respective Coordinator below.

If the person causing the sexual misconduct is a:

Staff member, vendor or other third party: Report to Shera Silvis, Human Resources, Title IX Coordinator

Student: Report to Brett Barker, Student Affairs, Deputy Title IX Coordinator

Faculty member: Margaret Lawton, Academic Affairs, Deputy Title IX Coordinator

If you are uncertain the status of the person, report to Shera Silvis, Title IX Coordinator.

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<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Telephone &amp; Email</th>
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</thead>
<tbody>
<tr>
<td>Title IX Coordinator &amp; Director of Human Resources, <em>Shera Silvis</em></td>
<td>392 Meeting Street, Second Floor</td>
<td>843.377.4904 <a href="mailto:ssilvis@charlestonlaw.edu">ssilvis@charlestonlaw.edu</a></td>
</tr>
<tr>
<td>Deputy Title IX Coordinator &amp; Associate Dean of Students, <em>Brett Barker</em></td>
<td>385 Meeting Street, Second Floor</td>
<td>843.377.2149 <a href="mailto:bbarker@charlestonlaw.edu">bbarker@charlestonlaw.edu</a></td>
</tr>
<tr>
<td>Deputy Title IX Coordinator &amp; Associate Dean for Academic Affairs, <em>Margaret Lawton</em></td>
<td>385 Meeting Street, Third Floor</td>
<td>843.377.2423 <a href="mailto:mlawton@charlestonlaw.edu">mlawton@charlestonlaw.edu</a></td>
</tr>
<tr>
<td>Campus Security</td>
<td>392 Meeting Street, First Floor</td>
<td>843.377.4911 <a href="mailto:csolsecurity@charlestonlaw.edu">csolsecurity@charlestonlaw.edu</a></td>
</tr>
<tr>
<td>(City of) Charleston Police Department</td>
<td>180 Lockwood Blvd. Charleston, SC 29403</td>
<td>9.1.1 or 843.577.7434</td>
</tr>
</tbody>
</table>
Anonymous reports are also accepted and should be directed to the Title IX Coordinator and Director of Human Resources, Shera Silvis via email at ssilvis@charlestonlaw.edu or via mail using the contact information previously provided, but the supplier of the anonymous report should be mindful that failure to disclose personally identifying information about the accused party, the victim of the misconduct, or the facts and circumstances regarding the misconduct severely limit the School of Law’s ability to respond to, address, and remedy the effects of sexual misconduct.

Also, for purposes of this policy, the School of Law has designated all faculty members, administrative staff in the Associate Dean of Students’ Office, supervisors and members of Campus Security as “responsible employees.” A “responsible employee” is someone a student or employee believes has authority or a duty to stop the harassment. Consequently, if a responsible employee learns of a possible violation of this policy then he/she has a duty to report the information to the Title IX Coordinator, to include the personally identifiable information regarding the parties. The School of Law has no on site medical or counseling facilities, hence no “confidential” reporting office exists. No matter to whom the report is made, the School of Law will keep information regarding a complaint as private as possible only sharing information with those offices that have a need to know.

VIII. INVESTIGATION, RESOLUTION PROCESS AND RIGHT TO APPEAL

The Title IX Coordinator, Deputy Title IX Coordinators, and Investigators are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking and instructed on how to conduct effective investigations and administer a conduct process that protects the safety of victims and promotes accountability. In proceedings under this policy, the standard of proof used to determine whether or not a violation of this policy has occurred is a preponderance of evidence, which means it is more likely than not the misconduct occurred.

The School of Law reserves the right to bring reports forward against a student or employee and to act as the complainant for purposes of this policy. In addition, an individual does not have to be a member of the School of Law community to file a report under this policy. The School of Law reserves the right to outsource investigations to qualified third parties in its’ sole discretion. The parties may request an alternate investigator upon written notice of an allegation of bias and supporting rationale to the Title IX.

1. Upon receiving a report (either verbally or in writing), the Title IX Coordinator will assess the report to ensure this policy has appropriate jurisdiction (and will refer out to the appropriate individual or office if what is being alleged is outside the scope of this policy.)

2. If the report and/or intakes appear upon initial assessment to be a possible violation of the Sexual Misconduct Policy, the Title IX Coordinator will assign the case for investigation within 72 hours and will provide written notice to the parties. If an employee is the respondent, confidential information may also be disclosed with appropriate personnel by the Title IX Coordinator.

3. The Investigator will conduct a prompt, thorough, and impartial investigation into the facts of the case and will interview the complainant, respondent, witnesses or others who may have relevant information, and collect any other evidence deemed relevant to the case form the parties and witnesses.

4. At the conclusion of the investigation which normally does not exceed 45 days, the Investigator will deliver the report to the Title IX Coordinator, and the respective Deputy Title IX Coordinator, who will contact the parties and provide both with separate access to the investigative findings. The purpose of this is to allow the parties an opportunity to correct any item that they state is factually
inaccurate and to provide anything additional that they would like considered prior to a formal finding being issued. The parties will have two business days once invited to review the report to provide their written request for changes or corrections to the report to the Title IX Coordinator.

