



Student Policies and Procedures Handbook

202462025

STUDENT POLICIES & PROCEDURES HANDBOOK

2024-2025

This handbook contains some of the Law School's most important academic regulations and policies. Each law student is expected to read and be familiar with its contents. In the event revisions are made to the Academic Regulations during the year, students will be notified of these changes via email from the Office of Student & Academic Services.

In addition, all Boston College Law School students are

and who will be prepared to seek and to find meaningful work

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ACADEMIC REGULATIONS

Students shall not indulge in any form of cheating or breach of professional ethics as they pursue course work or co-curricular activity. The School has adopted a Code of Academic Conduct setting out these standards. All students should carefully review the Code because they are charged with knowledge of its provisions.

CODE OF ACADEMIC CONDUCT

The standards of academic conduct for students at Boston College Law School are distributed to all students to ensure that the standard of integrity expected of future members of the bar. Furthermore, the community benefits from an explicit statement of standards of academic integrity.

All language is subject to interpretation; if any question exists in the mind of any student as to proper conduct in any specific instance, the student is required to clarify the matter by appropriate inquiry or to adhere to the strictest possible interpretation. Infractions of this Code are serious matters which may lead to expulsion, suspension, or other sanctions.

Infractions also reflect upon the moral character of the actor, one of the prime considerations for admission to the bar. The School

The pursuit of knowledge can proceed only when scholars take responsibility and receive credit for their work. Recognition of an individual contribution to knowledge and of the intellectual property of others builds trust within the University and encourages the sharing of ideas that is essential to scholarship. Similarly, the educational process requires that individuals present their own ideas and insights for evaluation, critique, and eventual reformulation.

Intellectually dishonest, but also undermines the educational process.

The faculty recognizes the educational value of the exchange of ideas and encourages all students to discuss legal concepts and problems among themselves and with the faculty, members of the community, and the bar. The faculty also, however, recognizes its responsibility to the bar, to the community, and to the students to evaluate each student upon his or her own merits. The basis of the Code and the a priori assumption of the School is that all work submitted by a student for grading or other evaluation is his or her own work product.

II. Plagiarism

Plagiarism is the deliberate act of taking the words, ideas, data, illustrations, or statements of another person or source, and representing them as one's own. This includes using the assistance of artificial intelligence (A.I.) text generators to perform central requirements of an assignment (i.e. reading, synthesizing, interpreting, writing, coding, programming, etc.) without both the explicit permission of the instructor and complete attribution and citation of A.I. assisted components.

Each student is responsible for learning and using proper methods of paraphrasing and footnoting, quotation, and other forms of citation, to ensure that the original author, speaker, illustrator, or source of the material used is clearly acknowledged.

III. Collusion

Collusion is defined as seeking or receiving assistance or an attempt to assist another student in an act of academic dishonesty. Collusion is distinct from collaborative learning, which is a form of cooperative learning. Different levels of collaboration are acceptable in different courses and students are expected to consult with their instructor if they are uncertain whether their cooperative activities are acceptable.

IV. Unauthorized Use of Generative AI Tools

The use of large language models such as ChatGPT when preparing to write or writing academic work submitted for credit (including but not limited to term papers, response papers, and exam answers) is prohibited unless expressly permitted by the course instructor. Instructors permitting use of generative AI outputs may provide limits on the use of such tools and may require students to disclose the use of such tools in whatever form the instructor deems appropriate.

V. Other Breaches of Academic Integrity

Other breaches of academic integrity include:

- the use of generative AI tools for academic purposes;
- the misrepresentation of material facts or circumstances in relation to examinations, papers or other evaluative activities;
- submission of the same written work in more than one course without prior written approval from all instructors involved;
- the purchase of or sale of papers, essays or research for fraudulent use;
- the unauthorized use of University academic facilities or equipment, including computer accounts and files;
- the unauthorized recording, sale, purchase, or use of academic lectures, academic computer software or other instructional materials;
- the copying, downloading, uploading or otherwise distributing of class recordings or transcripts;
- the expropriation or abuse of ideas and preliminary data obtained during the process of editorial or peer review of

work submitted to journals, in proposals for funding by agency panels or by internal University committees, or as part of a peer editing class assignment;

the unauthorized removal, mutilation, or deliberate concealment of materials in University libraries, media, or academic resource centers;

the sharing of class recordings and transcriptions;

the sharing of graded assignments from previous semesters, unless the professor has specifically granted permission

VI. Procedures for Academic Code Violations

A.

