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The Doctor of Jurisprudence (J.D.) Degree

The JD degree program at South Texas College of Law Houston (STCL Houston) combines classroom instruction with practical skills development to train competent, confident lawyers who adhere to high ethical standards. Instructors use case studies, Socratic Method, role-playing, writing, research, and analysis to provide students with a comprehensive legal education. In addition, skills institutes, mock trial, moot court, and legal clinic programs allow students to apply skills learned in the classroom to actual cases.

Learning Outcomes for Graduates of South Texas College of Law Houston

South Texas College of Law Houston strives to offer a rigorous program of legal education designed to teach its graduates the knowledge, skills, and professionalism needed for the practice of law and to prepare them for admission to law practice. The law school's goal is to educate its graduates to become responsible members of the legal profession dedicated to providing highly competent, effective, and ethical legal representation for their clients.

To achieve those objectives, the faculty of the law school has identified the Learning Outcomes described below. Taken together, these Learning Outcomes describe the faculty's expectations for the knowledge, skills, and professionalism South Texas College of Law Houston students should have when they graduate. Every course in the law school curriculum is designed to contribute to the attainment of some, but not all, of these Learning Outcomes, and each course will emphasize a particular subset of them.

Learning Outcomes

Learning Outcome 1: Substantive Law and Legal Process Knowledge

Graduates of the law school will demonstrate mastery of the foundational areas of legal knowledge and legal processes with the proficiency suitable for a competent entry-level practitioner.

Learning Outcome 2: Legal Analysis, Reasoning, and Problem Solving

Graduates of the law school will demonstrate the ability to perform legal analysis, legal reasoning, and legal problem solving with the proficiency suitable for a competent entry-level practitioner.

Learning Outcome 3: Legal Research

Graduates of the law school will be able independently to conduct effective legal research with the proficiency suitable for a competent entry-level practitioner.

Learning Outcome 4: Other Professional Skills, Including Effective Communication

Graduates of the law school will be able to perform such other professional skills as are appropriate for a new lawyer in their chosen areas of specialization with proficiency appropriate for a competent entry-level practitioner.

Learning Outcome 5: Professional and Ethical Responsibility

Graduates of the law school will be able to demonstrate an ability to exercise the professional judgment and ethical standards expected of a competent entry-level practitioner.

Learning Outcome 6: Self-Management and Collaboration

Graduates of the law school will be able to use the skills and concepts required for the effective and efficient management of law practice with the proficiency suitable for a competent entry-level practitioner.

Degree Requirements

(Click here for Applicability of Rules for students who first enrolled before 2017 fall)

A candidate for a Doctor of Jurisprudence degree must meet all entrance requirements, complete with a passing grade in all required courses, earn at least 90 credit hours with a passing grade, and a cumulative grade average of 2.300 or better. The Doctor of Jurisprudence degree must be completed no earlier than 24 months and no later than 84 months after initial enrollment (ABA Standard 304c).

All required courses must be completed at STCL Houston unless they are accepted when transferring to the college. No more than 30 credit hours can be earned at other ABA-accredited law schools. If any of these requirements are not

met, the anticipated graduation date will move to the next semester. All requirements must be met no later than one year after the original anticipated graduation term. The degree will be conferred in the semester when all requirements are finally satisfied.

Required Courses (must be taken at STCL Houston)

(Click [here](#) for Applicability of Rules and Regulations for Students Who Began Before 2019 Fall)

Outside of the courses listed below, additional courses are required for students whose GPAs fall within a specific criteria as indicated in the [Good Standing and Academic Deficiency](#) Policy section.

1 st & 2 nd Year Required Courses		Upper Level Required Courses
Civil Procedure I and II	Federal Income Taxation	Criminal Procedure
Constitutional Law	Introduction to Law Study I and II	First Amendment Law
Contracts I and I	Legal Research & Writing I and II	Professional Responsibility (by 60 th credit hour)
Criminal Law	Property I and II	Substantial Writing Requirement
Evidence	Torts I and II	6 Credit Hours of Experiential Learning Courses (advocacy, clinical, externship, or simulation)

Course Sequence – First 43 Hours

Students will be administratively assigned to sections for their first 30 hours (full-time students) or 43 hours (part-time students) of required courses. Upon completion of the first academic year, students are allowed to deviate from their assigned pattern or change enrollment status without prior approval. Students can enroll in an elective course, upper-level required course, or study abroad program if they have completed, or are concurrently enrolled in, the first 43 hours of required courses.

<u>Full Time Students</u>	<u>Cr Hrs.</u>	<u>Part Time Students</u>	<u>Cr Hrs.</u>
First Semester		First Year Fall	
Civil Procedure I	3	Contracts I	3
Contracts I	3	Introduction to Law Study I	0
Criminal Law	3	Legal Research and Writing I	3
Introduction to Law Study I	0	Torts I	<u>3</u>
Legal Research and Writing I	3	Total hours	9
Torts I	<u>3</u>		
Total hours	15	First Year Spring	
		Civil Procedure I	3
Second Semester		Criminal Law	3
Civil Procedure II	3	Introduction to Law Study II	1
Contracts II	3	Legal Research and Writing II	<u>2</u>
Introduction to Law Study II	1	Total hours	9
Legal Research and Writing II	2		
Property I	3	First Year Summer**	
Torts II	<u>3</u>	Contracts II	3
Total hours	15	Torts II	<u>3</u>
		Total hours	6
Third Semester*			
Constitutional Law	4	Second Year Fall	
Evidence	3	Civil Procedure II	3
Federal Income Taxation	3	Constitutional Law	4
Property II	3	Property I	<u>3</u>
Electives	<u>3</u>	Total hours	10
Total hours maximum	16		
		Second Year Spring*	
		Evidence	3
		Federal Income Taxation	3
		Property II	3
		Electives	<u>2</u>
		Total hours maximum	11

*Students must register themselves for these courses.

**This is the only required summer session.

Upper Level Required Courses

Professional Responsibility

Must be taken by the semester or session in which a student completes their 60th credit hour. This is a letter graded, 3 credit hour bar course.

First Amendment Law

This is a letter graded, 2 credit hour bar course.

Criminal Procedure

This is a letter graded, 4 credit hour bar course.

Experiential Learning Courses

At least six credit hours of experiential learning coursework must be completed before graduation. All intersession courses and courses listed as 'Experiential Learning Courses' on the semester schedules will count toward this requirement.

Substantial Writing Requirement (after completion of 45 hours)

This requirement can be satisfied by completing one of the following:

- 1) earn a grade of C or better in a **seminar** for which a research paper of at least 5,000 words (exclusive of footnotes and tabular material) is the basis for a grade; or
- 2) earn a grade of C or better on a [supervised research paper](#) under the direction of a full-time faculty member; or
- 3) complete four semesters and all requirements for academic credit for [Law Review](#), including completion of all writing assignments ; or
- 4) complete a minimum of two semesters and satisfy all requirements for academic credit for [CURRENTS: Journal of International Economic Law](#), including completion of all writing requirements; or
- 5) complete two semesters and satisfy all requirements for academic credit for Advanced Appellate Practice

Degree Planning Resources

Course Listings

Course listings is a searchable resource available on the law school's website that provides course details, descriptions, prerequisites, and information regarding books for selected courses. Courses are searchable by term, course name, professor, and course type (e.g. Bar Courses, Experiential Learning, Paper Seminars).

Plan Future Classes

The online course planner tool is available on STANLEY for students to create up to 3 course schedules for future terms. Students are able to load their plans to add the classes to their schedule during registration.

Pathways to Practice

Developed by STCL Houston professors, Pathways to Practice contains suggested curriculum plans and accompanying resources for 16 different subject areas, from Civil Litigation to International Economic Law.

Experiential learning courses fall into four categories: (1) advocacy, (2) clinics and externships, (3) drafting and research, and (4) simulation courses.

Students who have completed 20 or more credit hours are eligible to participate in advocacy activities. Students with less than 20 credit hours are eligible to participate in only the written and oral presentations made in connection with the Legal Research and Writing II course. For more information and participation requirements, visit the [Advocacy Program](#) page.

Clinical Program

The Clinical Program at South Texas College of Law Houston offers three types of experiential learning: Academic Externships, Direct Representation Clinics, and Community-Based Clinics. Successful participation in any of these clinics counts toward completion of a student's Experiential Learning course requirement. All clinics and externships are graded as Honors Pass/Pass/Low Pass/Fail. To view a complete list of the law school's legal clinics, visit the [Clinics](#) page. Course availability and enrollment requirements can be found on the semester schedule or the [Course Listings](#).

Academic Externships

How to Register

Students who have completed their first 30 hours of coursework can receive 2, 3, or 4 credit hours for their unpaid work in government offices, judges' chambers, non-profit organizations, hospital legal departments, or other approved settings.

Externs must work a minimum of 8 hours per week at their placement beginning no more than one week before the start of the semester, file weekly journals and timesheets, and participate in the Lawyering Skills and Professional Values seminar. Each credit hour earned represents 50 hours of work at the placement.

Interested students are encouraged to contact Professor Dennis (edennis@stcl.edu) or Ben Santillán (bsantillan@stcl.edu) to get more information about potential placements and to suggest additional placements that may meet the school’s criteria for inclusion in the Academic Externships Program.

Enrollment requires approval from the Clinical Programs Office before registering. Submit an [Add/Drop/Waiver](#) to receive approval and an Authorization Code provided by the Externship Coordinator. Send a copy of your unofficial transcript to bsantillan@stcl.edu. **DO NOT** attach your transcript to the [Add/Drop/Waiver](#).

Direct Representation and Community-Based Clinics

Most direct representation and community-based clinics require that students have completed 30 credit hours. A student must contribute 45 hours in the clinic for each hour of academic credit received. Students enrolled in direct representation or community-based clinics are required to attend a one-day boot camp during the first week of classes. The specific date for the applicable semester is posted on the semester schedule.

Drafting and Research

Most drafting and research courses require that students have completed 45 credit hours. Descriptions and course prerequisites are available via the [Course Listings](#) page.

COURSE LIMITS AND MUTUAL EXCLUSIONS

<i>Type of Course</i>	<i>Maximum Hours/Number of Courses Allowed</i>	<i>Course Choices</i>
Seminars	3 Courses	Paper Seminars or Supervised Research
Reviews and Competitions	6 Hours	ADR Competition, Corporate Counsel Review, Journal of International Economic Law, Law Review and/or Moot Court Competition
Clinical Program	9 Hours	Including academic externships, direct representation and/or community-based clinics
Trial Advocacy Course	1 Course	Civil Trial, Criminal Trial or Family Law Trial
Transactional Capstone Courses	1 Course	Corporate, Energy, International Business, Oil & Gas or Real Estate
Transactional Foundation Courses	1 Course	Contract Building Blocks or Contract Negotiation and Drafting

CREDIT HOUR POLICY

Background

South Texas College of Law Houston (the law school) has adopted policies and procedures for determining the credit hours awarded that conform to or exceed those established by the American Bar Association (the ABA)¹ and by the Department of Education.² ABA Standard 310(b) provides as follows:

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

- (1) not less than one hour of classroom or direct faculty instruction and two hours of out-of-class student work per week for fifteen weeks, or the equivalent amount of work over a different amount of time; or
- (2) at least an equivalent amount of work as required in subparagraph (1) of this definition for other academic activities as established by the institution, including simulation, field placement, clinical, co-curricular, and other academic work leading to the award of credit hours.

The ABA’s *Interpretation 310-1* explains that 50 minutes is sufficient for one hour of direct faculty instruction and that the fifteen-week period may include one week for a final examination. This interpretation allows the law school to modify its normal 60-minute hour when necessary.

The Academic Calendar

The law school's [academic calendar](#) for both the fall and spring semesters consists of fourteen weeks of class meetings followed by an examination period. The summer session consists of seven weeks of class meetings followed by a five-day examination period. The fall and spring intersessions are one week of class sessions coupled with an examination, paper, or project.

Credit Hour Policy

The credit hour is the basic unit of academic credit granted by the law school. It reflects (but typically exceeds) the Carnegie unit that has served as the traditional unit of measure in American higher education. For courses offered by the law school, one semester credit hour is equivalent to (a) one hour (60 full minutes) of faculty instruction time per week for 14 weeks, plus an additional week for a final examination, for a total of 900 minutes (840 minutes of direct instruction and 60 minutes of examination) or 15 hours per credit hour; and (b) a minimum of two hours (120 minutes) of student preparation time outside of the classroom each week for 14 weeks, plus an additional week for a final examination, for a total of 1,800 minutes (120 minutes per week for 15 weeks) or 30 hours per credit hour. Thus, for each semester credit hour, students should have a minimum of 45 hours of rigorous engagement with the course material and activities directed toward the course learning outcomes.

If a course does not meet every week or does not have an examination, an equivalent amount of time will be allocated during the semester to direct classroom contact and student out-of-class work per week.

An equivalent amount of work is required for each semester credit hour awarded in clinics, field placements, simulation courses, co-curricular offerings, and any other academic work for which the law school awards academic credit.

Credit Hour Standards by Term

The measure of instructional contact time and out-of-class preparation or other course activity time may be adjusted to reflect the varying lengths of the law school's academic terms. The typical minimum required direct faculty contact time and out-of-class student engagement for the regular long semesters, summer sessions, and fall and spring intersessions are set out below.