5. The Title IX Coordinator, and respective Deputy Title IX Coordinator, will provide said written feedback to the Investigator and the three will determine if the information put forward requires the report to be changed in any way. If changes are warranted (something was factually inaccurate and/or new evidence was discovered that substantially changes the outcome of the investigation) then the Investigator will make those changes and finalize the report to include a recommendation as to whether or not, using the preponderance of the evidence standard, misconduct (as defined in this policy) occurred.

6. The Title IX Coordinator, in concert with the appropriate Deputy Coordinator, will review the findings and agree with the findings or direct the Investigator to conduct further investigation.

7. The Title IX Coordinator, in concert with the appropriate Deputy Coordinator, will review the case and determine any sanctions as outlined below. Both parties have the right to request an alternate Coordinator fulfill the two decider quorum upon written notice with rationale. If the Coordinators cannot agree on the outcome or the associated sanction, the School of Law retains the right to have a neutral third party firm review the investigative findings and render an independent decision.

8. The outcome of the investigation, the reasons for the findings, and any sanction(s) imposed shall be conveyed to the Complainant and Respondent simultaneously and in writing by U.S. Mail.

9. The complainant and the respondent have the right to appeal determinations regarding responsibility to the Dean of the School of Law. Appeals are discussed below.

The Complainant and the Respondent each have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or hearing in which the complainant or the respondent is required to be present. An advisor may only consult and advise his or her advisee, but not speak for the advisee at any meeting nor may the advisor direct questions to any administrator, party, or witness in the process.

Typically, the investigation, resolution, and any appeal under this policy will not exceed 60 days although the School of Law reserves the right to exceed this timeframe in order to conduct a thorough investigation or other appropriate proceedings. If the investigation does or is anticipated to exceed 60 days, the School of Law will notify the complainant and respondent in writing and will advise them of the reason for the delay and the anticipated timeframe for the completion of the investigation and/or resolution.

**APPEAL**

Both the complainant and the respondent have a right to appeal the finding of responsibility. Appealing the finding of responsibility must be based on an alleged procedural error, (i.e., not merely that the party does not agree that the finding or sanction is appropriate) or the discovery of new evidence. Both parties will have **five (5) business days from notification** of the outcome (as dated on the US Mail post stamp) to appeal in writing to the Dean at the following address:

    Dean Andrew Abrams
    385 Meeting Street, Third Floor
    843.377.2145
The decision of the Dean on any appeal will be final. Both individuals will be informed simultaneously in writing of the outcome of any appeal and any change(s) to the results that occur prior to the time that such results become final and when such results become final. The complainant will be notified of any sanction(s)/outcome(s) that are specific to the complainant (e.g., respondent has interim suspension and is ordered by the institution to have no contact with the complainant.)

INFORMAL RESOLUTION

When appropriate, certain student-on-student or employee-on-employee complaints may be resolved by the Title IX Coordinator without a formal resolution. Informal resolutions are only possible when the violations do not involve sexual assault and/or may not meet the criteria for classification as a crime. Either party may elect to go through the formal process at any point prior to the resolution. The Title IX Coordinator will facilitate the resolution and give final sanction(s) as deemed suitable and provide written notice to the parties simultaneously to the parties.

SANCTIONS

For accused individuals who are students, the possible outcomes for violations of this policy include:
- Expulsion
- Interim Suspension
- Suspension
- A letter of reprimand to be made a permanent part of the students file

For accused individuals who are faculty or staff members, the possible outcomes include:
- Separation from the School of Law.
- Demotion
- Suspension
- Transfer
- A letter of reprimand to be made a permanent part of the employees file (Faculty members should review the Faculty Handbook for further information)

IX. WHAT TO DO IF YOU ARE SEXUALLY ASSAULTED

Sexual assault is not only a violation of Title IX, but a crime that will not be tolerated on or off the School of Law campus. Sexual assault is defined in this policy as Non-Consensual Sexual Penetration or Non-Consensual Sexual Contact.

If you are a victim of sexual assault:

1. Go to a safe place.
2. Go to the hospital and request a Sexual Assault Nurse Examiner (SANE.) In South Carolina, a victim of sexual assault who is over 18 years of age can request that evidence be collected without the involvement of law enforcement, if the victim so desires. The SANE nurse will
complete evidence collection so evidence of a crime can be preserved in the event that the victim decides then or at a later time to initiate a report to local police.

3. Contact the police or the School of Law’s Title IX Coordinator and Director of Human Resources, Shera Silvis, immediately. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis.

4. You will not be judged because you have become a victim of sexual assault. The reporting of this crime is held with the utmost discretion. Confidentiality cannot be promised, however the matter will be kept as private as possible. School of Law authorities will assist you in contacting the appropriate authorities if you request.

