

## Institutional Policies and Procedures

### Table of Contents

<b>Consortium for Innovative Legal Education (CILE) Sponsored Programs Policy.....</b>	<b>1</b>
<b>Grading Policy for Courses Taught at Suffolk Law.....</b>	<b>1</b>
<b>Opting Out of Student Directory Information.....</b>	<b>1</b>
<b>Policy of Non-Discrimination .....</b>	<b>1</b>
<b>Policy Regarding Academically Dismissed Students Enrolled In Summer Study.....</b>	<b>2</b>
<b>Regular and Punctual Class Attendance.....</b>	<b>3</b>
<b>Reservation of the Right to Modify.....</b>	<b>3</b>
<b>ROTC Agreements with Boston University.....</b>	<b>3</b>
<b>Student Identification Numbers.....</b>	<b>3</b>
<b>Student Mailings – U.S. Mail and Email.....</b>	<b>4</b>

## Institutional Policies and Procedures

### **Consortium for Innovative Legal Education (CILE) Sponsored Programs Policy**

New England Law students taking CILE (Consortium for Innovative Legal Education) Sponsored Summer Programs in: **Prague, Edinburgh/ London, Galway, Malta, Santiago, The Netherlands, Denmark, Paris** should be aware that for all ABA-accredited, CILE-sponsored summer programs, **letter grades** (if given by the program) and credits for courses taken will be transferred to the student's New England Law transcript. In addition, the **grades will be counted towards the student's cumulative Grade Point Average (GPA)**.

### **Grading Policy for Courses Taught at Suffolk Law**

Courses taught at Suffolk Law that enroll New England Law | Boston students (such as New Hampshire Practice, Rhode Island Practice) are graded **pass/fail ONLY**. Letter grades are not given for courses taught at Suffolk Law.

### **“Opting Out” of Student Directory Information**

There are occasions when *New England Law | Boston* releases student directory information to outside organizations. The organizations are education, government, legal, or law school related entities. In addition, student directory information can be made available internally to other students via the “Student Webmail” e-mail system, and other avenues. Student directory information consists of name, address, e-mail, phone number, etc. Once each year, *New England Law | Boston* offers students the opportunity to “opt out” of being listed in the school directory. All *New England Law* students are sent a mailing early in the school year which allows them to request that the Law School not list their name and e-mail address in the “Student Webmail” address book, nor make any student directory information available unless required by law.

### **Policy of Non-Discrimination**

It is the policy of *New England Law | Boston* to provide equality of opportunity in legal education for all persons, including faculty, other employees, applicants for admission, enrolled students, and graduates, without discrimination on the basis of race, color, religion, national or ethnic origin, sex, age, handicap or disability, or sexual orientation. Please contact the Director of Student Services at 154 Stuart Street, Boston, MA 02116 (617-422-7401), with any inquiries regarding the nondiscrimination policy.

## Institutional Policies and Procedures

### **Policy Regarding Academically Dismissed Students Enrolled In Summer Study**

No credit will be awarded and no grades will be recorded on a transcript for summer school work for a student who has been academically dismissed for work done prior to that summer unless the student is readmitted during that same summer. This includes summer courses taken at New England Law | Boston, summer courses taken at other accredited law schools and summer study abroad programs. Furthermore, such student will receive a refund on tuition paid for New England Law summer school programs only if a request for the refund and withdrawal from the program is made no later than 7 days from the date on the dismissal letter. Thereafter, even if the student is not readmitted, the student will continue to be responsible for the full amount of the tuition.

In view of this, students who are academically dismissed and enrolled in a summer study program may wish to withdraw from their summer study. If the request for withdrawal from the summer study program and for a refund is made **no later than 7 days** from the date on the dismissal letter, students who are enrolled in summer programs sponsored by New England Law will not be responsible for summer semester tuition. Any summer semester tuition payments already made will be returned, subject to any obligation to repay a lending institution. Students who have been academically dismissed may, of course, withdraw at a later date, but in that case, under school rules, they are responsible for 100% of summer semester tuition. Please note that tuition refunds do not include any application fees or deposits paid to summer study programs, which are non-refundable.

A student who wishes to withdraw by the above stated deadline must notify the Director of Student Services in writing. Upon receipt of the notice, the Director of Student Services will advise the Student Accounts Office to remove the summer semester tuition and fees from the student's account and return any payments in accordance with applicable law and loan agreements. It is possible that in this situation a student may owe the school some money after such a tuition refund, due to the fact that the school may be obligated to return to the lender funds that were previously issued to the student for living expenses.

### **Please note:**

For students enrolled in summer study programs sponsored by law schools other than New England Law: no credit and no grades for summer school work will be recorded on the transcript of a student who has been academically dismissed for work done prior to that summer unless the student is readmitted during that same summer. In addition, students enrolled in summer study programs sponsored by other schools should contact the sponsoring institution(s) to inquire about receiving a tuition refund.

## Institutional Policies and Procedures

### Regular and Punctual Class Attendance

ABA Standard 304 requires regular and punctual class attendance. In order to comply with this standard, the law school requires that no student shall be absent from more than twenty (20) percent of regularly scheduled hours for any semester in any course, seminar or clinic. If the faculty member determines, after consultation with the student, that the student has failed to meet this standard, the faculty member shall provide written notice to the Dean's office or its designee, who shall instruct the Registrar to give the student in a required course the grade of "F" or, in any other course, the grade of "W". Nothing herein shall be construed to prevent a faculty member from applying a more stringent attendance policy if the faculty member has provided the class written notice of such policy before the end of the drop-add period.

### Reservation of the Right to Modify

The Law School reserves the right to make any changes in the described course of study and in any other material that it deems necessary or desirable. Such changes may be made at any point in the academic year. It is the student's responsibility to check these policies, NELIB webmail, and other administrative postings for information about any changes.

### ROTC Agreements with Boston University

*New England Law | Boston* and Boston University have "cross-town" agreements available for New England Law students interested in pursuing a law career in the Air Force or Army.

The **Air Force ROTC** is located at AFROTC Detachment 355. For more information call (617) 353-4705. See <http://www.bu.edu/af-rotc/> for details.

For the **Army ROTC**, contact Major Mike Allain at (617) 353-4025/4026 or by email at [msallain@bu.edu](mailto:msallain@bu.edu). See <http://www.bu.edu/armyrotc/> for details.

**Please note: No academic credit is awarded for this experience; a notation will be entered on your transcript.**

### Student Identification Numbers

*New England Law* students use a **unique, random, database-created student ID number** on all exams and quizzes, registration and add-drop forms, student request forms, etc. **Social Security Numbers are never used.** Beginning with the fall 2011 Orientation, the ID number will be printed on first-year students' permanent ID cards. Upper class students will receive a paper ID card in the mail early in the semester. We strongly suggest that students commit this ID number to memory and also carry the card(s) with them at all times. Above all, do not share your ID number with anyone.

## Institutional Policies and Procedures

### **Student Mailings – U.S. Mail and Email**

Every student is responsible for ensuring that the Registrar's Office has a correct, current mailing address. **In addition, the administrative offices and the faculty will ONLY use New England Law | Boston student webmail to communicate essential information to students.** Students needing assistance setting up their e-mail accounts may contact the Help Desk at: (617) 422-7404 or (617) 947-7598. The school acts on the assumption that students are receiving and aware of any information sent by student webmail.

**It is a student's responsibility to check New England Law | Boston webmail with sufficient regularity to be aware of any deadlines, time-sensitive or other significant information that may be sent. *New England Law* does not forward messages from student webmail to other email accounts nor does it have the software to provide a rule to send messages to other accounts.**