Fall and Spring Semesters

Courses offered during the fall and spring semesters are scheduled to meet for fourteen weeks followed by an examination period. A typical semester looks like this:

Credits	Faculty Contact/Week	Faculty Contact/Semester	Student Preparation/Week	Student Preparation/Semester	Total Student Engagement per Semester
1	60 minutes	900 minutes	120 minutes	1,800 minutes	2,700 minutes
2	120 minutes	1,800 minutes	240 minutes	3,600 minutes	5,400 minutes
3	180 minutes	2,70 minutes	360 minutes	5,400 minutes	8,100 minutes
4	240 minutes	3,600 minutes	480 minutes	7,200 minutes	10,800 minutes

Summer Sessions

Courses offered during the summer sessions typically are scheduled to meet for seven weeks followed by a five-day examination period. The typical summer session looks like this:

Credits	Faculty Contact/Week	Faculty Contact/Session	Student Preparation/Week	Student Preparation/Session	Total Student Engagement per Session
1	120 minutes	900 minutes	240 minutes	1,800 minutes	2,700 minutes
2	240 minutes	1,800 minutes	480 minutes	3,600 minutes	5,400 minutes
3	360 minutes	2,700 minutes	720 minutes	5,400 minutes	8,100 minutes
4	480 minutes	3,600 minutes	960 minutes	7,200 minutes	10,800 minutes

Fall and Spring Intersessions

Courses offered during the fall and spring intersessions are designed to focus on experiential training. The intersession are one week long, but students may be expected to perform course work before the session begins, during the session, and after the session has concluded. This outside work may consist of course-related reading, preparation for in-class performance, projects, or other academically-related work directed toward the course's learning outcomes. The typical intersession looks like this:

Credits	Faculty Contact/Session	Student Preparation/Session	Total Student Engagement per Session
1	840 minutes	1,800 minutes	2,640 minutes
2	1,680 minutes	3,600 minutes	5,280 minutes

Credit for Student-Edited Law Journals

Student members of law journals are eligible to receive one semester credit hour per semester for performing at least 45 hours of academically-related work, including legal research and writing on a note or comment, reading and evaluating journal submissions, or editing articles. Students are responsible for maintaining a weekly log of their hours for review by the faculty advisor of the journal at the conclusion of each semester or session. Academic credit will be awarded on a high pass/pass/low pass/fail basis.

Credit for Moot Court, Mock Trial, and ADR Competitions

Students selected to participate in intercollegiate moot court, mock trial, and ADR competitions are eligible to receive one semester credit hour per semester for 45 hours of academically-related work, including legal research, brief writing, appellate advocacy, trial advocacy, negotiation, mediation, arbitration, and the like. Students are responsible for maintaining a log of their hours for review by the faculty advisor or coach at the conclusion of each semester. Academic credit will be awarded on a high pass/pass/low pass/fail basis.

Credit for Clinics and Academic Externships

Each law school clinic and externship placement includes a classroom component. For clinics, students receive one semester credit hour for performing 45 hours of supervised law practice-related work connected with clinic client representation or other activities directed toward the clinic's learning outcomes. Clinic students also must fully participate in the classroom component of the clinic in order to receive credit. For academic externships, students receive one semester credit hour for performing 50 hours of supervised law practice-related work in their field placements. Full participation in the classroom component is required of all academic externship students; they are also responsible for submitting weekly journals and timesheets for regular review by a faculty member. Academic credit is awarded on a high pass/pass/low pass/fail basis.

Online Courses

Until recently, the law school rarely offered courses online. When such courses are proposed, they must meet the definition of standard faculty contact time within the duration of the online version (*i.e.*, typically 900 minutes per credit hour). A course where instructors and students do not meet in the same space must be consistent in terms of quality, assessment, learning outcomes, and course requirements as the equivalent course offered face-to-face. For synchronous courses, *i.e.* those courses where students participate in direct faculty instruction remotely as it takes place, the remote participation – actively monitored by the faculty member – will be treated as the equivalent of face-

to-face class meetings. For asynchronous courses, *i.e.* those courses offered without any required face-to-face, contemporaneous faculty interaction, a week of instructional time is any given seven-day period in which at least one session of regularly scheduled instruction or examination occurs. Faculty must demonstrate active academic engagement through interactive methods which could include, but are not limited to, viewing an interactive recorded lecture, narrated PowerPoint presentation, or podcast; submitting an academic assignment; taking an examination, an interactive tutorial, or computer-assisted instruction; attending a virtual study group assigned by the instructor; contributing to an academic online discussion; or engaging in contact with the faculty member and class peers related to the academic subject matter of the course (as on discussion boards or chat rooms). Simply logging on, either by faculty or students, does not constitute active learning.

Procedures for Ensuring Compliance with the Law School's Credit Hour Policy

The ultimate responsibility for ensuring that individual course offerings comply with the law school's credit hour policy resides with the faculty. As new courses are proposed, the proponent has the burden of showing that the amount of direct faculty contact and out-of-class student engagement with the course learning outcomes and course requirements satisfies the law school's credit hour policy, and the Curriculum Committee should review the proposed credit hour statement, grading method, syllabus, and course requirements and determine before granting approval of the course as an experimental offering that it will meet the requirements of that policy. Thereafter, before recommending to the full faculty approval of the course as a permanent course offering, the Curriculum Committee must make an affirmative determination that the course meets the minimum requirements for the credit hours proposed for the course. The full faculty's approval of the course as a permanent part of the law school's curriculum represents, among other things, its affirmative determination that the amount of student work required by the course satisfies the credit hour policy. The Curriculum Committee and Associate Dean for Academics shall have initial responsibility for monitoring the continuing compliance with the law school's Credit Hour Policy and may require corrections of any deficiencies.

SPECIAL ACADEMIC OPPORTUNITIES

Joint Degree Program – JD/MBA

The interaction between law and business is deep and pervasive. Two joint JD/MBA degree programs – one with the Mays Business School at Texas A&M University, the other with the Cameron School of Business at the University of St. Thomas – provide excellent opportunities for South Texas College of Law Houston students interested in careers combining law and banking, entrepreneurship, finance, international business, or other business and commercial interest. More information on how both joint degree programs permit law students to earn the JD and MBA degrees is available on the [JD/MBA](#) page. Please contact [Associate Dean Cherie Taylor](#).

Certificate in Transactional Law Practice

The Transactional Law Practice Certificate Program provides a comprehensive and integrated course of study through which students develop competence in business-related legal matters, including assisting clients with planning and implementation of business transactions; negotiating and drafting legal documents; and advising and counseling clients on the applicable laws and regulations governing various aspects of the deal.

Business background or experience is not necessary to participate in this program. Students must apply for admission to the program after completing the first 30 credit hours of required courses and before completing 45 credit hours or during their third semester of full-time study. Exceptions will be made only in rare cases. For more information about admission criteria and benefits of the Transactional Law Certificate program, contact the program director, [Professor John Worley](#). To join the program, you must first have an interview with Professor Worley.

Certificate Requirements

To receive the certificate, students must successfully satisfy each of the following:

- » A 3.333 cumulative grade point average for all certificate-related courses and a 3.000 overall cumulative law school GPA
- » Three required core business law courses:
 - Agency and Partnership
 - Corporations
 - Secured Transactions
- » Three of the following elective business-related courses:
 - Antitrust Law
 - Business Bankruptcy
 - Business Planning
 - Corporate Finance Law
 - Corporate Taxation
 - Environmental Law
 - Intellectual Property Survey
 - International Business Transactions
 - Partnership and Subchapter S Taxation
 - Payment Systems
 - Real Estate Development
 - Real Estate Finance Law
 - Sale and Leasing of Goods
 - Securities Regulation
- » One of the following foundational transactional skills courses (typically taken before final semester):
 - Commercial Real Estate Finance Practice
 - Contract Building Blocks
 - Contracts Negotiation and Drafting
- » One of the following capstone transactional skills courses (typically taken in final semester):
 - Transactional Skills – Corporate
 - Transactional Skills – International Business
 - Transactional Skills – Oil and Gas
 - Transactional Skills – Energy
 - Transactional Skills – Real Estate
- » Satisfaction of the substantial writing requirement by writing on a business law or transactional law practice-related topic.

Exchange and Study Abroad Programs

STCL Houston typically co-sponsors two full-semester and several summer study abroad programs. All classes in the summer program are taught in English, have an international or comparative law focus, and count toward the JD degree. Based on the program chosen, the grading will reflect STCL Houston's grading system or reflect a co-sponsoring school's scale that may not include pluses and minuses. Students must meet the visiting student requirements to be eligible for participation in study-abroad courses. Credits earned in any summer study abroad program can amount to no more than one hour credit in excess of the total number of weeks of study. For more information about study abroad programs, visit the Office of International Programs (*Room 835*) or the [Study Abroad](#) page.

Consortium for Innovative Legal Education

South Texas College of Law Houston is a member of the Consortium for Innovative Legal Education (CILE), an organization made up of four independent ABA-accredited and AALS-member law schools. The other three participating law schools are California Western School of Law, New England Law Boston, and Mitchell Hamline School of Law. CILE offers shared study abroad experiences and courses that are fully transferable among the member schools, giving students access to a broader range of course offerings. For more information about CILE, visit www.cile.edu.

The Frank Evans Center for Conflict Resolution

The Frank Evans Center for Conflict Resolution (FECCR) has as its primary mission the education of law students in the theoretical foundations and practical applications of dispute resolution procedures such as negotiation, mediation, and arbitration. The FECCR serves as the focal point within STCL Houston for dispute resolution education. Students are

provided opportunities for learning about the variety of dispute resolution methods primarily through courses, clinics, and competitions. For more information, visit the [Frank Evans Center](#) page or the FECCR office.

Visiting Other ABA-Approved Law Schools

(Click [here](#) for Applicability of Rules and Regulations for Students Who Began Before 2019 Fall)

STCL Houston students can receive up to 30 hours of credit toward completion of their degree by taking non-required courses as a visiting student at another ABA-approved law school. To do so, students must obtain advance written approval from Student Services & Support by submitting an [Educational Records Release](#) form, course descriptions for all courses requested for transfer, and a program brochure for any non-cosponsored study abroad program. A letter of standing will be sent to the other law school only if the following criteria are met:

- Complete no fewer than 30 semester credit hours at STCL Houston
- Have a cumulative GPA of 3.000 or higher and not be on Academic Supervision
- Pay all outstanding balances due to STCL Houston

Credit will be transferred to STCL Houston only if the following criteria are met:

- The course received prior approval from Student Services & Support
- The grade for the course is not lower than the minimum grade average required for graduation at the school attended (*i.e.*, a grade of C or better is generally required in each and every course)
- Courses requested for transfer from other Houston law schools are not offered at STCL Houston

Credit for external placements will not be granted except in extraordinary circumstances as determined by the Associate Dean for Experiential Education having responsibility for clinical programs.

ACADEMIC POLICIES

Student Enrollment

All students are required to enroll for classes during each fall and spring semester. Students who fail to drop all courses for any given semester will be considered fully withdrawn from the law school and unable to re-enroll without prior approval from the Office of Student Support. Students must send an email to studentsupport@stcl.edu when they plan on returning.

Combined Intersession and Full-Term Hours

STCL Houston offers courses for the fall, spring, and summer terms, as well as intersessions immediately preceding the fall and spring semesters. All terms, including intersessions have specific start and end dates, add/drop periods, and disbursement dates which can be found in the [Academic Year Important Dates](#).

ENROLLMENT MINIMUM/MAXIMUM HOURS		
PART OF TERM	PART-TIME	FULL-TIME
*Fall/Spring Intersession	1-3	N/A
Fall/Spring Semester	8-11	12-16
Summer Session	1-9	1-9

*Students with 30 or more earned hours are eligible to register for intersession.

In cases where a student is enrolled in intersession courses, the hours will be combined with the registered hours for the fall/spring term. Students must ensure that they register for no more than 11 hours (part-time students) and 16 hours (full-time students) for the full term.

COURSE LOADS FOR VETERANS' BENEFIT CERTIFICATIONS				
PART OF TERM	LESS THAN HALF-TIME	HALF-TIME	THREE-QUARTER TIME	FULL-TIME
Fall/Spring Intersessions	1-3	N/A	N/A	N/A
Fall/ Spring Semesters	1-5	6-8	9-11	12-16
Summer Session	1-2	3-4	5	6-9

Overloads

Students must submit an [Add/Drop/Waiver](#) to request approval for an overload in order to take more than 16 credit hours in a fall/spring semester. Grade point average, the type of course work, and final exams are some of the factors considered in evaluating a student's overload request. Every credit hour approved over 16 hours will be charged at the hourly tuition rate in addition to the full-time tuition. Students registered for intersession courses in addition to the full-term courses do not need to submit an overload request unless the full-term courses exceed 16 credit hours.

Overload requests do not apply to summer sessions.

ABA rules prohibit a student from taking more than 20% of the credits needed for graduation in a given semester; therefore, a student can receive permission to take no more than 18 credits for the fall/spring semesters.

Underloads

Students must submit an [Add/Drop/Waiver](#) form to request approval for an underload in order to take 7 or fewer hours in a fall or spring semester unless they are graduating (see below). Additionally, students approved to take 6 or fewer credit hours are eligible to request the underload tuition rate.

Graduates with 7 or fewer hours remaining

Students in their final semester who need less than 8 hours to graduate are permitted, without prior approval, to enroll for 7 or fewer credit hours. The student will be charged the hourly tuition rate for the applicable semester.

Note: Students must be registered for a minimum of 6 credit hours to be eligible to receive financial aid.

Work Limits

Full-time students are prohibited from working more than 20 hours per week while enrolled in the full-time program. Violations of this regulation could result in disciplinary action.

ATTENDANCE AND PARTICIPATION

Fall & Spring Semester Absences		Summer Session Absences	
Meetings per Week	Max Absences	Meetings per Week	Max Absences
1	2 (Drop on 3)	1	1 (Drop on 2)
2	5 (Drop on 6)	2	3 (Drop on 4)
		3	4 (Drop on 5)
		4	7 (Drop on 8)

Absences are not allowed for intersession courses.

Regular and punctual class attendance is imperative to the learning process. Students are expected to make every effort to attend 100 percent of scheduled classes and are required to attend at least 80 percent of regularly scheduled classes in each course in order to receive course credit. Faculty members maintain attendance records for their courses and can, at their discretion, distribute attendance roll sheets or employ other reasonable methods for enforcing the 80 percent attendance requirement. Absences in excess of 20 percent of regularly scheduled classes will result in the student being administratively dropped from the course with a "WF" and no refund of tuition, fees, or related costs. Drops for excessive absences may affect financial aid entitlements. Associate deans, assistant deans, and professors do not have authority to grant absences in excess of those allowed.

Every student sitting for a final examination will be required to acknowledge a statement that they have attended at least 80 percent of the classes regularly scheduled for each course for which the student was enrolled during that

semester. **A student's false declaration regarding attendance is an act of academic misconduct, subjecting the student to expulsion, suspension, or other discipline.** It also may be a matter of character and fitness impacting entry to the profession.

Students are required to prepare all assignments, arrive to class on time, remain in attendance until class is dismissed or scheduled to end, and actively participate in classroom discussions. Failure to meet these standards could result in the deduction of up to two grade increments from the student's final grade, at the discretion of the professor. In severe cases of misconduct or unsatisfactory performance, a professor can request permission from the Associate Dean for Faculty or the Vice President of Student Services & Support to drop a student from the course.