5. Preserve any physical evidence as may be necessary to the proof of criminal domestic violence, dating violence, sexual assault, or stalking, or in obtaining a protection order. You should not shower, urinate, bathe, eat, drink, smoke, or change clothes. Physical evidence can be obtained up to several days after a sexual assault or act of physical dating or domestic violence. After that time the quality of the evidence decreases.

6. It is very important that you receive the appropriate medical and psychological care immediately following the assault.

Victims of domestic violence, stalking, and dating violence are encouraged to seek medical attention when necessary and to preserve evidence as may be necessary to the proof of criminal domestic violence, dating violence, sexual assault, or stalking, or in obtaining a protection order. Victims are also encouraged to preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to the School of Law grievance procedures, School of Law investigators or police.

Victim complainants have the right to report the crime to police as well as the right to decline to do so. Just because a report has been made to the police does not mean the case will be prosecuted. The prosecutor will review the case and determine the appropriate charges based on the evidence. The School of Law encourages all victims of sexual assault to go to the hospital and have evidence collected that may be proof of criminal activity even if they are not sure what direction they want to take regarding prosecution.

The School of Law will, at your request, make any reasonable changes to your academic, work, or transportation situation if you have become a victim of a sexual assault (or other forms of misconduct as outlined in this policy.) In the discretion of the Associate Dean for Academic Affairs, Margaret Lawton, accommodations may be made to allow you to change course sections, withdraw from classes when circumstances exist which warrant such action, and/or initiate other academic remedies as deemed appropriate, particularly in situations where the accused may be associated with the School of Law. Should you be a victim of a crime, the school will make reasonable allowances for excused absences so that you may attend criminal proceedings, medical examinations, counseling, or other related matters when schedules may conflict. The Associate Dean of Students will also help identify providers, including medical and counseling services, for victims who require these services.

X. HOW TO BE AN ACTIVE BYSTANDER

Bystanders play a critical role in the prevention of sexual and relationship violence. Bystanders are persons who observe red-flag behavior and have the opportunity to intervene to prevent the sexual
misconduct from occurring. “Red flag” behavior includes things like seeing a person who is too drunk to provide self-care being isolated by a person. A bystander can intervene to stop the potential offender from taking the incapacitated person away by interrupting, calling for help, calling a friend of the person to come get them, or distracting the potential offender by speaking up and calling out the behavior. Not allowing the isolation stops the sexual assault from being able to occur. We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. If you see sexual misconduct in any form and do not feel safe to intervene to stop it, call 911. Further information regarding bystander intervention is provided in CSOL’s training programs and may be found by contacting Shera Silvis.

XI. RISK REDUCTION

It is important to remember that sexual misconduct is never the victim’s fault and only the person causing the harm is responsible for it. Nevertheless, it is important to understand what risks we each may have and to take steps to try to reduce our risk. The following are some strategies to reduce one’s risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org). CSOL offers these with no intention of blaming victims for sexual misconduct perpetrated against them and encourages all victim complainants to come forward to CSOL officials and/or the police.

1. Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to avoid isolated areas. It is more difficult to get help if no one is around.
3. Walk with purpose. Even if you don’t know where you are going, act like you do.
4. Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn’t the best place to be.
5. Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
6. Make sure your cell phone is with you and charged and that you have cab money.
7. Don’t allow yourself to be isolated with someone you don’t trust or someone you don’t know.
8. Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
9. When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
11. Don’t leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you’ve left your drink alone, just get a new one.
12. Don’t accept drinks from people you don’t know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don’t drink from the punch bowls or other large, common open containers.
13. Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they’ve had, or is acting out of character, get him or her to a safe place immediately.
14. If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
   a. **Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
   b. **Be true to yourself.** Don’t feel obligated to do anything you don’t want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
   c. **Have a code word with your friends or family** so that if you don’t feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
   d. **Lie.** If you don’t want to hurt the person’s feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.

16. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?

17. **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

XII. SEX OFFENDER REGISTRATION

The School of Law is required to inform the campus community where the South Carolina Sex Offender Registry may be accessed. This site will provide you with the most updated information concerning registered sex offenders in the state of South Carolina. The Sex Offender Registry is located on the South Carolina Law Enforcement Division (SLED) website (http://www.sled.sc.gov/). The URL address to link directly to the database is: http://services.sled.sc.gov/sor/.

XIII. SECURITY

The Charleston School of Law has a Director of Security and security officers supplied through an independent contractor, AlliedBarton. Additionally, the Charleston School of Law hires off-duty City of Charleston Police Department Officers to monitor the areas near School of Law facilities during early morning and evening hours. The School of Law has a verbal agreement with the City of Charleston Police Department to immediately exchange information of criminal activity in the area of the School of Law, consistent with similar arrangements between the City of Charleston Police Department and other area schools.