- (4) Semester in Practice: Dublin ó the practice portion credits
- (5) Credits from dual degree classes not taken at the law school
- (6) Classes taken at other schools within the university or at other non-law schools

C. Independent Study

Upper Level students may undertake an independent study under the supervision of a faculty member and with the approval of the Office of Student & Academic Services. This can be for up to six credits of coursework (maximum of three credits in any one semester). Work receiving independent study credit must include a significant writing component of 15 pages per credit granted and be supervised and graded by a faculty member. Students will work with their supervising faculty members on all details concerning the scope of the project, the methods of supervising (pass/fail), all deadlines and the amount of course credit to be given to the project. Students who wish to fulfill the Upper Level Writing requirement with an independent study must register for a minimum of two credits and write a research paper of at least 30 pages.

D. Student Practice Certification

Please note that the Massachusetts student practice rule allows third-year law students to represent indigent clients and government agencies in both civil and criminal matters, while second-year law students are limited to civil representation. The student practice rule requires that a student be taking or have successfully completed Evidence or Trial Practice. (The faculty

better.) A law student must also have passed all required first-year courses in order to request student practice certification.

E. Completion of Degree

No credit hours will be given for a course in which an F is received. Students must receive a passing grade in all first-year courses as a requirement for graduation. Therefore, a student who receives an F in a first-

D. Written Work

All LL.M. students must satisfy a written work requirement. This

GRADING

I. Grading Policy

Academic standing is most commonly determined by written examinations conducted at the conclusion of each course. In a number of courses, class participation or presentations may be included in the final grade. In classes in which class participation is counted toward the final grade, professors will provide students with clear notice on the course syllabus, and in opening comments made during the first week of classes.

In accordance with the American Bar Association accreditation standards, work submitted to meet course requirements is retained for one calendar year after the completion of the course. The papers, examination books, and other materials may then be destroyed.

The faculty has adopted the following policy:

It is the obligation of every member of the faculty individually to strive for the highest possible degree of fairness in the design of the examination or other evaluative device used in a course and

It is the responsibility of the faculty collectively to strive for the elimination of disparity among grades given for similar levels of performance.

II. Grading System

The grading system of the Law School is as follows:

A	= 4.0	C	= 2.0
A-	= 3.67	C-	= 1.67
B+	= 3.33	D	= 1.0
B	= 3.0	F	= 0
B-	= 2.67	I	= Incomplete
C+	= 2.33	W	= Withdrawal

III. Grading Definitions by Verbal Descriptions

The following descriptions explain the meaning of the grade labels used at Boston College Law School. Faculty members should assign grades consistently with this explanation.

A, A- Exceptional work which demonstrates a superior level of academic accomplishment in the area of study.

B+, B, B- Good work, which demonstrates achievement of a level of academic accomplishment in the area of study distinctly above that expected of a minimally competent graduate of an accredited American law school. Given the standards of Boston College Law School, this level of performance is expected of most graduates of the Law School.

C+, C Competent work, which demonstrates achievement of a level of academic accomplishment in the area of study expected of a minimally competent graduate of an accredited American law school. Given the standards of Boston College Law School, this level of performance is below that expected of most graduates of this law school.

instructor concludes that the performance of the class being graded does not justify a mean grade of 3.4, the instructor may assign grades with a mean in the range of 3.2 to 3.5. Instructors who wish to assign grades with means outside these ranges must consult with the Associate Dean for Academic Affairs before doing so. If good cause for divergence outside the prescribed range does not exist, the Associate Dean shall urge the instructor to adjust his or her grading approach so as to bring it into conformity with the grading standards set forth above.