Coursework Deadlines

Students must submit all coursework by the deadline imposed by the professor. Only the professor who imposes a deadline can grant an extension or waiver. An aggrieved student can appeal a professor's deadline decision directly to the Student Appeals and Disciplinary Committee by contacting the Associate Dean for Faculty. This policy does not alter or extend the deadline for submission of final grades in a course.

Failure to meet the imposed deadline in Legal Research and Writing courses for submission of the final graded memorandum (in LRW I) and the appellate brief (in LRW II) will result in a "WF" for the course, which will be used in computing the student's grade point average. Legal writing professors will not grant deadline extensions except in extraordinary, adequately documented circumstances such as hospitalization of a student or death of a close family member. Computer problems and/or transportation delays are not sufficient reasons for a deadline extension. Accordingly, students are strongly advised to have backup plans in case of such emergencies.

Distance Education

Distance education courses are those in which instruction is conducted primarily via electronic transmission rather than face-to-face interaction. Typically, a student can receive no more than four credit hours of distance education courses in a given semester and no more than fifteen distance education credit hours in total.

REGISTRATION AND WITHDRAWAL PROCEDURES

Add/Drop Procedures

A student who voluntarily drops, or who is administratively dropped, from a course after the last day to drop without receiving a failing grade (see [Academic Year Important Dates](#)), will receive a "WF," which will affect the student's grade point average. Similarly, a student who withdraws from or leaves the college at any time without following required withdrawal procedures will receive a "WF" in every course. With the permission of the Associate Dean for Faculty or the Vice President of Student Services & Support, a professor can drop any student from a course for unsatisfactory classroom performance or misconduct.

To drop a course after the last day to drop without a failing grade, students must complete an [Add/Drop/Waiver](#) form. The drop will be effective on the date of receipt. For information about the financial ramifications of course drops, review the "Financial Policies" section of the Student Handbook.

Dropping courses may affect financial aid eligibility, specifically the student's completion rate. (Click [here](#) for the *financial aid Satisfactory Academic Progress Standards*)

Withdrawal without Academic Prejudice

Students must submit a [Withdrawal/Exit Form](#) with written justification to Student Services & Support **before** discontinuing their studies or taking a leave of absence. A withdrawal without academic prejudice will be granted for a period of one calendar year at a time for no more than two calendar years from the last term attended. Students who take an absence in excess of two years are required to reapply for admission with no credit granted for prior law school study.

Withdrawal without academic prejudice may affect the student's future financial aid eligibility. (Click [here](#) for the *financial aid Satisfactory Academic Progress Standards*)

Course Audits

STCL Houston alumni, licensed attorneys, and graduates of ABA-approved law schools can submit a [Non-Traditional Student Registration Form](#) to Student Services & Support to request to audit a course. STCL Houston alumni may audit courses at no cost. All others must pay regular tuition and fees. Auditors listen and observe and are not permitted to take part in class discussions or examinations. Credit is not granted for audited courses; however, attendance is reflected on an official transcript. An auditor must receive prior approval from the instructor in order to audit 1L and 2L required courses, externships, substantial writing courses, and competition courses (i.e. Moot Court and ADR Competitions). STCL Houston students are not permitted to audit courses.

FINAL EXAMINATIONS

Administration of Exams

All examinations are taken subject to these procedures and subject to the law school's Rules and Policies concerning Academic Misconduct. Each student is responsible for reviewing, understanding, and adhering to the Academic Misconduct rules, in addition to the examination policies and procedures below.

Anonymity

Students will receive a unique examination number available on STANLEY each semester. Use of any other identifiers, including names, on an exam could result in disciplinary action up to and including a failing grade or expulsion. Students are prohibited from disclosing their examination numbers to, or discussing examinations with, any faculty member until **all** grades for the semester have been posted.

Timeliness

Each student must be ready to begin an examination **no later than five minutes** before the scheduled start of the examination.

Allowed and Prohibited Items

ALLOWED ITEMS *	PROHIBITED ITEMS
Laptops, webcam, microphone, extension cord. Must use ExamSoft.	Other electronic devices, such as. cell phones, pagers, iPads, tablets, calculators (unless allowed by professor), headphones
Pens, highlighters, pencils, and pencil sharpeners	Smart watches, digital watches, fitness trackers
Wallet (money purse), keys	Backpacks/purses, tote bags
Foam earplugs (noise cancelling devices are allowed)	Food
Eyeglasses (no eyeglass cases), contact lenses in original container (no boxes)	Alcoholic beverages
Non-alcoholic beverages (in a clear container with no labels or writing)	Books (Unless Open Book exam)
Tissues, cough drops, medicine, wrapped feminine hygiene products	Notes (Unless Open Notes exam)
Books and/or notes for open-book/open-notes exams ONLY (blank scratch paper if allowed)	Hats, scarves, head gear (except religious items)
Sweaters or jackets	Smoking materials

* Allowed items must remain in the student's pockets or in clear plastic bags under the student's chair when not in use or should be within view of the webcam when in use.

Reporting Exam Misconduct

Violations of the law school's rules concerning cheating and/or other academic misconduct regarding examinations should be immediately reported to Student Services & Support.

Take Home Exams

Long-Duration Take-Home Exams: More than 24 hours

The basic rules and procedures for take-home exams that are 24 hours or more (i.e. students do not receive accommodations) are listed below to help guide and answer any questions you may have:

1. Be sure that you are adequately prepared for the exam beforehand, as no additional time will be given for the take-home exam.
2. You may schedule your exam to begin at a time that is convenient for you, within the time parameters allotted for the take-home exam.
3. It is up to you to pace yourself and use the time allotted for the exam appropriately, such as for meals, extended breaks, snacks, etc.
4. Feedback from instructors indicate that they do not intend for students to spend the entire time allotted for the take-home exam, without eating, sleeping, or taking breaks.
5. Students who strategically plan their time can pace themselves to allow for a more thoughtful, polished response, which is what many instructors expect for take-home exams that students have 24 hours or more to complete.

STCL Houston's primary goal is to offer all students the tools necessary to succeed. Accordingly, the accommodations process is in place to ensure that all students receiving disability accommodations are placed on a reasonably leveled playing field with other students. STCL Houston cannot offer accommodations that provide students with an unfair advantage.

Short-Duration Take-Home Exams: Less than 24 hours

STCL Houston offers extended time for take-home exams of short duration (i.e. less than 24 hours). The additional time given on short-duration take-home exams is calculated in the same manner as all other law school exams. Office of Student Support is not required to facilitate any other accommodations for take-home exams, given that the take-home exams are self-administered. If the student would like the law school to administer the take-home exam and the structure of the take-home exam reasonably permits doing so, Office of Student Support will contact the student to discuss the details of the exam administration.

Accordingly, absent extenuation circumstances, STCL Houston only offers accommodations for take-home exams that are less than 24 hours. Absent extenuating circumstances, students are not offered accommodations for take-home exams that students have 24 hours or more to complete.

ASSESSMENT METHODS

In all *required first-year courses* (except for Introduction to Law Study I and II and Legal Research and Writing I and II), STCL Houston requires that faculty use a written final examination as the sole method for grading student academic performance. In *upper-level required courses* (Constitutional Law, Criminal Procedure, Evidence, Federal Income Taxation, First Amendment Law, Property II, and Professional Responsibility), and in courses related to the Texas Bar Examination, faculty can use graded midterm examinations and/or graded quizzes in addition to a written final exam as the basis for assigning grades to students. In non-bar-related elective courses, seminars, and experiential learning courses, faculty can employ any of the following alternative methods for evaluating all student performance:

- Take-home essay examinations with a time limit of 24, 48, or 72 hours
- Substantial research paper (at least 20 pages, exclusive of footnotes) in lieu of a final examination
- Short graded research paper in addition to a final examination
- Series of short graded research papers in lieu of a final examination
- Graded mid-term examinations and/or graded quizzes in addition to a final examination

- Course-related projects for experiential learning (e.g., drafting documents, oral presentations or similar methods)
- Course-related project(s) in addition to a final examination
- Graded oral presentations in addition to a final examination or research paper

Within any particular class, all students will be evaluated using the same assessment methods.

FINAL EXAMINATION RESCHEDULES AND DEFERRED FINAL EXAMINATIONS

Contact Student Services and Support staff with questions regarding the meaning or application of these rules. Faculty members do not grant permission to reschedule or defer a final examination. **ANY REQUEST FOR OR DISCLOSURE OF FINAL EXAMINATION RESCHEDULE/DEFERRAL INFORMATION TO A FACULTY MEMBER OR STUDENT MAY JEOPARDIZE ANONYMITY AND IS A VIOLATION OF THE HONOR CODE.**

STUDENTS MUST NOT DISCUSS ANY FINAL EXAMINATION INFORMATION WITH ANY OTHER STUDENTS OR DISCUSS OR POST ANY FINAL EXAMINATION INFORMATION IN PUBLIC OR ON SOCIAL MEDIA IN ANY WAY. DOING SO IS A VIOLATION OF THE HONOR CODE AND WILL BE PENALIZED ACCORDINGLY.

Requests to reschedule or defer a final examination are considered for (i) conflict(s) or (ii) extenuating circumstances. Submit all requests using the [Final Exam Reschedule/Deferral Request](#) form with proper supporting documentation, where applicable.

i. Final Examination Conflicts (Reschedule Only)

Final examination conflict reschedule requests will be approved, based on the following circumstances:

- Three final exams in a row within a 24-hour period.
 - Examples:
 - One examination in the morning at 10:00, one in the evening at 6:00, and one the following morning at 10:00; or
 - One examination in the evening at 6:00, one the following morning at 10:00, and one in the evening at 6:00 (or on Saturday only at 4:00).
- When removing an incomplete grade ("I") for a deferred final examination conflicts with a current semester's exam.
- A religious observance, such as Sabbath or Ramadan.

Final examination conflict reschedule requests will only be considered if received by the Monday following the second week of classes for fall and spring and the Monday following the first week of classes for summer.

- Final exam reschedule request deadlines due to conflicts for the 2021-2022 Academic Year:
 - 2021 Fall – August 30, 2021*
 - * **Moved to October 15 for this semester only.**
 - 2022 Spring – January 31, 2022
 - 2022 Summer – May 30, 2022

ii. Extenuating Circumstances (Reschedule or Deferral)

Requests due to extenuating circumstances will only be considered if received before the final examination start time and must include proper documentation to support the following:*

- Physical inability, including illness or a medical situation which prevents the student from taking an exam;
- A religious ceremony that precludes a student from taking an exam until after the final examination period;
- A student is to attend a wedding, graduation, or other special ceremony of an immediate family member, and the student could not have known before the last day to drop a course that the examination and event were in conflict;
- A member of a student's immediate family becomes critically ill **during** the final examination period and before the student's next exam has started;

- Death of a member of the student's immediate family; or
- The birth of a student's child.

*If a student or a student's immediate family member becomes ill **during** a final and is unable to complete their exam, they must speak directly with a Student Services & Support staff member **before** completing the exam if they wish to reschedule or defer.

Examples of proper documentation for extenuating circumstances include:

- Physician's written certification;
- Note from a hospital or doctor;
- Death Certificate;
- Published obituary notice;
- Original note from funeral home clearly indicating the student's relationship to the deceased; and
- Ceremony invitation confirming date and time of conflicting event(s), along with correspondence that confirms that notice of the event was received after the last day to drop classes without a failing grade.

A final examination will not be rescheduled/deferred due to the following circumstances:

- Requests to reschedule/defer a take-home exam.
- Two final examinations scheduled on the same day or consecutive days.
- Two final examinations scheduled less than 24 hours apart.
- Travel or vacation plans during the final examination period.
- A student having a professional opportunity that conflicts with scheduled final examinations, except in the case of a student employed full-time.
- A student late for an exam due to oversleeping, traffic, and all similar circumstances. The student will be allowed to sit for the final examination in the time remaining. Extra time will not be provided when starting a final examination late.
- Illnesses that are not incapacitating and/or not supported with proper documentation.
- A student wishing to leave early for the winter or summer break.
- A student approved for a final examination reschedule/deferral in a previous semester/session for the same reasons as indicated on the student's new request (excludes requests for final examination conflict reschedule).

If a request is denied and the student does not sit for the regularly scheduled final examination, the student will receive a failing grade, a "WF" will be entered on their permanent record, and the "WF" will be counted in computing the student's grade point average.

Taking a Reschedule/Deferred Final Examination

A student's rescheduled final examination will be administered on one of the next two available dates during the final examination period and to a date on which the final will not again be subject to reschedule under the conditions outlined above. Exams cannot be taken earlier than the originally scheduled day. In the case where the reschedule is requested on the last day of exams, the examination will be rescheduled to the next business day following the end of the examination period.

A student approved to defer their final examination will have an incomplete grade ("I") entered on their transcript until the final examination is taken and graded. All deferred final examinations must be taken during the next semester in which a student is registered and the course is offered, unless otherwise approved by the Vice President of Student Services and Support. Students must sign up to remove their incomplete grade during registration and are expected to attend class sessions. If a student is unable to attend class sessions, they must make arrangements with the professor in advance. Students attending class under this provision are not auditors.

If an incomplete grade is on the transcript for one academic year without removal, the incomplete grade will be replaced with a withdraw failing grade ("WF") on the student's permanent record, which will be counted in computing the student's grade point average.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Students with permanent and temporary disabilities, as defined by the Americans with Disabilities Act (ADA), will receive reasonable accommodations, including but not limited to adjustments or modifications to course loads, examinations, and auxiliary services, to minimize the effect of the disability on the student's educational opportunities.

In order to receive accommodations, a student must submit the [Student Application for Accommodations](#) and the requisite documentation at least 30 days in advance of requested services and/or accommodations. Students who identify physical barrier concerns should immediately report them to Office of Student Support. The documentation guidelines for documenting disabilities are available on the Campus Life tab on Stanley and in the Office of Student Support. A non-inclusive referral list of qualified diagnosticians and health care providers is available in the Office of Student Support.

If a [Student Application for Accommodations](#) is denied, the student can pursue two actions:

1. Submit new or additional information that the law school will consider, provided the information is submitted before the deadlines described above. The student can discuss the feasibility of this option with the Office of Student Support based on the reasons for the initial decision; the submission of additional information in no way guarantees a different outcome.
2. Appeal the decision to the ADA/504 Coordinator, Assistant Dean Wanda Morrow. Complete the [ADA Accommodations Appeal form](#) stating the specific reasons for the appeal. The appeal does not include a hearing at which new evidence or oral arguments will be considered. The ADA/504 Coordinator or a three-member committee appointed to hear the appeal will not consider, for the first time, information that was not previously submitted and considered by the administration in making the initial decision regarding a request for accommodations. The decision of the ADA/504 Coordinator or a committee appointed to hear the appeal is final.