Criminal incidents reported to School of Law officials and AlliedBarton personnel may be referred to the City of Charleston police who have jurisdiction on the campus and the authority to make arrests. AlliedBarton security officers have arrest powers on School of Law property and will exercise them in cases which may involve imminent harm. All crime victims and witnesses are strongly encouraged to immediately report a crime to on-duty security personnel, designated School of Law officials and the
appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

The Charleston School of Law does not have any off-campus student organizations. AlliedBarton security officer’s jurisdiction is limited to School of Law property. City of Charleston Police have primary jurisdiction in all areas in the vicinity of the School of Law.

XIV. REPORTING A COMPLAINT OF SEXUAL MISCONDUCT DIRECTLY TO LOCAL POLICE

Criminal Investigation and Charges

If you choose to pursue criminal charges in your case, the City of Charleston Police Department will be notified and generate their own report, which will be forwarded to a detective in the Special Victims Unit. The Charleston Police Department works in concert with the Solicitor for the Ninth Judicial Circuit, who houses the Victim and Witness Assistance Program. This program has trained professional staff who will help you understand and navigate the criminal justice process. The School of Law strongly encourages any complainant of sexual misconduct to report the incident to the local police when the incident may constitute a crime. The School of Law, upon a complainant’s request, will assist the victim in contacting the City of Charleston Police Department. A complainant also has the right to decline to notify local police (unless they are under the age of 18.)

SOUTH CAROLINA VICTIM'S RIGHTS INFORMATION

An amendment to the South Carolina Constitution was passed on January 22, 1998. Specifically, Article I, Section 24(A) states: To preserve and protect victims' rights to justice and due process regardless of race, sex, age, religion, or economic status, victims of crime have the right to:

- be treated with fairness, respect, and dignity, and to be free from intimidation harassment, or abuse, throughout the criminal and juvenile justice process, and informed of the victim's constitutional rights, provided by statute;
- be reasonably informed when the accused or convicted is arrested, released from custody, or has escaped;
- be informed of and present at any criminal proceedings which are held to decide the final outcome of a court case where the defendant has the right to be present;
- be reasonably informed of an allowed to submit either a written or oral statement at all hearings affecting bond or bail; be heard at any proceeding involving a post-arrest release decision, a plea, or sentencing;
- be reasonably protected from the accused or persons acting on his behalf throughout the criminal justice process;
- confer with the prosecution, after the crime against the victim has been charged, before the trial or before any disposition and informed of the disposition;
- have reasonable access after the conclusion of the criminal investigation to all documents relating to the crime against the victim before trial;
- receive prompt and full restitution from the person or persons convicted of the criminal conduct that caused the victim's loss or injury, including both adult and juvenile offenders;
- be informed of any proceeding when any post-conviction action is being considered, and be present at any post-conviction hearing involving a post-conviction release decision;
- a reasonable disposition and prompt and final conclusion of the case;
• have all rules governing criminal procedure and admissibility of evidence in all criminal proceedings protect victims' rights and have these rules subject to amendment or repeal by the legislature to ensure protection of these rights.

Nothing in this section creates a civil cause of action on behalf of any person against any public employee, public agency, the State, or any agency responsible for the enforcement of rights and provision of services contained in this section. The rights created in this section may be subject to a writ of mandamus, to be issued by any justice of the Supreme Court or circuit court judge to require compliance by any public employee, public agency, the State, or any agency responsible for the enforcement of the rights and provisions of these services contained in this section, and a willful failure to comply with a writ of mandamus is punishable as contempt.

XV. CONCURRENT LAW ENFORCEMENT AND ADMINISTRATIVE TITLE IX INVESTIGATIONS

This shall serve as notice that the School of Law fully supports a complainant’s desire to pursue separate law enforcement action on a complaint of sexual misconduct which also is determined by the City of Charleston Police to be a violation of South Carolina State Law. If the Charleston Police Department is investigating such a complaint, the Title IX or Deputy Title IX Coordinator will cooperate fully with the local police; however, no mutual aid agreement currently exists to share information between the local police and the School of Law in a formalized manner.

To contact the City of Charleston Police Department directly, dial 9-1-1 or 843-577-7434 from any telephone or in person at 80 Broad Street Charleston, SC 29401-0304. It is important to note that Title IX does not allow the School of Law to wait for the completion of a criminal investigation to undertake its’ responsibilities with regard to stopping sex-based harassment/discrimination, preventing its’ recurrence and addressing its effects. Consequently, if law enforcement is investigating, the CSOL will yield to police for up to 10 days to allow law enforcement to conduct preliminary fact-finding into the matter. After that timeframe, the School of Law must proceed with its own fact finding into the matter. The School of Law will not share a student’s FERPA protected information with law enforcement without due process (i.e., subpoena, search warrant, bench order, etc. must be presented for the School of Law to release this information unless a health or safety exception exists that would permit such a release.)

XVI. EDUCATION AND PREVENTION PROGRAMS

The School of Law engages in comprehensive educational programming to prevent domestic violence, dating violence, sexual assault and stalking. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and faculty that:

• Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct
• Defines what behavior constitutes domestic violence, dating violence, sexual assault, and stalking
• Defines what behavior and actions constitute consent to sexual activity in the State of South Carolina
• Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander

• Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks

• Provides an overview of information contained in the Annual Security Report and in this Sexual Misconduct Policy in compliance with the Clery Act.