The distribution of grades should be approximately as follows:

A	A-	B+	B and below	B-	C+ and below
15- 20 %	20- 25 %	20 - 25%			

examination (including seminars and clinics), the suggested mean grade is 3.5. If an instructor concludes that the performance of the class being graded does not justify a mean

States Legal System, Law Practice I and Law Practice II, and Legal Writing may not be taken on a pass/fail basis.

Students who wish to exercise the Pass/Fail option must determine that the course is eligible and elect that option in EagleApps prior to the pass/fail deadline. Lists of optional pass/fail courses are posted on the [Course Selection webpage](#). All choices for pass/fail are final and cannot be changed once the deadline has passed. Students who have elected to take an elective as P/F are not factored into the class grade distribution and do not count towards the total enrollment number when determining which grade distribution the professor should follow.

VI. Grade Ranking and Honors

Boston College Law School does not rank its students. An approximation of grade distributions is issued for the 2L and 3L classes at the end of each semester, and for the 1L class at the end of the Academic Year.

Latin Honors are awarded at graduation as follows:

Summa cum laude is awarded to the top 2% of the class

Magna cum laude is awarded to the top 10% of the class

Cum laude is awarded to students graduating in the upper third of the class.

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Students who graduate in the top 10% of their class are nominated for membership in the legal scholastic society, *Order of the Coif*.

VII. Grade Review Policy

Students are encouraged to review the results of examinations or other work for classes with their instructors, and instructors are encouraged to offer students constructive feedback about the nature and quality of work performed. However, an instructor
uj cm'pqv'ej cpi g'c'uwf gpw'i'i tcf g'y kj qw'c'hcwmm' 'xqvg. "gzegr v"
in cases of mechanical or clerical error.

VIII. Good Academic Standing & Administrative Dismissal

In order to ensure that all students have access to the resources and support they need to succeed in law school, BC Law has

Academic Standards Committee of the faculty for reinstatement.
The student may appear before the A

policy, students may also be withdrawn from the University, and therefore from the Law School, for reasons of health or safety, or the student or to others. For a fuller explanation, please refer to <https://www.bc.edu/bc-web/offices/student-affairs/about/university-policies.html>.

X. Exam Policy

A. Exam-Conflict Procedure

In order to accommodate students with overscheduled exam periods, BC Law designates one day at the end of each exam period as a make-up day. A student may move one scheduled exam to the make-up day if the criteria below are met.

Criteria to Reschedule:

- 2 exams in 1 day
- 3 exams in 3 consecutive days
- 4 exams in 5 consecutive days

Beyond the defined conflict, exams may only be rescheduled in these limited circumstances: student health; family emergency; the birth of a child; a conflict with a religious holiday that the student observes; military obligations for active or reserve service members; and extraordinary and compelling circumstances as determined by the Assistant Dean, Student & Academic Services. Individual vacation travel plans or work commitments do not constitute

examination, the original grade remains on the transcript and cannot be removed. A student who receives an incomplete grade in a course must remove this prior to graduation. If a student receives an incomplete grade at the time of the final vote on eligibility for graduation, the incomplete grade will be converted to an F. Graduation will then be possible if all other requirements have been met. A student in these

accommodations, such as use of a dictionary during an examination, may be appropriate. Extra time on first year examinations may be granted only if a student has never studied at or received a post-secondary degree from an institution at which English was the primary language of instruction. Extra time for examinations under this section shall only be allowed for LL.M. students in their first year of study at the law school.

LL.M. students in this situation should meet with the Faculty Director of the LL.M. Program.

III. Discrimination/Harassment Policy

We recognize the importance of all identities, whether they are based on race, color, ethnicity, sex, gender, gender identity or expression, sexual orientation, socioeconomic status, religion, ability, age, national origin, or marital, family, or military status.