In case of a medical emergency that results in a disability, the student should contact the Office of Student Support as soon as feasible and before the program and/or examination accommodation. Emergency requests must include appropriate and sufficient documentation. Students who identify physical barrier concerns should immediately report them to the Office of Student Support.

GRADES

Grading System

The law school uses the alphabetical system of grading for most courses, with the exception of some experiential learning, journals, and clinics which are graded on a pass/fail basis, as indicated in the [Course Listings](#).

The correlation of numerical and letter grades is as follows:

A+	4.333
A	4.000
A-	3.667
B+	3.333
B	3.000
B-	2.667
C+	2.333
C	2.000
C-	1.667
D+	1.333
D	1.000
F	0.000
HP	Honors Pass
P	Pass
LP	Low Pass
U	Fail
Course dropped without prejudice	W
Incomplete	I
(Withdraw failing) Course dropped administratively or after drop date or non-timely removal of Incomplete	WF (standard letter-graded) / WU (pass/fail)

Method for Computing Averages

The grade in each course will be weighted in proportion to the credit hours assigned to the course. The cumulative grade average is obtained by adding the weighted numerical scores of all final grades (excluding pass/fail courses, "I" and "W" grades) and dividing that sum by the total credit hours for courses in which a final letter grade has been received. Each student's average will be computed after all final grades are posted for each semester or session to determine academic probation and dismissal, Dean's Honor List, or other grade-point-average-related designations. The existence of an "I" will not delay academic dismissal or probation. A student who receives a failing grade in any course can (*must, if a required course*) retake the course. Upon receipt of a passing grade therein, both the failing and passing grades will be included on the student's permanent record and used in determining the student's cumulative grade point average. While graded pass/fail coursework will not be used in computing averages, the semester credit hours will count toward graduation unless a "U" or "WU" is received.

Required First-year Grade Distribution

For all first-year required courses, grades assigned in classes of 40 or more students must conform to a mandatory grading curve with the following distribution, with a class grade point average between 2.850 and 3.150:

A+/A	9-16 percent
A+/A/A-	16-30 percent
C+/C/C-/D+/D/F	16-30 percent
C/C-/D+/D/F	9-16 percent

Retaking Required Courses

A student can retake a course only if they earned an “F” or “WF.” If a student receives a failing grade in a required course, the student **must** retake the course in the next semester in which it is offered and the student is enrolled. If the failing grade is posted after the registration period for the subsequent semester, the student will be permitted to complete the other courses for which they are enrolled before retaking the failed course, subject to the [Academic Deficiency Policy](#). It is generally in the student’s best interest to repeat a failed course as soon as practicable. Grades of “F”, “WF” are not removed from a transcript or substituted by a retaken course and are used in GPA calculation.

Grade Reductions

A professor can deduct up to two grade increments (*e.g.*, change a student’s grade from a B– to C+ or C) from the final grade of any student who, in the opinion of the professor, has been deficient in classroom punctuality, conduct and/or performance. A greater percentage of a student’s grade can be allocated to classroom performance only in those classes that are of seminar type or in which a paper or project is required in addition to or in lieu of a final examination. There is no system by which grades can be increased for outstanding classroom performance.

Grade Deadline

Grades for the fall intersession and fall full-term are due to Student Services & Support no later than 25 days following the last day of fall exams. Grades for the spring intersession, spring full-term, and summer session are due 28 days following the last day of spring and summer exams.

Grading Notifications

All available grades will be made available exclusively via STANLEY by 9:00 PM immediately following the grade deadline. Student Services & Support will not provide grades to students via email, over the telephone, or in person.

Review of Grades

After a grade is posted, a faculty member can, in their discretion, agree to discuss examinations with students before the grade deadline. After grades have been submitted, a professor may change a grade only after they determined that a mathematical or transposition error, or other similar event not involving the exercise of discretion in grading, has occurred in the grading process and the change is approved by the full-time faculty at the next scheduled faculty meeting. The professor may not regrade a student’s work for substantive content after a final grade has been submitted. If an error described above has occurred, and the professor proposes that more than one grade be changed as a result, all grades affected by that error must be changed as necessary to correct the error, so that all grades as finally submitted are consistent with the correction, regardless of whether correcting the error results in an increase or decrease in grades originally submitted by the professor. If a grade change is made under this policy with respect to a first-year course, the rules and procedures with respect to the mandatory grading curve for first-year courses are applicable to the grades as finally submitted for that course.

A student has a right to review their examination paper with a professor, for the purposes of constructive analysis only, in those instances where the grade is C or below in a course completed in the first 20 hours of a student’s law study. This request must be made within two weeks following the deadline for faculty to turn in grades or within two weeks after the next semester begins, whichever is later. In all other situations, the review of a final examination paper is at the discretion of the professor and must comply with any special procedure that a professor has instituted.

Incomplete Grades

“Incomplete” grades in courses with examinations must be removed the next term in which the student is registered and the course is offered, unless otherwise approved by Student Services & Support. The “Incomplete” will be changed to a “WF” or a “WU” if the grade is not removed within one year after the term of enrollment in the course. “Incomplete” grades in non-examination courses, including clinics, seminars and supervised research, must be completed by the end of the next long semester. If this deadline is not met, the “Incomplete” will be changed to a “WF” or a “WU.”

Receiving an incomplete grade, “WF”, or a “WU” will affect the student’s future financial aid eligibility. (*Click [here](#) for the financial aid Satisfactory Academic Progress Standards*)

Class Ranking

Before graduation, ranks are by percentage only, based on the following categories: Upper 5%, 10%, 15%, 20%, 25%, 33-1/3%, and 50%. This information is available via STANLEY at the end of each fall and spring term. Students are ranked based on semester credit hours:

1L	0-30 credit hours
2L	31-60 credit hours
3L	61+ credit hours

Upon graduating, individual class ranks are determined among those students in the same graduating class. Recent graduates can view/print [class rank via STANLEY](#).

HONORS & RECOGNITION PROGRAMS

Dean’s Honor List

A student is eligible for inclusion on the Dean’s Honor List if they earn a minimum semester/session grade point average of 3.500 or better with no grade below B-. In addition to this GPA requirement, a full-time student must complete 12 or more credit hours during the fall or spring semesters and 6 or more credit hours during the 8-week summer session. A part-time student must complete 8 or more credit hours during the fall or spring semesters and no less than 3 hours in the summer session.

CALI Excellence for the Future Awards®

The CALI Excellence for the Future Awards® program recognizes a student’s achievement of excellence in law studies. The award is given to the student with the highest grade in each class as determined by the professor. Awardees receive a permanent URL virtual award link to add to their online resumes and biographies.

Law Fraternities

There are several law fraternities at South Texas College of Law Houston. For more information, please visit the [Fraternities](#) page. The Order of the Lytae is noted on the transcript.

Order of the Lytae

An honorary fraternity, the Order of the Lytae recognizes outstanding academic achievement. A student must have completed at least 45 hours of law studies at STCL Houston to participate. Students must have an overall grade of at least “A-“, with no grade below “B-“, in the 45 credit hours preceding eligibility.

Pro Bono Honors Program

The STCL Houston Pro Bono Honors Program seeks to encourage professionalism both by providing pro bono public service opportunities for students and by recognizing this service through a formal certificate program. Students are eligible to participate in the Pro Bono Honors Program after completing the first fifteen hours required for graduation. Students are required to commit a minimum of fifty hours of service to reach the “Honors” level. Students can perform their pro bono work at law school-sponsored projects or initiate their own placement opportunities. Upon completion of fifty hours of service, students are awarded a Pro Bono Honors Program certificate at the spring Honors and Awards Ceremony, and a notation is placed on the student’s official transcript. For program information, contact Associate Dean for Experiential Education Catherine Burnett or program coordinator Benjamin Santillan.

GRADUATION CEREMONY

The Doctor of Jurisprudence degree (JD) will be conferred upon students who have successfully completed all requirements of STCL Houston for graduation. Typically, there is one ceremony in May for all three graduating classes each year:

- May – spring semester
- July – summer semester
- December – fall semester

Requirements

A candidate for a Doctor of Jurisprudence degree is required to:

- Submit a formal application for graduation.
- Pay all fees and tuition charges incurred before graduation.
- Participate in commencement, unless permission to graduate in absentia is granted by the Dean. This can be requested by submitting the [Graduation in Absentia](#) to Student Services & Support.

Graduation with Honors

A final honors determination is made once all grades are received for the last semester of school and final class ranks are compiled. Honors designations will be printed on the diploma and noted on the student's final transcript. For purposes of the commencement program, honors are based on the last available cumulative grade point average. Honor graduates will be recognized in the commencement program and will receive an honor cord to be worn during the graduation ceremony.

Honors Designation	Cumulative GPA Range
Summa Cum Laude (gold)	3.800 or higher
Magna Cum Laude (silver)	3.650 – 3.799
Cum Laude (white)	3.450 – 3.649

GOOD STANDING AND ACADEMIC DEFICIENCY POLICY

In applying the following rules, the cumulative GPA will be calculated as stated in the “Method of Computing Averages” section of the Academic Regulations.

To be eligible to continue at STCL Houston in good standing, a student must maintain a cumulative GPA of 2.3 or above at the completion of each term.

Academic Supervision

(Click [here](#) for Applicability of Rules and Regulations for Students Who Began Before 2019 Fall)

A student will be subject to the additional requirements of academic supervision in either of the following two circumstances:

- A **full-time student's** cumulative GPA is lower than 3.000 immediately after having attempted 30 credit hours or having completed 2 semesters, whichever occurs first.
- A **part-time student's** cumulative GPA is lower than 3.000 immediately after having attempted 30 credit hours or having completed 4 semesters or sessions, whichever occurs first.

In addition to other requirements for graduation applicable to all students, a student on Academic Supervision must satisfy the following special requirements as a condition for graduation:

Enroll and receive a passing grade in the courses listed below.

- Agency and Partnership
- Corporations
- Family Law
- Secured Transactions
- Wills, Trusts & Estates
- Bar Preview Program (must register in the fall or spring semester before graduation or the semester before taking the bar exam, whichever comes first)

Conditional Required Courses Based On Cumulative GPA

Advanced Legal Analysis

Required and limited to all students whose first semester cumulative GPA is below 2.400. This is a one-semester, three-credit-hour course for students who are academically at risk following their first semester of law school enrollment. The course is graded as pass/fail. It is designed to help students remediate basic law school skills in order to increase the

prospects of academic success in the first year and provide academic intervention for those who are at risk of dismissal after their second semester. Since there is a close correlation between students' first-year law school GPA and their eventual rate of passing the bar exam, students struggling in their third year of law school typically suffer from the same deficiencies as first-year students. Therefore, this course also will help students improve the law study and test-taking skills they will need in order to be successful on the bar exam.

Advanced Legal Skills

Required for and limited to students with a cumulative GPA of 2.700 or lower entering their penultimate (second to last) fall/spring semester and must be taken prior to the Bar Preview Program course. This course is a graded, two credit hour course. It introduces students to several critical skills: (1) understanding how to study properly for the bar examination, (2) appreciating the different methods used by bar examiners to test knowledge and skills, (3) working towards mastery of bar exam multiple choice and essay skills; and (4) developing a deeper ability to engage in self-regulated learning.

Bar Preview Program

Required for students under Academic Supervision and students in their final semester whose GPA is below a 3.200 at the time of registration. STCL Houston's Bar Preview Program is designed to help students develop the skills required to prepare for and pass the bar exam. This course is a graded, two credit hour course. Students must earn a passing grade to obtain STCL Houston certification to take the bar exam. **The Bar Preview program is not intended to be a substitute for a commercial bar preparation course.**

Academic Risk, Dismissal, and Probation

Academic Risk Status

Any student who fails to achieve a 2.400 cumulative GPA after their first long semester will be considered Academic Risk. Students will be required to schedule an appointment to meet with a member of the Student Support staff. Students will also be required to enroll in and receive a passing grade in the Advanced Legal Analysis course the following semester.

Except in extraordinary circumstances, during their second semester of enrollment, at-risk students will be registered for Advanced Legal Analysis in lieu of Contracts II or Torts II (for full-time students) or Legal Research & Writing II (for part-time students). At-risk students will make arrangements with Student Services & Support to reschedule the deferred course as soon as practicable. Student Services & Support will administratively drop any student determined to be at-risk following the spring semester from any summer session courses in which they are enrolled.

Academic at-risk students will be placed in a financial aid warning status. (Click [here](#) for the financial aid Satisfactory Academic Progress Standards)

Two-Semester Rule

Any full-time or part-time student who fails to achieve a cumulative 2.300 GPA after their first two long semesters will be immediately dismissed for academic deficiency.

Probationary Rule (Click [here](#) for Applicability of Rules and Regulations for Students Who Began Before 2019 Fall)

Any student whose cumulative GPA falls below 2.300 in any semester subsequent to their first two full semesters will not be immediately dismissed but will be given, after academic counseling, the remainder of their current enrollment period (or, if the student is not currently enrolled, one succeeding probationary enrollment period) to attain a cumulative GPA of 2.300. Failure to attain a cumulative GPA of 2.300 by the end of such probationary period will result in immediate dismissal for academic deficiency.

Probationary students will be placed in a financial aid warning status. (Click [here](#) for the financial aid Satisfactory Academic Progress Standards)

Probationary Final Dismissal Rule (Click [here](#) for Applicability of Rules and Regulations for Students Who Began Before 2019 Fall)

Any student who successfully raise their cumulative GPA after application of the Probationary Rule, but who thereafter fails a second time to maintain a 2.300 cumulative GPA, will be immediately and finally dismissed for academic deficiency.

A student dismissed for academic deficiency is dropped administratively from all classes and is excluded from further attendance. Individual professors have no authority or discretion to permit further attendance by such students. A dismissed student is not eligible to continue employment with the law school under circumstances that require student status.