The School of Law has developed an annual educational campaign consisting of presentations that include distribution of educational materials to new students; participating in and presenting information and materials during new employee orientation; participating in the spring and fall faculty orientation program; presenting programs throughout the year.

XVII. HOW TO CONTACT THE DEPARTMENT OF EDUCATION, OFFICE OF CIVIL RIGHTS

To file a complaint directly with the U.S. Department of Education’s Office for Civil Rights, use the following contact information.

U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Department of Education Bldg.
400 Maryland Avenue, SW
Washington, DC 20202-1100

Telephone: 800.421.3481
FAX: 202.453.6012; TDD: 800.877.8339
Email: OCR@ed.gov
Appendix A:

RESOURCES FOR VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT & STALKING

On-Campus

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Telephone &amp; Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title IX Coordinator &amp; Director of Human Resources, Shera Silvis</td>
<td>392 Meeting Street, Second Floor</td>
<td>843.377.4904 <a href="mailto:ssilvis@charlestonlaw.edu">ssilvis@charlestonlaw.edu</a></td>
</tr>
<tr>
<td>Deputy Title IX Coordinator &amp; Associate Dean for Academic Affairs, Margaret Lawton</td>
<td>385 Meeting Street, Third Floor</td>
<td>843.377.2423 <a href="mailto:mlawton@charlestonlaw.edu">mlawton@charlestonlaw.edu</a></td>
</tr>
<tr>
<td>Campus Security</td>
<td>394 Meeting Street, First Floor</td>
<td>843.377.4911 <a href="mailto:csolsecurity@charlestonlaw.edu">csolsecurity@charlestonlaw.edu</a></td>
</tr>
<tr>
<td>Financial Aid Assistance, Office of Financial Aid, Anita Elliott</td>
<td>394 Meeting Street, First Floor</td>
<td>843.377.4901 <a href="mailto:aelliott@charlestonlaw.edu">aelliott@charlestonlaw.edu</a></td>
</tr>
</tbody>
</table>

CSOL has no on campus health, mental health, counseling, victim advocacy, legal assistance or visa/immigration assistance available. These resources must be obtained from the City of Charleston or the State of South Carolina. See “In the City” below for these resources.
## In the City Area

<table>
<thead>
<tr>
<th>Local Police</th>
<th>911</th>
</tr>
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<tbody>
<tr>
<td><strong>Hospital</strong></td>
<td></td>
</tr>
<tr>
<td>Bon Secours St. Francis Hospital (West Ashley)</td>
<td>2095 Henry Tecklenburg Drive</td>
</tr>
<tr>
<td></td>
<td>Charleston, SC 29414</td>
</tr>
<tr>
<td></td>
<td>843.402.1000</td>
</tr>
<tr>
<td>East Cooper Regional Medical Center</td>
<td>2000 Hospital Dr,</td>
</tr>
<tr>
<td></td>
<td>Mt Pleasant, SC 29464</td>
</tr>
<tr>
<td></td>
<td>843.881.0100</td>
</tr>
<tr>
<td>Medical University of South Carolina (Forensic Collection available)</td>
<td>171 Ashley Avenue</td>
</tr>
<tr>
<td></td>
<td>Charleston SC 29425</td>
</tr>
<tr>
<td></td>
<td>843.792.2300</td>
</tr>
<tr>
<td>Roper/St. Francis Hospital</td>
<td>316 Calhoun St.,</td>
</tr>
<tr>
<td></td>
<td>Charleston, SC 29401</td>
</tr>
<tr>
<td></td>
<td>843.724.2000</td>
</tr>
<tr>
<td>Trident Medical Center</td>
<td>9330 Medical Plaza Dr</td>
</tr>
<tr>
<td></td>
<td>North Charleston, SC 29406</td>
</tr>
<tr>
<td></td>
<td>843.797.7000</td>
</tr>
<tr>
<td>Trident Summerville Medical Center</td>
<td>295 Midland Pkwy</td>
</tr>
<tr>
<td></td>
<td>Summerville, SC 29485</td>
</tr>
<tr>
<td></td>
<td>843.832.5000</td>
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</tbody>
</table>
| Mental Health | Charleston and Dorchester Community Mental Health  
|              | 843.852.4100  
|              | 843.414.2350 (emergencies)  
|              | [www.cdcmhc.org](http://www.cdcmhc.org)  
|              | Berkeley Community Mental Health  
|              | 843.761.8282  
|              | [www.bcmhc.org](http://www.bcmhc.org)  
| Victim Advocacy | Victim Services Unit  
|                | 843.856.2189  
|                | 100 Ann Edwards Lane  
|                | Mt. Pleasant, SC 29464  
| Legal Assistance | Downtown Location: 843.853.6456  
|                | North Charleston Location: 843.720.7044  
| Visa & Immigration Assistance | USCIS Local Office  
|                        | 1821 Sam Rittenberg Boulevard  
|                        | Charleston, SC 29407  
|                        | [www.us-immigration.com/uscis.html](http://www.us-immigration.com/uscis.html)  
| Battered Women’s Shelter | My Sister’s House  
|                         | 843.744.3242  
|                         | [http://mysistershouse.org/](http://mysistershouse.org/)  
|                         | Center for Women  
|                         | 843.763.7333  
| Rape Crisis Center | People Against Rape (PAR)  
|                     | 843.745.0144  
|                     | 198 Rutledge Avenue  
|                     | Charleston, SC 29403  
| LGBTQ Alliance | Alliance for Full Acceptance (AFFA)  
|                | 843.883.0343  
|                | 3623 Old Charleston Road  
|                | Johns Island, SC 29455  
| Magistrate | Charleston County Magistrate  
|             | 843.795.1140  
|             | 615 Riverland Drive  
<p>|             | Charleston, SC 29412 |</p>
<table>
<thead>
<tr>
<th>Local County Courthouse</th>
<th>Charleston County Courthouse</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>843.958.5000</td>
</tr>
<tr>
<td></td>
<td>100 Broad Street, Suite 106</td>
</tr>
<tr>
<td></td>
<td>Charleston, South Carolina 29401-2258</td>
</tr>
</tbody>
</table>
APPENDIX F: INCLEMENT WEATHER AND SCHOOL CLOSURES