The University is opposed to all forms of harassment and discrimination and has adopted a policy that covers harassment and discrimination. Law students are provided protection under, and are subject to, this policy, which is o

IV. BC Law Diversity, Equity and Inclusion Concern Procedure

Boston College Law School is committed to fostering and maintaining a community of mutual respect. As part of that commitment the classroom climate should encourage open inquiry and free expression among community members while recognizing and respecting diversity of identities, backgrounds, values, and views. Boston College Law has developed a DEI Concern Procedure, in which the goal is to provide BC law students an informal process to raise concerns about whether faculty are adhering to the DEI commitments of the school. To learn more about this DEI Concern Procedure or view the university's more formal policies related to discrimination and harassment, visit this site:

<https://www.bc.edu/content/dam/bc1/schools/law/top-bar/current-students/Academics/documents-forms/bclaw-dei-concern-policy.pdf>

V. Student Complaints Implicating Compliance with ABA Standards

ABA Standard 510 governs student complaints implicating compliance with ABA Standards. A student or group of students at Boston College Law School who believes a significant part of their legal education and its compliance with the ABA standards has the right to file a complaint regarding that problem. Such a complaint may be filed either with the Associate Dean for Academic Affairs or the Associate Dean of Strategic & Student Affairs. The complaint must be filed in writing and must identify the behavior, action or inaction complained of and the Standard

member has the discretion to decide which accommodation they will allow. If the faculty member opts for a note-taker, the faculty member will assign someone in the class and subsequently post the notes electronically.

If the class is recorded, it will be made available to the student electronically. The faculty member may decide if they want to make the recording available to the whole class.

Other Exceptions

There may be other special occasions when a student may request a class to be recorded. Examples could include, but are not limited to, childbirth, public transportation outages, jury duty and military reserve duty. Students should make their best efforts to submit such requests directly to the faculty member at least three business days in advance. The faculty member has discretion to allow or deny the request. If granted, the faculty member will coordinate with Media Technology Services and will timely notify class participants that the class is being recorded.

VIII. Registration

Registration for the fall semester begins in late April for rising

IX. Course Overlap Policy

Absent extraordinary circumstances, students cannot be registered in two or more classes that meet at the same time as listed on the published schedule.

X. Immunization Requirement for Registration

The University Registrar must have on file the state or university-mandated verification of immunization before a student registers, or a student will

questions or has forgotten their examination number, the student should come to Student & Academic Services before the examination.

XII. Obtaining Transcripts

The Law School cannot issue official transcripts. Transcripts must be obtained via the transcript request link in the AGORA Portal. Mid-term grades or any informal course evaluations will not appear on transcripts.

The University will not issue transcripts to students who are delinquent in paying their accounts or have any outstanding charges (e.g., library fines, parking fines) at the time a transcript is requested. Whenever they receive an official grade report or transcript copy, students should check the document carefully. Students are responsible for confirming that the course names, course numbers, credits, and grades earned are accurate. Students who believe that there are any inaccuracies should notify

College and Boston University will appear as transfer credits only. Neither the course title nor grades will appear on the BC transcript. All courses taken as part of a BC Law academic exchange program will appear as transfer credits only.

XIV. Leave ~~6524110831 m081 m081 m081~~ as transfer cv ~~6526dy.001/BDG~~

have: 1) received prior approval from the Assistant Dean, Student & Academic Services; and 2) applied and been accepted at the other law school. Credit for classes taken at the other law school degree, and credits received will be reflected on the Boston College Law School transcript. The grades from the host institution will not appear and they will not be factored into the Boston College Law School transcript. The grades from the host institution will not appear and they will not be factored into the Boston College Law School transcript.

To obtain a Boston College Law School degree, students must be in residence full time at Boston College Law School for four semesters. Thus, students who transfer to Boston College Law School after their first full year at another institution are not eligible to visit away during any part of the last two years of their law school program. Students who participate in study abroad through a Boston College or Boston College Law School program may count these semesters of study toward the four semesters of residency. For the purpose of this four semester program, students enrolled in a joint degree program with the Law School and another Boston College graduate program.

Students who visit away at another institution pay the tuition of the semester or semesters enrolled.

In the case of International Exchange Programs, students are required to pay tuition and fees to Boston College Law School.

An administrative fee of \$1,000 per semester will be assessed for any student who visits away at another law school and who is not paying tuition to Boston College Law School. The Boston College Law School fee is intended to cover the administrative costs associated with services provided by Boston College Law School for its students while studying at another institution, such

as financial aid and student service counseling, degree audits and transcript preparation, and participation in commencement activities.