Extracurricular Activities and Academic Deficiency

(Click [here](#) for Applicability of Rules and Regulations for Students Who Began Before 2019 Fall)

A student on academic probation (GPA below 2.300) cannot:

1. Hold office in any student organization. Students taking office must certify their satisfactory academic standing. If an officer's GPA drops below the requirement during their term in office, they must resign immediately. An officer's failure to resign will result in the organization's termination and loss of all privileges.
2. Be assigned to, or enter, any intramural or interschool moot court, mock trial, client counseling, negotiation, or other advocacy competition. Students who fail to meet academic requirements will be disqualified from any extracurricular competitions in which they have entered. If appropriate, STCL Houston will withdraw its sponsorship of the competition in question.
3. Participate in Law Review, Corporate Counsel Review, or CURRENTS: Journal of International Economic Law. Students who fail to meet academic requirements will be administratively dismissed from participation in these programs.

Readmission Policy

A student who has been dismissed for academic deficiency will be considered for readmission only as a beginning student and only after at least two years have passed since the effective date of their dismissal. Any student applying for readmission must submit a new application for admission and may be required to retake the LSAT. The student must submit to the Admissions Office a statement describing the nature of interim work, activity, or studies which indicate a significantly stronger potential for the study of law.

Students readmitted may not be eligible for federal or state financial aid, and should schedule an appointment with a member of Student Services & Support to discuss other aid options.

BAR EXAMINATION INFORMATION

Declaration of Intention to Study Law

All first-semester law students must file a [Declaration of Intention to Study Law](#) with the Texas Board of Law Examiners. The declaration requires information regarding a student's educational qualifications, criminal history, mental health status, and other determinants of character and fitness.

Declaration Fees	
Investigation Fee	\$150
Fingerprint Card Processing Fee	\$40
Late Filing Fee	\$150
Returned Check Fee	\$25

Declaration Deadlines	
<i>Fall Entrants</i>	October 1
<i>Spring Entrants</i>	May 1

Application to Take Texas Bar Examination

The Texas Board of Law Examiners typically administers a combined multistate and essay examination at various locations throughout Texas each year in February and July. Assuming the *Declaration of Intention to Study Law* has been on file for the requisite period, you must also file a bar examination application by the dates outlined below.

Bar Examination Filing Periods			
<u>Examination Date</u>	<u>Registration Opens</u>	<u>Timely Deadline</u>	<u>Absolute Deadline (late fee)</u>
February	June 30	September 1	December 1
July	December 2	February 1	April 1

Bar Examination Fees		
<u>Fee Type</u>	<u>Texas Resident</u>	<u>Out-of-State Student</u>
Application Fee	\$150	\$150
Examination Fee	\$150	\$150
Investigation Fee	---	\$150
Fingerprint Card Processing Fee	N/A	\$40

Inquiries to Texas Board of Law Examiners

Applications and inquiries concerning the procedures for admission to the State Bar of Texas may be directed to the Board of Law Examiners at P.O. Box 13486, Austin, TX, 78711-3486 or (512) 463-1621. Examinees with disabilities may request reasonable accommodations via the [Board of Law Examiners website](https://ble.texas.gov). Information about exam requirements and components is available at <https://ble.texas.gov/current-exam>.

Bar Examination 86-hour Rule

The rules governing admission to the State Bar of Texas permit a person to sit for the bar exam if they have graduated with a J.D. degree or has satisfied all J.D. requirements “except for no more than four credit hours...” Accordingly, a student may be certified to take the Texas Bar Exam before graduation, if the student has met the requirements of the “86-hour Rule” and has settled all balances on their account.

Students who plan to take the bar exam under the “86-hour rule” must adhere to the following:

- The required 86 hours must be indicated on the student’s official record by the end of the fall semester for the February exam and by the end of the spring semester for the July exam.
- A student must have a cumulative GPA of at least 2.300 to be certified for the exam.
- If a student takes the bar exam before graduation, they may not receive final grades in time to be sworn in with other successful bar candidates. Grades are due 28 days after the date of the last final examination. The law school does not request early grades. Student Services & Support certifies a candidate as a graduate upon receipt and posting of all grades and verification that all graduation requirements have been met. The certification date may not be earlier than the day after the official date of graduation.

Temporary Trial Card

Texas state law permits qualified law students and qualified unlicensed law school graduates to apply for a temporary trial card, which allows them to participate in the trial of cases in Texas under the supervision of a licensed attorney.

A student is eligible for a temporary trial card if they are **not** on academic probation and has:

- Completed at least two-thirds (60) of the credit hours required for graduation, OR
- Completed at least half (45) of the credit hours required for graduation AND is currently enrolled in a clinical program for which a temporary bar card is required.

Each student must certify that they have read and is familiar with the Code of Professional Responsibility of the State Bar of Texas and will abide by those rules, including the grievance procedures of the State Bar.

Students can obtain a Temporary Trial Card Application on the State Bar of Texas website or through Ben Santillan, Clinical Programs Administrator, in room 1035T. Completed Applications should be returned to Ben Santillan for the Dean’s Certificate and processing.

Multistate Professional Responsibility Examination (MPRE)

All applicants for a Texas law license must pass the MPRE. A passing MPRE score is valid for five years from the date of exam administration. A passing Texas bar examination score is void if an applicant has not satisfied all admission

requirements within two years of notification. The MPRE is administered three times per year. More information is available at www.ncbex.org/exams/mpre.

APPLICABILITY OF RULES AND REGULATIONS FOR STUDENTS WHO BEGAN BEFORE 2019 FALL

The faculty has adopted an amended curriculum and corresponding changes to the Academic Rules and Regulations effective for students whose enrollment in South Texas College of Law Houston began in the **2019 fall semester** or later. Those amended standards are presented in the following pages of this Student Handbook.

For those students whose enrollment in South Texas College of Law Houston began **before** the 2019 fall semester, the academic standards are as follows:

Degree Requirements

For students who first enrolled before 2017 fall

A candidate for a Doctor of Jurisprudence degree must meet all entrance requirements, complete with a passing grade in all required courses, earn at least 90 credit hours with a passing grade, **and a cumulative grade average of 2.200 or better**. The Doctor of Jurisprudence degree must be completed no earlier than 24 months and no later than 84 months after initial enrollment (ABA Standard 304c).

Required Courses

For students who first enrolled before 2019 fall

- Civil Procedure
- Constitutional Law
- Contracts I and II
- Criminal Law
- Evidence
- Federal Income Taxation
- Legal Research and Writing I and II
- Professional Responsibility
- Experiential Learning
- Property I and II
- Substantial Writing Requirement
- Torts I and II
- Criminal Procedure
- First Amendment Law

For Students Who First Enrolled Before 2019 Spring

STCL Houston students can receive up to 30 hours of credit toward completion of their degree by taking non-required courses as a visiting student at another ABA-approved law school. To do so, students must obtain advance written approval from Student Services & Support by submitting an Educational Records Release form, course descriptions for all courses requested for transfer, and a program brochure for any non co-sponsored study abroad program. A letter of standing will be sent to the other law school only if the following criteria are met:

- Complete no fewer than 30 semester credit hours at STCL Houston
- **Have a cumulative GPA of 2.800 or higher** and not be on Academic Supervision
- Pay all outstanding balances due to STCL Houston

Credit will be transferred to STCL Houston only if the following criteria are met:

- The course received prior approval from the Senior Director Student Support
- The grade for the course is not lower than the minimum grade average required for graduation at the school attended (*i.e.*, a grade of C or better is generally required in each and every course)
- Courses requested for transfer from other Houston law schools are not offered at STCL Houston

Credit for external placements will not be granted except in extraordinary circumstances as determined by the Associate Dean for Experiential Education having responsibility for clinical programs.

Probationary Rule

For students who first enrolled before 2017 fall

Any student whose **cumulative GPA falls below 2.200** in any semester subsequent to their first two full semesters will not be immediately dismissed but will be given, after academic counseling, the remainder of their current enrollment

period (or, if the student is not currently enrolled, one succeeding probationary enrollment period) to attain a **cumulative GPA of 2.200**. Failure to attain a **cumulative GPA of 2.200** by the end of such probationary period will result in immediate dismissal for academic deficiency.

Probationary Final Dismissal Rule

For students who first enrolled before 2017 fall

1. Any student who successfully raises their cumulative GPA after application of the Probationary Rule, but who thereafter fails a second time to **maintain a 2.200 cumulative GPA**, will be immediately and finally dismissed for academic deficiency.
2. A student dismissed for academic deficiency is dropped administratively from all classes and is excluded from further attendance. Individual professors have no authority or discretion to permit further attendance by such students. A dismissed student is not eligible to continue employment with the law school under circumstances that require student status.

Extracurricular Activities and Academic Deficiency

For students who first enrolled before 2017 fall

A student on academic probation (**GPA below 2.200**) cannot:

1. Hold office in any student organization. Students taking office must certify their satisfactory academic standing. If an officer's GPA drops below the requirement during their term in office, they must resign immediately. An officer's failure to resign will result in the organization's termination and loss of all privileges.
2. Be assigned to, or enter, any intramural or interschool moot court, mock trial, client counseling, negotiation, or other advocacy competition. Students who fail to meet academic requirements will be disqualified from any extracurricular competitions in which they have entered. If appropriate, STCL Houston will withdraw its sponsorship of the competition in question.
3. Participate in Law Review, Corporate Counsel Review, or Journal of International Economic Law. Students who fail to meet academic requirements will be administratively dismissed from participation in these programs.

Academic Supervisions

For students who first enrolled prior to 2019 spring (full-time start) or prior to 2018 fall (part-time start)

A student will be subject to the additional requirements of academic supervision in either of the following two circumstances:

- A **full-time student's** cumulative GPA is **lower than 2.800** immediately after having attempted 30 credit hours or having completed 2 semesters, whichever occurs first.
- A **part-time student's** cumulative GPA is **lower than 2.800** immediately after having attempted 30 semester hours or having completed 4 semesters or sessions, whichever occurs first.

For students who first enrolled in 2018 spring (full-time start) or in 2017 fall (part-time start)

In addition to other requirements for graduation applicable to all students, a student under Academic Supervision must also satisfy the following special requirements as a condition of graduation:

1. Enroll and receive a passing grade the following five courses:
 - Agency and Partnership
 - Corporations
 - Family Law
 - Secured Transactions
 - Wills, Trusts & Estates
2. Enroll and receive a passing grade in the law school's two credit hour, graded Bar Preview course in the fall or spring semester before graduation or the semester before taking the bar exam, whichever comes first.

Bar Examination 86-Hour Rule

For students who first enrolled before 2017 fall

The rules governing admission to the State Bar of Texas permit a person to sit for the bar exam if they have graduated with a J.D. degree or has satisfied all J.D. requirements “except for no more than four credit hours...” Accordingly, a student may be certified to take the Texas Bar Exam before graduation, if the student has met the requirements of the “86-hour Rule” and has settled all balances on their account.

Students who plan to take the bar exam under the “86-hour rule” must adhere to the following:

- The required 86 hours must be indicated on the student’s official record by the end of the fall semester for the February exam and by the end of the spring semester for the July exam.
- A student must have a **cumulative GPA of at least 2.200** to be certified for the exam.
- If a student takes the bar exam before graduation, they may not receive final grades in time to be sworn in with other successful bar candidates. Grades are due 28 days after the date of the last final examination. The law school does not request early grades. Student Services & Support certifies a candidate as a graduate upon receipt and posting of all grades and verification that all graduation requirements have been met. The certification date may not be earlier than the day after the official date of graduation.

FINANCIAL POLICIES AND PROCEDURES

Tuition, Fees, and Billing

Tuition and fees for fall and spring semesters are assessed at a flat rate based on a student’s full-time or part-time status. Tuition and fees for summer sessions and intersessions are assessed on a per-credit-hour basis. Tuition and fees schedules are updated each academic year and made available on the [Tuition and Financial Aid](#) page. Tuition and fees, along with any prior balances, must be paid by the published due date unless a student has selected a deferred payment plan. Failure to meet payment deadlines results in cancellation of all course registration.

The law school does not distribute mailed or printed invoices. Student account balances and billing information is available via STANLEY. Payment deadlines are posted online in the [Academic Year Important Dates](#).

Special Enrollment Circumstances

- **Enrollment for One Credit Hour**

The law school will waive the Registration and General Services Fee for a student enrolled in only one credit hour in a course with no classroom component (Law Review, Moot Court, Corporate Counsel Review, or CURRENTS: Journal of International Economic Law). Accordingly, it is not available to a person who drops after registration. If a student adds a course after registration, the Registration and General Service Fee will be assessed.

- **Graduating Students**

Students who require seven or fewer hours to graduate will be charged tuition on a per credit hour basis, plus fees.

- **Visiting Students and Graduate Audit Status**

Students enrolled as visiting students or auditors must pay all tuition and the \$300 Registration and General Services Fee **in full** at the time of registration.

Methods of Payment

STCL Houston accepts cash, personal or cashier’s checks, or money orders. Payment must be made in U.S. dollars. The law school does not accept temporary checks, credit card checks, credit cards, debit cards, or wire transfers. All cash

payments must be made in person in the Accounting Services Office. Student ID numbers are required on any check submitted for payment.

Payments may be submitted via:

- **Electronic Check** – Click “Pay by Check” at the bottom of the Student Account page in STANLEY.
- **Mail** – Mail a check or money order labeled with student ID number to:

South Texas College of Law Houston
Accounting Services
1303 San Jacinto Suite 823T
Houston, TX 77002
- **Drop Box** – Checks or money orders may be placed in the secure drop box located at the security desk in the atrium. Do not place cash in the drop box.
- **In Person** – Payments may be made in the Accounting Services Office (823T) Monday through Friday, 9 a.m. to 5:30 p.m.

Returned checks incur a \$25 fee. The law school does not automatically re-deposit returned checks. Failure to clear a returned check may result in criminal prosecution. The law school will not accept personal checks from anyone who has had two checks returned. The act of cancelling a submitted check does not constitute a withdrawal from courses. A returned check for tuition will result in cancellation of all courses. Students dropped for non-payment may re-enroll during registration.

Deferred Tuition Payment Option

Under the Deferred Tuition Payment plan:

1. Fifty percent of tuition and a \$300 mandatory, nonrefundable Registration and General Services Fee must be paid by the published due date in any given semester. In addition to traditional payment methods, this deposit may be made with sufficient accepted financial aid in the form of unsubsidized loans, approved Graduate PLUS loans, Texas Education Grant funds, or institutional scholarships.
2. The remaining balance of tuition and fees is due by midterm, at 4 p.m. on the date specified in the tuition and fee schedule.
3. Failure to make required payments will result in the denial of this payment option for any future enrollment period, exclusion from classes, and placement of a hold on a student’s record.