The Emergency Preparedness Plan identifies a series of recommended steps and measures designed to protect the students, Faculty and staff of the Charleston School of Law. Depending on the severity of the emergency, these recommended procedures are subject to change at any time.

DECISION-MAKING IN CASES OF EMERGENCY

Chain of Command

Once the Charleston School of Law receives notice of a severe weather advisory or of any pending emergency situation potentially impacting the health and safety of the School, the Dean or, if unavailable, the next available Associate Dean will be immediately notified. In the event of any emergency, the decisions regarding the status of the School of Law will be made according to the following decision tree:

COMMUNICATION

Notifications

Emergency notifications and school closures are disseminated through the following internal and external communication channels:

- **e2Campus Text Alerts.** Urgent notifications sent via text message to Faculty, staff and student cell phones will appear from “CSOL Alert.” To opt-in for this service visit [www.e2campus.com/my/charlestonlaw/](http://www.e2campus.com/my/charlestonlaw/).

- **Website.** Visit [http://www.charlestonlaw.edu](http://www.charlestonlaw.edu) for updates.
- **Emergency Hotline.** Emergency or weather-related information will be recorded on the voicemail of the School’s Hotline, 866.599.4299.

- **Email Notifications.** An email with further instructions will be issued to the internal community via the “CSOL Alert” distribution list.

- **Social Media.** The official Charleston School of Law [Facebook](https://www.facebook.com) and [Twitter](https://twitter.com) pages will publish emergency information via status updates.

- **TWEN.** Information will be posted on School of Law community accounts under the “Announcements from Administration” folder.

- **Message Boards.** Internal message boards will alert students in the event of an emergency.

- **News Media.** Check local news outlets for updates on closures and delays.

These emergency notifications and updates will be drafted and published by a member of the Emergency Preparedness Team.

**External Communications**
The School of Law’s Public Relations Consultant, Andy Brack, will act as spokesperson and serve as liaison between the School of Law and media in the event of an emergency.

**ANNUAL REVIEW AND TEST OF RESPONSE SYSTEMS**
The emergency notification systems, emergency response and evacuation plans shall be reviewed on a recurring basis and at least once annually. The Maintenance Supervisor and Fire Marshal test the alarm systems annually. Additionally, the Director of Security will review the names of floor captains regularly to ensure proper coverage for all facilities.

**CHARLESTON SCHOOL OF LAW CLOSURE**
The Dean of the School of Law will call for a closure when necessary. He will instruct all students, faculty and staff to secure their work areas if safety is not an issue. This includes but is not limited to the following: unplugging all equipment, moving all equipment to a higher ground if flooding is a concern and covering all furniture, books and computers. Upon completion of these tasks, the staff and Faculty will be asked to leave.

Once the School of Law is closed, the Dean will instruct students and non-emergency personnel to leave the School of Law and seek shelter outside of the Charleston area. The Charleston School of Law is not to be used as an emergency shelter.

**STUDENT EVACUATION**
If an emergency alert is declared and the Dean of the School of Law issues a mandate for the closure of the School, students may be advised to leave the campus and seek shelter inland. The first priority is student safety. Students are responsible for their own travel and lodging arrangements in the event of inclement weather conditions and evacuations. Campus buildings will be closed.
REMOTE CLASSROOMS, RESEARCH AND TECHNOLOGY SUPPORT
If the Charleston School of Law must physically close its facilities due to an emergency, classes will continue remotely. Faculty will record the class lectures using Audacity and then upload their lecture to Classcasters. The Associate Dean for Library and Information Technology will provide training to the Faculty. Librarians and IT staff will establish hours and an off-site phone line and email address for IT and research support. School of Law patrons will be able to access primary sources of American law as well as secondary sources electronically. Other materials can also be obtained by the library in electronic format and submitted as requested.