XV. Medical Leave of Absence and Continuation of Health Insurance of Students on Medical Leave of Absence

Requesting a Medical Leave of Absence

If a student is unable to complete the coursework or other course of study for a semester due to medical reasons, the student may request a medical leave of absence. Medical leave, whether requested for mental health or physical health reasons, must be supported by appropriate documentation from a licensed care provider and approved by the University and the Assistant Dean, Student & Academic Services or the Assoc

Academic Services specifies otherwise in writing at the time of readmission.

For a medical leave due to mental health-related concerns: the uwf gpwau licensed mental health provider must submit the Readmission to Boston College from Medical Leave of Absence form to the UCS Director. The student must also submit a completed Release of Information for Return from Medical Leave and complete the student section as well.

For a medical leave due to physical health-related concerns: the uwf gpwau licensed health provider must provide documentation regarding readiness to return to BC to the Director of UHS. The student must also submit a completed release of information for return from medical leave.

The Director of UCS or UHS will collect documentation supporting the application for readmission and may seek additional information and/or request a conversation with the student or treatment provider. The Director will make a recommendation to the Assistant Dean of Student & Academic Ugt xlegu. "y j qau" f gekukqp"cdqwt readmission will be final.

Continuation of Health Insurance of Students on Medical Leave of Absence

Health insurance coverage under the Boston College Student Injury and Sickness Insurance Plan remains in effect until the end of the period for which a student has paid the premium. Uw f gpwau"qp"Dquvqp"Eqmgi gau"o gf lecnlkpuwtcpeg"r qrlk{"o c{"dg" eligible to continue their health insurance the semester in which they take a medical leave of absence and the following semester. Students should consult with the University Student Services Office. Please see the University website for more detailed information and effective dates: <https://www.bc.edu/content/bc->

web/offices/student-services/billing-student-accounts/medical-insurance.html

XVI. Graduate Student Parental and Adoption Accommodation Policy

Boston College recognizes the importance of family obligations to its graduate students. Any full-time graduate student in good academic standing who is the parent of a newborn child or an adoptive child under the age of 13 newly placed in the home is eligible for an accommodation. The full policy can be found [here](#), and students anticipating a childbirth or adoption accommodation should reach out to the Assistant Dean of Student & Academic Services to discuss the details.

XVII. University Smoking Policy

Smoking is banned in all academic and administrative buildings at Boston College. Smoking is permitted only in non-hazardous open areas outside the Law School buildings according to the University policy found online at: <https://www.bc.edu/bc-web/offices/student-affairs/about/university-policies.html>.

XVIII. Law School Animal Policy

In accordance with the Americans with Disabilities Act, Service Animals are permitted in University facilities for persons with disabilities. Students may not bring pets or non-Service Animals into the Law School buildings.

XIX. Law School Communication with Students

The primary sources of official information at the Law School are the Law School website (<http://www.bc.edu/law>), the BC calendaring system (<https://events.bc.edu>), and the Boston College email system, including our weekly Monday Headlines email newsletter. All community members receive the newsletter via their BC email inbox. Events from the BC calendaring system, [Localist](#), are pulled into Monday Headlines each week.

Students will also receive emails from various administrative departments. Students are responsible for checking their bc.edu email account on a daily basis or ensuring emails to that account are forwarded to other accounts on a regular basis.

Notices regarding exam schedules and course changes will be posted on the relevant pages of the Academic section of the BC Law School website <https://www.bc.edu/content/bc-web/schools/law/sites/students/academics.html>.

Financial aid information will be posted on the Admissions and Financial Aid section of the Boston College Law School website.

Only faculty, staff, and officially recognized student organizations are approved to hang flyers on campus. These flyers must provide information pertaining to a scheduled event or activity sponsored by a Boston College department or

removed at the end of each week and before all scheduled breaks.

The following are approved posting areas within the Law School:

Any unlocked bulletin boards 369 T5E11Q8EMC6(B-11) CID 2-BDC q0.0