If a student’s deferred payment request is denied, payment is required in full by the published deadline.

Account Holds

Failure to make required payments will result in a student’s account being placed on hold until payment is received. A hold will prevent the student from registering for classes, obtaining official records, receiving exam numbers, and accessing grades. Payments made by check or e-check are subject to a 10-day processing period before a hold can be released. To have a hold immediately released, a student must pay the past due amount by cash, cashier’s check, or money order.

Refunds and Returns

Tuition refunds will be credited to a student’s account if, before the fifth week of classes, (1) all courses are dropped, or (2) status is changed from full-time to part-time. Assessed fees, including seat deposits, are mandatory and non-refundable. Refund checks, if any, will be disbursed by the Accounting Services Office no sooner than 30 days from the date of the drop. Unless all courses are dropped, the refund will be mailed to the student’s campus mailbox. If the student receives Title IV financial aid, any refund may be returned directly to the lender as required by federal law. Students are responsible for any balance due to the law school as a result of dropping or withdrawing from courses. Students receiving Title IV aid are encouraged to meet with a director of student financial services before dropping courses.

Fall and Spring Semesters

<u>All courses dropped</u>	<u>Percent Tuition Refunded</u>
After registration and through the first week of classes	80%
During second week of classes	60%
During third week of classes	40%
During fourth week of classes	20%
After fourth week of classes	0%

Summer Session

<u>All courses dropped</u>	<u>Percent Tuition Refunded</u>
After registration and through the first week of classes	100%
During second week of classes	50%
After second week of classes	0%

Intersessions

There are no drops or refunds for intersession courses after online registration closes.

Accounting Services Office Approvals

A student's account must be paid in full, including tuition, fees, returned checks, and delinquent library books before the law school can honor a request for a letter of standing, award a degree, or certify the student to take the bar examination. Graduating students must clear their accounts in the Accounting Services Office by cashier's check, money order, or cash payment at least one month before taking the bar examination to ensure the timely release of all necessary bar papers. Cash payment will be necessary from any student requesting immediate clearance. However, students on financial aid who have only a current semester or session balance and will receive additional loan funds to cover the current balance, will be considered as having cleared their accounts with the Accounting Services Office.

Current students intending to transfer to another law school must submit an Educational Records Release to obtain a Letter of Standing, along with the required \$35 transfer application fee **per transfer letter**. Cashier's check, money order, or cash payment will be necessary to ensure immediate release of this information. Letters of Standing will be issued only to students who have cleared their accounts with the Accounting Services Office.

Students who are delinquent in their financial obligations are not permitted to attend classes until payment is made, and a hold will be placed on their accounts. Further, delinquent balances will be turned over to a collection agency.

FINANCIAL AID

Student Financial Services administers and processes student loans, scholarships, grants, and Federal Work Study funds. Once accepted, loan and grant funds are automatically applied to your account. Resulting credit balances due from the law school are refunded by electronic refund or check. If your financial aid does not fully cover your tuition and fees, you must, at the time your financial aid is disbursed, pay the remaining balance in full or your account will be subject to the deferred payment deadline with respect to the shortfall.

Book vouchers are available to those students with federal aid to purchase their class materials. Students must agree to the authorization of their financial aid funds for book store purchases within their self-service portal, located in Stanley. Once the student elects to authorize financial aid funds for book store purchases, their election remains in effect for the duration of their enrollment. Students are not required to utilize the book voucher option every term, once they opt in. Students must notify Student Services & Support if they wish to change their election.

Counselors are available by appointment to help students with individual financial aid planning. General information about cost of attendance, types of aid, applications processes, and academic requirements related to financial aid is on the [Scholarships and Financial Aid](#) page.

GENERAL POLICIES AND DISCLOSURES

Nondiscrimination Policy

South Texas College of Law Houston adheres to all federal and state civil rights laws and regulations prohibiting discrimination in private institutions of higher education. The law school does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of race, religion, hearing status, personal appearance, sex, pregnancy, source of income, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability (including perceived disability), age, marital status, family responsibilities, sexual orientation, gender identity, gender expression, veteran or military status (including disabled veteran, recently separated veteran, active duty wartime or campaign badge veteran, and Armed Forces Service Medal veteran), predisposing genetic characteristics, domestic violence victim status, or any other protected category under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any grievance process on campus, with the Equal Employment Opportunity Commission, or other human rights agencies.

This policy covers nondiscrimination in both employment and access to educational opportunities. Therefore, any member of the law school community whose acts deny, deprive, or limit the educational or employment access, benefits, or opportunities of any member of the law school community, guest, or visitor on the basis of that person's actual or perceived membership in the protected classes listed above is in violation of the South Texas College of Law Houston policy on nondiscrimination.

When brought to the attention of the law school, any such discrimination will be promptly and fairly addressed and remedied by the law school according to the appropriate resolution process as described in the law school's [Equal Opportunity, Harassment, Nondiscrimination and Non-academic Misconduct Policy and Resolution Process](#).

Knowledge of Law School Regulations, Curriculum, and Rules

All students are responsible for reviewing the contents of this handbook and complying with all requirements, rules, and regulations herein. Students also are responsible for familiarizing themselves with the content of law school communications delivered via student email, and websites/internet. The provisions of this handbook do not constitute a contract, express or implied, between an applicant, student, or faculty member. The faculty and administration of South Texas College of Law Houston reserve the right to, at any time, make policy changes which may be applicable to students who enrolled before the changes. No exception to, or waiver or deviation from, the provisions of this handbook nor any series of the same (whether granted by the faculty of the law school, by one of its committees, or by an official of the law school) shall establish a new policy or create a binding precedent or create any right whatsoever of other persons to receive similar exception, waiver, or deviation.

Truthfulness and Disclosure: Prerequisite to Admission and Graduation

Admission of any applicant from matriculation through graduation is contingent upon the truthfulness of information contained in the application materials submitted by the applicant and/or other persons on the applicant's behalf, including letters of recommendation; corrections to any misinformation provided to the law school; and disclosures of information required by the rules or regulations of the law school. Subsequent to application or admission to STCL Houston, each student has a duty to [disclose immediately](#) any new incidents and events relating to their character and fitness to study and practice law.

Discovery of falsified information or nondisclosure, whether provided directly or indirectly by a student, prior or subsequent to admission, is grounds for withdrawal of an admission offer, immediate dismissal at any point during the course of study, revocation of a J.D. degree if already conferred, or other disciplinary action. Such dismissal will result in forfeiture of all monies paid and academic credits earned. Students should contact the Student Support with any questions or amendments related to truthfulness and disclosure.

Representations, Warranties, and Claims

South Texas College of Law Houston does not represent, warrant, or claim that by attending or graduating from the law school an accepted applicant will pass the bar exam or earn acceptance to the bar in any state. In addition, South Texas of Law Houston does not represent, warrant, or claim that by attending or graduating from the law school, or by

subsequently being admitted to the bar of any state, an accepted applicant to the law school will gain employment in a legal position or will receive an average starting salary higher than such applicant might otherwise be in a position to receive.

Logo and Name Usage

Students in the law school, either individually or collectively, shall not, without written consent of the President and Dean, use the name “South Texas College of Law Houston” in connection with any activity of any kind outside the regular work of the law school. Violation of this rule may result in disciplinary sanctions. South Texas College of Law Houston trademarks and branding elements, including letterhead, type style and font, cannot be used or recreated for any purpose without the express written authorization from the law school’s Vice President for Marketing and Communications. Authorized student organizations may use the name of the law school, in compliance with the restrictions contained in this section, as long as it reads, “[Name of Student Organization], a student organization at South Texas College of Law Houston.”

Alcohol, Drug, Sex Offense, and Harassment Prevention (Title IX)

The Office of Student Support provides assistance and referrals for professional services for students who have concerns regarding substance abuse. The office also offers educational programs and screening related to substance abuse, mental health, and stress management. Students should report, via email, sexual offenses or incidents of harassment to the [Title IX Coordinator](#) or click [here](#).

Confidentiality of Official Student Records

Family Education Rights and Privacy Act (FERPA)

South Texas College of Law Houston affords all of its students their full rights as required by the Family Educational Rights and Privacy Act (FERPA). This law protects the privacy of students and provides students the right to inspect and review education records. The law school will obtain a written consent from a student before disclosing personally identifiable information from the education records of the student, other than directory information, except as provided in FERPA and the guidelines and procedures adopted to implement FERPA, which are available on the [FERPA](#) page.

STUDENT COMPLAINTS AND APPEALS PROCESS

General Complaints

If a student has a complaint that the student believes needs attention, submit an online report [here](#). The student should make an appointment with the Dean or any of the associate deans to discuss. A personal or written response will be made as soon as the matter has been investigated. Student suggestions for a possible solution are welcome. Anonymous complaints generally are not complete enough to be addressed because there is no way to obtain additional information to facilitate an investigation. Accordingly, action is seldom taken on anonymous letters.

Academic Appeals

If, after having consulted with the appropriate dean, an academic complaint has not been handled to the student’s satisfaction, the student may solicit the assistance of the Student Appeals and Disciplinary Committee, but only if the matter falls within its jurisdiction.

The Student Appeals and Disciplinary Committee has the right to grant an appeal, consider, and make a determination for the following:

1. Impropriety on the part of any professor in assigning a grade or grades based upon anything other than the student’s academic performance, including any breach of the policy on Anonymity; the Grading System; or the making of a post-submission change to a grade in violation of the stated policy.
2. Irregularities or errors in interpreting or implementing any of the following policies:
 - a. The Academic Deficiency policy;
 - b. The Academic Supervision policy; and

- c. The Extracurricular Activities and Academic Deficiency policy.
3. Deviations in the processing of Grade Reductions or in the Method of Computing Averages.
4. Nothing contained in this statement of jurisdiction is a grant of authority to the committee to revise or deviate from any published standard without the prior approval of the faculty. The student or any faculty member may appeal to the full faculty if two or more members of the Student Appeals and Disciplinary Committee dissented from the determination.

Complaints Concerning the Program of Legal Education

South Texas College of Law Houston (“the law school”) is accredited by the American Bar Association (ABA). The ABA Standards for the Approval of Law Schools can be found on the ABA’s website located at https://www.americanbar.org/groups/legal_education/resources/standards/. Copies of the ABA Standards are also available in The Fred Parks Law Library.

A. Filing of a Complaint

In accordance with ABA Standard 510, any student who wishes to bring to the law school’s attention “a significant problem that directly implicates the school’s compliance” with the ABA Standards should submit a complaint to the Associate Dean for Academics. The student’s complaint may be sent by email, by fax, or by U.S. Mail. The complaint must be in writing and signed by the student; contain the student’s name, home and email addresses, and telephone number; specify the ABA Standard or Standards involved in the complaint; identify the “significant problem that directly implicates the school’s compliance” with those Standards; and describe in sufficient detail to permit investigation what action, process, or policy gives rise to the alleged problem and explain how it directly implicates the law school’s compliance with the ABA Standards.

B. Procedures for Addressing Complaints

1. The Associate Dean or their designee should acknowledge receiving the student’s complaint within three business days of receiving it. Acknowledgment may be made by email, U.S. mail, or by personal delivery.
2. Within two weeks of acknowledging the complaint, the Associate Dean for Academics or their designee shall either meet with the complaining student in person or respond to the substance of the complaint in writing. In this meeting or in this writing, the student should receive a substantive response to the complaint or information about what steps are being taken by the law school to address the complaint or what further investigation of the complaint is required for the law school to properly respond to the complaint.
3. If further investigation is required, within two weeks after completion of the investigation the law school shall provide the complainant with either a substantive response to the complaint or information about what steps are being taken by the law school to address the complaint.

C. Appeal Process

1. A complainant may appeal the law school’s substantive response or statement of proposed remedial steps to the Dean of the law school. The student’s appeal must be made in writing within two weeks after communication to the complainant of the substantive response to the complaint.
2. The Dean shall respond to an appeal within three weeks of receiving the appeal. The decision of the Dean will be the final action on the matter.

D. Maintaining a Written Record of the Complaint

The law school shall maintain a copy of the complaint and a summary of the process and resolution of the complaint in a confidential manner in the Dean’s Office from the date of the final resolution of the complaint through the date of the next ABA site evaluation visit.

E. Protection Against Retaliation

The law school will not in any way retaliate against an individual who makes a complaint under this policy and shall not permit any faculty member, administrator, employee, or student to do so.

F. Deadlines

For purposes of this policy, “day” means a business day and “week” means a week when the law school is open for normal business, regardless of whether classes are in session. In determining any deadlines set forth in this policy, references to a number of “days” before or after occurrence of an event shall not include the day of the event.

RULES AND POLICIES

STUDENT CONDUCT CODE

(effective August 14, 2020)

I. OVERVIEW

A. Preamble

South Texas College of Law Houston (“the law school”) strives to teach students the knowledge, skills, and values needed to practice law and prepare them for their responsibilities as future members of the legal profession. Practicing lawyers are subject to the highest standards of professional conduct. This Student Conduct Code (“the Code”); therefore, presupposes that the law school’s students aspire to join a profession distinguished by honor and integrity and that their character and conduct, while attending the law school, should thus reflect honor and integrity.

As a professional school for lawyers, the law school also expects students to adhere to the highest standards of the profession, including but not limited to honesty, integrity, and professionalism, and to avoid even the appearance of impropriety during their legal education. As a community of respect, the law school further expects its students to be guided by a commitment to treating others with civility, dignity, and respect. These principles and the law school’s aim of preparing students to be members of the legal profession underlie this Code.

B. Purpose and Applicability of Code

1. Purpose of Code

This Code promotes expectations for students’ conduct while they are enrolled at the law school, ensures a fair process for determining compliance with those expectations, and specifies a range of remedial measures for instances where student behavior deviates from these expectations.