FLOOR CAPTAINS
Floor Captains utilize the “last person out” procedure. This means that they ensure everyone is out of each room, and off of each floor prior to their departure of the floor and building.

TYPES OF EMERGENCIES

A. SEVERE STORMS AND HURRICANES

1. Before the Storm
   Understanding the differences between a weather watch and a weather warning is important for being prepared for severe weather conditions. The terms below are defined by the National Hurricane Center:

   - Tropical Storm Watch
   - Hurricane Watch

   **Watches are issued 48 hours in advance of the anticipated onset of tropical-storm-force winds.**

   - Tropical Storm Warning
   - Hurricane Warning

   **Warnings are issued 36 hours in advance of the anticipated onset of tropical-storm-force winds.**

   The Charleston School of Law will operate under four modes of preparation: Preparation, Threat, Watch and Warning. The School of Law Community will be kept apprised of any important information or potential closings via the aforementioned communication channels.

2. After the Storm
   The timeline to return to campus and/or reopen after a weather emergency will vary depending on the severity of the storm damage sustained. The Dean will determine and direct all recovery actions to include when the School of Law will reopen. Normal campus activities will resume once it is safe.

   a. Students After the Storm
In the event of a School of Law closure, the following procedures will be used to disseminate information to students after the storm. Students should check all available communication channels and visit the School of Law’s website so that they will be aware of all decisions regarding continued closings, projected openings and other pertinent information.

The Charleston School of Law will contact students via the emergency contact information provided on CSOL Access.

b. Employees After the Storm
In the event of a School of Law closure, the following procedures will be used to reach employees after the Storm:

- Employees will be required to check in with their immediate supervisor following the storm via telephone.
- If an employee is unable to reach their supervisor, he/she should check all available communication channels and visit the School of Law’s website so that they will be aware of all decisions regarding continued closings, projected openings and other pertinent information.
- The Charleston School of Law may try to contact employees via email should systems allow them to do so.
- Employees will be required to return to work at the direction of the Dean of the School of Law. During the recovery period, employees may be asked to perform duties that are not included in their normal job descriptions.

3. Resources
To track the storm or find preparedness checklists and information please visit the following websites:

2. National Hurricane Center  http://www.nhc.noaa.gov/
4. Basic Disaster Supplies Kit  http://www.ready.gov/basic-disaster-supplies-kit

B. TORNADO
During a tornado warning:

1. All School of Law students and personnel should disconnect electrical equipment and appliances.

2. Seek shelter in the lowest level of the building. Interior hallways or rooms are preferable, away from windows.

3. Take a flashlight, if available.
4. Assume a seated position on the floor with your head down and hands locked over your head. Stay close to the floor to avoid flying objects.

After the tornado has passed, evaluate the situation and if emergency help is necessary, contact School of Law Security at 4911, 843.377.4911, or call 911. Be aware at all times of the dangerous structural conditions around you.

C. WINTER WEATHER
In the event of inclement winter weather, the Dean will determine and direct all actions regarding closures.

1. The Dean or his designee will coordinate internal communications for the Charleston School of Law community regarding the potential for hazardous conditions and remind everyone to monitor the communication channels for more information.

2. All employees will take laptops offsite. Non-laptop users need to take copies of any critical data files with them.

3. Department heads and their staff members will secure all office equipment and furniture.

4. All students and non-essential personnel will evacuate.

5. Students, faculty and staff should check all available communication channels and visit the School of Law’s website so that they will be aware of all decisions regarding continued closings, projected openings and other pertinent information.

D. FLASH FLOOD
Should a flood emergency occur, the Dean will determine and direct all actions regarding closures.

1. All students and employees should check the communication channels for important information and possible closures.

2. The Dean or his designee will coordinate internal communications for the Charleston School of Law community regarding the potential for hazardous weather conditions and remind everyone to monitor the communication channels for more information.

3. All employees will take laptops offsite. Non-laptop users need to take copies of any critical data files with them.

4. Department heads and their staff members will secure all office equipment and furniture.

5. All students and non-essential personnel will evacuate.
6. Students, faculty and staff should check all available communication channels and visit the School of Law’s website so that they will be aware of all decisions regarding continued closings, projected openings and other pertinent information.

E. EARTHQUAKES
Earthquakes occur without warning, therefore it is important to take steps now to prepare, so that one knows how to respond.

1. If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves and heavy equipment. Exit the building only after the shaking has stopped. Do not use the elevators.

2. After the initial shock, evaluate the situation and if emergency help is necessary, contact School of Law Security at 4911, 843.377.4911, or call 911. Protect yourself at all times and be prepared for aftershocks immediately afterwards.

3. Assist people, especially those with disabilities, to evacuate the building.

4. Once outside, move to a clear area away from buildings, utility poles, power lines or other structures.

5. After the earthquake is over, evaluate the situation and if emergency help is necessary, contact School of Law Security at 4911, 843.377.4911, or call 911. Be aware at all times of the dangerous structural conditions around you.

Resources:


F. FIRE
If signs of smoke, flames and fire are detected in the building, take the following actions:

1. Pull the building fire alarm. The Charleston Fire Department has the primary responsibility of responding.

2. If a phone is available, dial 911 and give your location, name and reason you are calling.

3. Evacuate the building in a calm and orderly fashion, closing office and classroom doors as you exit.

4. Individuals should assist people who have disabilities to exit the building.
5. Once outside, walk quickly to designated evacuation areas. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.

6. Notify an emergency official if someone is believed to be inside the building. **DO NOT RE-ENTER THE BUILDING.**

7. No entry into the building will be permitted until the Fire Department declares the area safe.

**If there is a fire near you:**

1. Stay low to the floor and crawl out of the building as quickly as possible.

2. Cover your nose and mouth with a wet cloth

3. If you come to a door that is closed, use the palm of your hand and your forearm to feel the door. Touch the lower, middle and upper parts of the door. If it is not hot, lean against the door and open it slowly. If there is no fire, proceed. If a door is hot when you touch it, do not open it. Look for another way to get out.

4. Smoke and gas rise to the ceiling first. Stay below the smoke at all times.

**G. HAZARDOUS MATERIAL INCIDENT**

A message will be sent through a communication channel if a hazardous material release (asbestos, chemical agents, chemical weapons or biological weapons, etc.) occurs outside or near the School. If conditions require an immediate evacuation from the building, directions will be sent. If conditions require everyone to remain inside the building you should:

1. Close and seal all exterior doors and windows.

2. Shut off any personal outside air system such as a window air conditioner.

3. Remain in the building until advised of further action by the School of Law, City of Charleston Police Department, Charleston Fire Department or HAZMAT personnel.

**H. ACTIVE SHOOTER**

A message will be sent through a communication channel if an active shooter is on campus. In the event of a sniper or an active shooter, seek cover immediately. If you are able, exit the building. Wait for authorities to advise if and when it is safe to re-enter the building. If cover is not available, seek concealment. If conditions require everyone to remain inside the building you should:

1. Contact School of Law Security at 4911, 843.377.4911, or call 911.

2. Barricade the door and turn out the lights.
3. If outside, cover with material or objects that stop small arms fire. For example, concrete walls, brick fences, big trees, etc.

4. Conceal behind objects that obscure you from view. If a shooter cannot see you, they cannot hit you. For example, behind bushes, lying down inside a vehicle, etc.

I. BOMB THREAT

The information the caller gives provides the information needed to evaluate the threat. If an office receives a bomb threat, the recipient of the call should:

1. Remain calm. Do not hang up on the caller until all vital information is obtained. Listen and do not interrupt the caller, and try to get a person close by to call 911 and initiate a trace without alerting the caller. Respond in a matter-of-fact manner, asking the caller to repeat what he has said to you. Gather as much information as possible. Remember all details of the conversation.

2. Contact School of Law Security at 4911, 843.377.4911, or call 911.

3. DO NOT activate the fire alarm yourself. The device could be wired into the fire alarm. The decision to activate the alarm will be made by School of Law Security. The School of Law Security shift supervisor will contact the City of Charleston Police Department and School of Law administrators.

4. Officers at the bomb threat site will prepare the building for evacuation. Once the order to evacuate is given, evacuate immediately and take all of your belongings with you unless instructed otherwise. Floor Captains should ensure that everyone in their area has evacuated.

5. City of Charleston Police Department will conduct a building search for the bomb.

6. NO access to the building will be granted until the search has been completed, the suspicious package or device has been removed or deactivated and CCPD clears the building for reentry.

Emergency notifications and school closures will be disseminated through the following internal and external communication channels:

- **e2Campus Text Alerts.** Urgent notifications sent via text message to faculty, staff and student cell phones will appear from “CSOL Alert.” To opt-in for this service visit [www.e2campus.com/my/charlestonlaw/](http://www.e2campus.com/my/charlestonlaw/).
- **Website.** Visit [http://www.charlestonlaw.edu](http://www.charlestonlaw.edu) for updates.
- **Emergency Hotline.** Emergency or weather-related information will be recorded on the voicemail of the School’s Hotline, 866.599.4299.
- **Email Notifications.** An email with further instructions will be issued to the internal community via the “CSOL Alert” distribution list.
- **Social Media.** The official Charleston School of Law Facebook and Twitter pages will publish emergency information via status updates.
- **TWEN.** Information will be posted on School of Law community accounts under the “Announcement from Administration” folder.
- **Message Boards.** Internal message boards will alert students in the event of an emergency.
- **News Media.** Check local news outlets for updates on closures and delays.