2. Applicability of the Code and Student Responsibility

- a) This Code applies to all students of the law school.
- b) Generally, jurisdiction shall extend to conduct that occurs on the law school premises as well as to conduct that occurs off premises if it adversely reflects on the student’s character or fitness to practice law or if the conduct adversely affects the law school or its reputation or purpose, a member of the community-at-large, or a member of the law school community. A student’s off-campus misconduct may be subject to sanctions by the public authorities. In addition, some kinds of off-campus misconduct may violate law school rules or the Code or may otherwise adversely reflect on an individual’s fitness as a law student and prospective member of the legal profession.
- c) Each student shall be responsible for their conduct from the time of application for admission through the actual awarding of a degree.
- d) Students are responsible for knowing the contents of this Code. Ignorance of the Code will not constitute a defense to disciplinary charges.
- e) This Code shall apply to a student’s conduct even if the student withdraws or is dismissed from the law school while a disciplinary matter is pending, as long as the conduct occurred before the student’s withdrawal or dismissal. If an investigation or hearing under the Code is pending when a student is scheduled to graduate, the student’s degree may be withheld until the charges are resolved; the student may be denied the privilege of participating in graduation programs, receptions, elections, or honors ceremonies at the discretion of the Dean.

- f) The Code and its processes shall apply to alleged violations committed by faculty, staff, or law school administration. The Code is intended to govern both academic conduct and some forms of non-academic conduct. Sexual harassment and conduct prohibited under Title IX (34 CFR 106.30) as well as Texas law are addressed in the law school's [Equal Opportunity, Harassment and Nondiscrimination Policy](#).

3. Scope

- a) The Code establishes general standards of acceptable conduct for students within the law school community and describes non-exhaustive examples of both required conduct and prohibited misconduct, but the Code's failure specifically to address any particular act of misconduct shall not be interpreted to mean that the Code does not apply to such misconduct.
- b) A complaint for violation of this Code may be filed against a student or a student organization for conduct that is also the basis of a civil or criminal action, without regard to any pending civil litigation or criminal arrest and prosecution. Proceedings under the Code may be carried out before, simultaneously with, or following civil or criminal proceedings. Students who are arrested or otherwise charged with a violation of law or ordinance outside of the law school have an ongoing obligation to disclose this information, in writing or in person, to the Office of Student Support within 15 days of arrest or notice of such charges. This obligation does not include minor traffic violations; yet, it does include any offenses involving alcohol or drugs, any failure to maintain motor vehicle financial responsibility (also known as No Insurance or No Motor Vehicle Liability Insurance), and any offenses in which there was an attempt, whether successful or not, to suspend or revoke a driver's license. Failure to comply with this reporting provision will constitute misconduct under the Code.

A student violates the Code when the student attempts or conspires to violate the Code; the terms "attempt" and "conspires" shall be defined according to the Texas Penal Code for purposes of this provision.

C. *Non-Exclusivity of Code*

This Code describes prohibited and required conduct for the law school's students. It does not replace or modify existing provisions governing student conduct such as [Title IX](#), the Alcohol Service Policy, Drug Abuse Prevention Policy, Drug and Alcohol Abuse Prevention Policy, and Weapons Policy; these policies, along with the provisions of this Code, apply to student conduct.

D. *Definitions*

These definitions apply to all Code provisions:

1. Community-at-Large includes any person outside of the law school community with whom a law school student comes into contact.
2. The law school community includes any person who is a student, administrator, staff member, coach, faculty member, adjunct faculty member, trustee, or authorized visitor of the law school.
3. "Lying" means making a false or misleading statement or providing false or misleading information with knowledge of its falsity or misleading character or with careless disregard as to its truth or accuracy.

II. **ACADEMIC MISCONDUCT**

Students shall comply with all requirements and instructions of the administrative authorities and full-time and part-time faculty with regard to academic conduct. Failure to do so is academic misconduct. In addition, students shall not engage in the following forms of academic misconduct: (A) Cheating; (B) Plagiarism; (C) Misconduct Regarding Independent Work; (D) Misconduct Regarding Taking Examinations, (E) Violating Anonymity; (F) Obstructing School Property or the Work of Another, or (G) Other Academic Misconduct.

A. *Cheating*

A student shall not cheat. "Cheating" is any conduct in connection with an examination, paper, article, project, assignment, competition, or the work done for award of academic or professional honors or credit at the law school, done for the purpose of unfairly disadvantaging another student or gaining an unfair advantage. For an

act to constitute cheating, it is not necessary that the student obtain the unfair advantage or another student suffer a disadvantage.

B. Plagiarism

A student shall not plagiarize. A student plagiarizes when the student submits the work of another as the student's own. Plagiarism is the copying, using identical language or insubstantial variations in language, of the work, words, or ideas of another without fully and accurately crediting sources, the improper paraphrasing of the work of another as explained below, or the use of ideas or text obtained from another without fully and accurately crediting sources. Fully crediting sources means referring to sources by footnotes or citations, in addition to indicating, by the use of quotation marks, language taken directly from the source. Proper paraphrasing means restating the text in a different form that maintains the text's meaning, not merely rearranging the same text. Citation of a source is not a defense to a charge of plagiarism.

C. Misconduct Regarding Independent Work

1. A student who puts their name or examination number on any work submitted for academic credit, publication, or presentation, by doing so, will have certified that resources have been fully credited and that the student has not received unauthorized aid with that work.
2. A student shall not permit their own work, or any portion of their own work, to be submitted as the work of another.
3. A student shall not offer any work for a course that the student previously prepared for another purpose (such as for another course, for a journal, or for professional work or an internship), except on receipt of written permission from the faculty member to whom the work is offered after full student disclosure.
4. A student shall not invade the security maintained for the preparation and storage of examinations. Regardless of how the student attains the information, if a student learns information concerning an examination that they are due to take, other than that released or authorized by a faculty member, the student shall notify the faculty member giving the exam immediately upon learning the information.
5. A student shall adhere to all non-collaboration requirements of a faculty member or administrator with regard to the student's work, whether an examination, paper, or any other project or assignment.

D. Misconduct Regarding Taking Examinations

1. A student shall not take an examination for another or permit another to take an examination for them.
2. While taking an examination, a student shall neither possess nor refer to any material (such as books, notebooks, outlines, papers, or notes, no matter whether written or through technology) not authorized by the faculty member for use in the examination.
3. While taking an examination, a student shall not give, receive, or obtain information or assistance in any form not authorized by the faculty member or person(s) administering the examination.
4. During an examination, a student shall neither converse nor communicate with any person other than the person(s) administering the examination, unless with the permission of the person(s) administering the examination.
5. A student shall not begin an examination before the time announced for beginning the examination by the person(s) administering the examination.
6. A student shall not continue writing after the time announced for the conclusion of the examination by the person(s) administering the examination.
7. A student shall not fail to submit a set of answers, the examination, or such other materials as are requested at the conclusion of the examination by the person(s) administering the examination.
8. A student who has permission to take a make-up examination shall not discuss the contents of the examination with anyone other than the professor giving the examination until after the student has taken the make-up examination.
9. A student shall not knowingly communicate, directly or indirectly, the contents of an examination to any student who has not yet taken the examination.

10. A student shall not knowingly misrepresent an illness or any other reason for the purpose of deferring or being excused from an examination.
11. A student shall comply with all requirements governing student conduct set out in the law school's Final Examination Procedures.

E. Violating Anonymity or Faculty Instructions

1. A student shall not violate any faculty or administrative rules or instructions regarding the anonymity of examinations, papers, or other assignments.
2. A student shall not take an examination, submit a paper, or perform any other academic work in violation of the instructions given by the faculty member for whom the student performs the work.

F. Conduct Affecting School Property or the Work of Another

1. A student shall not tear, mutilate, destroy, hide, misfile, or remove library materials from the library without complying with library procedures.
2. A student shall not use any law school computer or printer or other technology or database owned by the law school for any purpose other than education in accordance with library procedures and the law school's mission.
3. A student shall not tear, mutilate, destroy, hide, gain access to, share with others, misfile, or remove property of another member of the law school community without the property owner's express permission.
4. A student shall not take any action for the purpose of impeding another student's work involving an examination, competition, paper, project, assignment, article, or other academic work.

G. Other Academic Misconduct

1. A student shall not knowingly make a false allegation of a violation of this Code.
2. A student shall not knowingly misrepresent their academic record, extracurricular activities, or work experience to other institutions, prospective employers (whether paid or for an unpaid internship), court, judge, or law school organizations.
3. A student shall not lie with regard to any questions asked of them or by any faculty member or administrator of the law school regarding an alleged violation of this Code.
4. A student lying about academic work shall violate this Code.
5. A student shall not make a false declaration on any attendance document; a false declaration would include signing in another student who is not present in class.

III. NON-ACADEMIC MISCONDUCT

Students shall comply with all requirements and instructions of the administrative authorities and full-time and part-time faculty for maintenance of order and decorum on the law school premises, including but not limited to in classrooms, courtrooms, clinics, the library, study rooms, hallways, and all other facilities and property of the law school. Students shall not engage in behavior that jeopardizes the health or safety of the law school community or anyone in the law school community or community-at-large or disrupts the educational activities and supporting services of the law school.

To that end, students shall not engage in the following instances of non-academic misconduct: (A) harassment, physical assault, stalking, bullying, or intimidation, as described here and in the law school's Title IX policy; (B) misuse of the law school's property or other students' property; (C) violations of the law school's policies regarding use and consumption of drugs and alcohol; (D) use and carrying of weapons; (E) off-campus misconduct; and (F) misconduct regarding the Code's disciplinary process.

A. Harassment, Physical Assault, Stalking, Bullying, Intimidation

In addition to the misconduct described in the law school's "[Equal Opportunity, Harassment, Nondiscrimination and Non-Academic Misconduct policy](#)", a student will violate this Code by engaging in any conduct for the purpose of, or which has the reasonably foreseeable effect of, limiting the ability of any member of the law school community to fully participate in or benefit from any activities of the law school. A student also violates this Code

by engaging in conduct that will risk or diminish the health and safety of any member of the law school community or community-at-large. The prohibitions against harassment, bullying, and intimidation do not apply to views or opinions expressed in the classroom that are relevant to the subject being taught and are expressed in a responsible and professional manner. With these prohibitions in mind, the following non-academic misconduct, though not an exhaustive list, violates the Code:

1. A student shall not engage in physical assault, acts of physical violence, injury to the property of others, conduct that intentionally or recklessly imperils the safety of any person on law school premises, or threaten to commit any of the above.
2. A student shall not engage in threats, harassment, stalking, bullying, or intimidation by speech, written word, or conduct, including by use of social media, text, or e-mail, that is directed toward or that is about a student, a group of students, administrative authorities, coaches, staff, or full-time or part-time faculty members.
3. While at the law school, a student shall not behave in a manner that impedes, impairs, interferes with, or disrupts any teaching, practice, clinic, meeting, library activity, research, administrative services, or law school activity.

B. Misuse of Property

A student will violate this Code by engaging in any conduct that disrupts the law school's normal operations or damages, in any way, the law school's facilities or property or the property of any member of the law school community. To that end, the following conduct, though not an exhaustive list, will constitute a violation of the Code:

1. A student shall not damage, deface, tamper with, gain access to, share with others, or take without authorization law school property or the property of any member of law school community, which includes, but is not limited to, all furniture, computers, technology owned by the law school, books, and safety devices (fire extinguishers and defibrillators), any database owned by the law school, or personal information of someone other than the student on a law school or personal computer or computerized database.
2. A student shall not gain or attempt to gain unauthorized access to, entry into, or use of any buildings or facilities of the law school.

C. Alcohol and Illegal Drugs

A student violates this Code by engaging in conduct involving alcohol or illegal drugs that will risk or diminish the health and safety of any member of the law school community or community-at-large. With this prohibition in mind, and in addition to the [Alcohol Service Policy](#), [Drug Abuse Prevention Policy](#), and [Drug and Alcohol Abuse Prevention Policy](#), the following conduct shall violate the Student Conduct Code:

1. A student shall not engage in unlawful manufacture, possession, sale, or distribution of illegal drugs while on law school property, while in a classroom at the law school, while representing the law school, or while participating in law school activities on or off law school property.
2. A student shall not consume, possess, or use alcohol or illegal drugs while on law school property, except for alcohol consumption during law school sanctioned, sponsored, or related activities in accordance with the law school's Alcohol Service Policy.
3. A student shall not attend a law school or law school-sponsored class, clinic, competition, conference, seminar, or other educational activity (or represent the law school at any such event) under the influence of alcohol or illegal drugs.

D. Firearms and Weapons Misconduct

1. A student who engages in conduct that violates the law school's [Weapons Policy](#) violates the Code by that conduct and will be disciplined under the procedures at Section V of the Code.

E. Off-Campus Misconduct

1. A student who engages in conduct not otherwise covered by a Code provision, whether on or off law school premises, which adversely reflects on the student's character or fitness to practice law or adversely affects

the law school, its reputation, or any member of the law school community or the community-at-large commits a violation of this Code.

F. Misconduct Regarding the Code's Disciplinary Process

1. A student who in good faith suspects a Code violation has occurred has an obligation to promptly report the suspected violation to a member of the faculty or administrator. A student's failure to do so violates the Code.
2. A student violates the Code by falsely accusing another student of a violation when the accuser knows the accusation is false.

IV. MISCONDUCT ON APPLICATION FOR ADMISSION

The following conduct, if committed by an applicant to the law school, and not discovered or disclosed until after the applicant's matriculation as a student at the law school, violates the Code. The disciplinary procedure for an applicant's violation of this section, even after the applicant has matriculated, will be handled by the law school's Admissions Office alongside Student Services & Support as reflected in the Truthfulness and Disclosure section of the Student Handbook.

- A. A student shall not forge, falsify, or alter documents or records submitted in connection with the student's application for admission to the law school.
- B. A student shall not submit false information in response to questions on the student's law school application or questions from admissions officers in connection with the student's law school application.
- C. A student shall not fail to provide information or correct incorrect information once the student learns of new or changed information relevant to an admissions inquiry on the student's law school application.

V. DISCIPLINARY PROCEDURES

A. Reporting Requirement

Any person having knowledge of facts they believe constitutes academic misconduct under the Code shall report such facts in writing by filing a report [here](#). The report shall be signed with the full name of the person submitting the report and shall name the student(s) whom the reporting person believes violated the Code. Lying in the reporting of alleged misconduct will violate the Code.

Any person having knowledge of facts they believe constitutes violations of the law school policy on Equal Opportunity, Harassment, Nondiscrimination or Non-Academic Misconduct should file a report [here](#) or contact the [Title IX Coordinator](#).

B. Review of the Complaint

Upon receipt of a report of academic misconduct, the Assistant Dean of Student Affairs shall review the report and may review any other materials or make inquiry of any person believed to have information concerning the report. If, as a result of such review and inquiry, and upon finding good reason to proceed, the Associate Dean for Faculty shall issue a complaint ("Complaint") and refer such Complaint to the Student Appeals and Discipline Committee ("Committee") constituted as set forth in Section C below, which shall hear and determine the matter.

Lying to any law school administrator when responding to their inquiry for information regarding alleged misconduct will violate the Code.

If the Assistant Dean of Student Affairs (with approval of the Associate Dean for Faculty) finds there is no good reason to proceed, then no further action shall be taken on the report.

C. Student Appeals and Disciplinary Committee to Hear the Complaint

If there is good reason to proceed on the report, a Complaint is issued against the student, and the matter shall be referred to the Student Appeals and Disciplinary Committee ("Committee"), consisting of at least three regular full-time faculty members and two students, to hear the report. One of the appointed faculty members shall serve as the Committee's chairperson. The Dean shall appoint the student members of the Committee in consultation with the President of the Student Bar Association. Each student on the Committee shall be in good academic standing and shall have expressed a willingness to serve on the Committee. The Committee shall determine whether the student or students in the Complaint have committed a violation, and if the committee

finds that the student(s) have done so, it shall determine the sanction to be imposed, except as otherwise provided in Section J below.

D. Rights of the Student(s) Named in Complaint

The Committee may find the student(s) to have a violation of this Code only after affording the student each of the following rights, except those rights specifically and knowingly waived by the student in writing:

1. Notice of the specific conduct or action(s) alleged to constitute a violation by the student and notice of rights (2) through (6) immediately below, at least seven days before the commencement of a fact-finding hearing.
2. The opportunity at the hearing to hear all evidence against the student.
3. The opportunity at the hearing to present relevant evidence on the student's behalf.
4. The right to remain silent at all points in the proceeding.
5. The right to retain counsel at the student's own expense and to have counsel appear with the student in the proceedings, or, in lieu of counsel, to have any other individual willing to do so, in either case, at no cost to the law school, appear with the student in the proceedings; provided that no person, other than the members of the committee, shall have the right to be present while the committee, after examining the evidence, is deliberating over the question of whether the student has committed a violation of the Code and/or the question of what sanction(s) to impose ("Deliberative Session"). The sole function of such counsel (or other individual) shall be (i) to be present (except as otherwise provided above), (ii) to give advice to the student concerning what they should or should not say, and (iii) to summarize the case for the student in a closing statement addressing the issue of whether a violation of the Code has been committed by the student and/or the issue of what an appropriate sanction should be if a violation is found or has been admitted to have been committed.
6. The right to defer for no longer than one hour any statement the student wishes to make at any point until subject student has consulted with the person, if any, representing the student.

The Committee's finding that a student has or has not committed a violation shall be based solely on the evidence presented at the hearing.

If after hearing the evidence (including the answers to any questions asked by a member of the Committee) the Committee consequently finds subject student to have committed a violation, it shall provide the student with a concise statement of its conclusions. Such statement (without identifying the name of the student) may, at the Dean's discretion, be provided to the whole faculty and published appropriately to the student *body*.

E. Hearing

The Committee shall call and question such persons and examine whatever other evidence it considers relevant to the issues to be determined. Only members of the Committee may question persons appearing before it. The Committee shall record the hearing on the Complaint, except when the Committee is in deliberative session. The committee may, in its discretion, grant immunity to any witness from any sanction which might be imposed in connection with the incident described in the Complaint. Evidence of a prior complaint against the student shall be admissible before the Committee, unless it did not result in a sanction which remains a part of the student's permanent law school record.

F. Standard of Proof; Determination of a Violation by the Student(s)

If the Committee finds the student has not committed the violation(s) set forth in the Complaint, then the fact that such finding has been made shall be reported to the Dean. If a majority of the Committee finds that the student has committed a violation by a preponderance of the evidence, then the committee shall impose whatever sanction a majority of the Committee believes is appropriate; however, the student shall not be suspended for more than one semester or expelled from the law school except with the concurrence of a majority of the voting faculty who are present and voting at a meeting at which a quorum is present following at least seven days' notice. If the Committee finds the student to have committed a violation, the chairperson shall report in writing such finding and the sanction recommended to the Dean of the law school for approval or modification. If the Dean approves suspension for more than one semester or expulsion, this sanction will be imposed only with faculty concurrence.

G. Closed Proceedings

All proceedings under the Code shall be closed to persons not participating in the proceedings.

H. Retention of Records; Release

Unless a record of a sanction imposed in the proceedings becomes and remains a part of the student's permanent law school record, no information about the Complaint or the proceedings thereon shall, without the consent of the student named in the Complaint, be disclosed to any person, other than the student named in the Complaint, for any purpose, except the internal operations of the law school, and except:

1. In response to an order or inquiry from any court or administrative agency having authority to issue such order or inquiry and issued to law school or to any employee of the law school in their official capacity; or
2. In any judicial, administrative, or other legal proceedings where such information would be relevant reasonably necessary to defend the interests of the law school or any employee of the law school in their official capacity; or
3. In response to a request concerning the outcome of the proceeding received from a person who participated in the proceeding.

I. Summary Procedure

A student may admit that they have committed a violation of the Code and request that the Assistant Dean Student Affairs impose sanctions. In such an event, the Assistant Dean Student Affairs, with approval of the Associate Dean of Faculty, may impose any sanction provided for in Section J below, except Suspension for Longer than One Semester and Expulsion. The student's consent to this Summary Procedure shall be deemed also to include consent that the results may be published but without identifying the student.

J. Sanction Options

1. The Committee shall have authority to impose one or more of the following sanctions against a student who has committed a Code violation ("respondent"), subject to V(F):
 - a) Private Oral Reprimand, which shall consist of notification to the student of a finding that they have committed a violation of this Code. The record of such sanction shall not become part of the respondent's permanent law school record and need not be reported to the Texas Board of Law Examiners or other state board of bar admissions.
 - b) Private Conditional Oral Reprimand, which shall consist of notification to the respondent of a finding that they have committed a violation of this Code and the imposition of such conditions as the Committee shall determine. A record of such sanction shall not become a part of the respondent's permanent law school record, unless the respondent fails to comply with the conditions imposed by the Committee. Upon respondent's failure to satisfy any condition imposed by the Committee within any specified time limits, the record of such reprimand will become a part of the respondent's permanent law school record.
 - c) Written Reprimand, which shall consist of a written communication to the respondent from the Dean that the respondent has been found to have violated the provisions of this Code, a record of which reprimand shall become a part of the respondent's permanent law school record.
 - d) Disciplinary Probation, upon whatever conditions, with whatever consequence from breach of conditions, and for whatever duration the Committee may determine is appropriate, a record of which probation shall become a part of the respondent's permanent law school record.
 - e) One-Semester Suspension, which shall consist of the respondent being separated from the law school for one semester (without regard to the requirement that law studies be completed within 84 months from their commencement). A record of such suspension shall be made a part of the student's permanent law school record.
2. The Committee may recommend the following sanctions, subject to V(F):
 - a) Suspension for Longer than one semester, which shall consist of the respondent being separated from the law school for whatever period of time longer than a single semester which the Committee may

- determine is appropriate (without regard to the requirement that law studies be completed within 84 months from their commencement) and subject to whatever conditions the Committee may impose to be satisfied before the respondent is permitted to resume their legal studies at the law school. A record of such suspension shall be made a part of the respondent's permanent law school record.
- b) Expulsion, which shall consist of the respondent's dismissal from the law school without a right to readmission, thereby permanently terminating the respondent's studies at the law school. A record of such expulsion shall be made a part of the respondent's permanent law school record.
3. Supplemental Sanctions. In connection with the imposition of any of the sanctions described above, the Committee also may impose the following sanctions:
 - a) Failure of Course. The student may receive an "F" in any course with respect to which the Committee finds the student engaged in Academic Misconduct, whether grades for that course have been submitted by the faculty member before the violation became known.
 - b) Letter of Apology. The student may be required to write a letter of apology or explanation of conduct to any person adversely affected by the misconduct.
 - c) Loss of Privileges. The student may be denied certain privileges of being a student at the law school for a designated period of time.
 - d) Restitution. The student may be required to make financial restitution to any persons injured by their conduct.
 - e) Additional Credit Hours. The student may be required, as a condition of graduation from the law school or to be certified as eligible to take any bar examination, successfully to complete up to an additional ten hours of academic credit.
 4. Report to Board of Bar Admissions. Any record of sanction that is made a part of the student's permanent law school record must be reported to the Texas Board of Law Examiners or other appropriate state board of bar admissions, but no such report need be made for any sanction that is not made a part of the student's permanent law school record.
 5. In determining any sanction under these procedures, those imposing discipline may consider mitigating and aggravating factors, including but not limited to the following: (1) conscientious admissions by the student wherein the student voluntarily admits misconduct before any complaint is made; (2) oral admissions after a complaint is made; (3) cooperation by the alleged wrongdoer; (4) the intent of the alleged wrongdoer; (5) degree of harm; (6) seriousness of offense; (7) willingness to make restitution; (8) discriminatory motive; and (9) nexus of offense to professional standards.

SOUTH TEXAS COLLEGE OF LAW HOUSTON ALCOHOL SERVICE POLICY

(Adopted July 1, 2005)

I. Purpose of Policy

South Texas College of Law Houston desires to maintain a safe and self-disciplined law school environment that is conducive to learning and critical to achieving high standards for law students and for the legal profession. The law school further desires events be enjoyable and conducted in a comfortable environment for all participants, but that they not in any way detract from or impair the law school's mission as a serious institution of higher education. To this end, the law school permits the consumption of alcohol under the following policy, and in accordance with Texas State laws and the City of Houston ordinances and regulations.

II. Policy Scope

This policy applies to all officers, faculty and staff (*to include employee personal use*), and students (*to include student organizations or other student groups*). In addition, this policy will apply to external organizations who utilize the facilities of South Texas College of Law Houston, special guests of the law school, and all visitors to the law school. The term "the law school" when used to identify a location includes the law school's buildings and parking lots.

III. Policy Specifics

A. *On-Campus Events*

1. No alcoholic beverages other than beer, champagne, and/or wine may be served on the law school's property at any event.
2. The law school's security staff must be present at all functions where alcohol is served. Security shall have the authority to terminate any function where violations of this policy or serious problems are evident.
3. When service of alcoholic beverages is planned for any event on the law school's property, the sponsor of the event must submit to the Security Department, at least ten business days before such event, a fully completed, executed, and approved Consent to Serve as Event Facilitator form(s) designating a law school employee (*for law school events or employee personal use of the facilities*), an officer of the sponsoring organization (*in the case of student events*), or an officer of an organization (*in the case of external organizations utilizing the law school's facilities*).
 - a. Failure to submit the Consent to Serve as Event Facilitator form(s) within ten business days before such event shall be grounds for suspension of the privilege to serve alcohol at the event
 - b. Based on the number of expected participants of an event, multiple event facilitators may be required as determined by the Security Department.
4. Service of alcoholic beverages at any event on the law school's property must be limited to three hours, and no charge for alcoholic beverages may be made. In addition, service of alcoholic beverages must cease at least thirty minutes before the end of the event.
5. With the exception of the student organizations' semester beer parties in which beer is supplied from kegs, the duties of serving alcohol shall be restricted to professional bartenders supplied by a catering company and in no case shall employees of the law school be allowed to serve alcoholic beverages.
6. At all events on the law school's property where alcoholic beverages are served, an ample supply and variety of non-alcoholic beverages must also be provided, as well as a sufficient amount of food in quantities proportionate to the number of participants.
7. Publicity for student events where alcoholic beverages are to be served must comply with the publicity policy for law school events which requires among other things, that no reference to service of alcoholic beverages of any kind may be made.
8. The law school reserves the right at any time to limit the amount of alcohol served at any event.
9. The law school reserves the right to prevent individuals who appear intoxicated from entering or leaving the law school, including exiting from the building to the parking lots.
10. The Event Facilitator must agree to comply with this policy and all rules set forth in the Consent to Serve as Event Facilitator form.
11. The sponsor of the event is responsible for the pick-up and/or removal of the original retail or wholesale containers from the law school within twenty-four hours following the end of the event, or on the next business day.
12. Consumption and service of alcohol will be restricted to the site of that particular event; and under no circumstances shall anyone exit the premises with open containers.
13. All events will be operated in accordance with fire codes in that the number in attendance must not exceed legal occupancy capacity.
14. Anyone consuming alcohol must comply with this policy, the rules set forth in the Consent to Serve as Event Facilitator form, and all other law school policies including, but not limited to, the Building Use Policy.
15. Violators of this policy or the rules set forth in the Consent to Serve as Event Facilitator form will be subject to disciplinary action to include suspension of privileges to use the law school's facilities, suspension of privileges to consume alcohol at future events, and other disciplinary action as deemed appropriate by law school authorities.

Exceptions to the policy regarding on-campus consumption of alcohol shall be as follows:

1. Students and their friends and/or family members shall be allowed to bring beer, champagne and/or wine into the front foyer of the law school for traditional celebratory purposes upon conclusion of a graduating student's final examinations.
2. All activities pursuant to this exception shall be limited to the Liberty Bell area.
3. Under no circumstances shall any individual be allowed to leave the law school with an open container(s) of an alcoholic beverage.
4. Security shall have the authority to terminate any consumption of alcoholic beverages in the law school's foyer if students and/or their guests become uncooperative or violate this policy.

B. Off-Campus Events

1. Events held off-campus are not subject to the above policy; however, groups serving alcoholic beverages at events held off-campus are strongly encouraged to:
 - a. limit the duration of alcohol service,
 - b. serve an ample supply and variety of non-alcoholic beverages, as well as a sufficient amount of food in quantities proportionate to the number of participants,
 - c. designate an individual who will not consume alcohol at the event to monitor the activity and assist anyone who appears to be intoxicated, and
 - d. hire an appropriate number of law enforcement officers as a safety precaution.

C. Policy Exceptions

1. No exceptions to this policy shall be made for student events.
2. Notwithstanding paragraph 1 above, upon written request, only the President and Dean, or Dean's designee, shall have the authority to grant exceptions to this policy (*Policy No. 4-2, Revision No. 3*).

Note: You must obtain a copy of the following form from the Office of Student Engagement or from the Property Services Office. The form must be signed by the appropriate administrative officer of the law school and approved by the Director of Security.

SOUTH TEXAS COLLEGE OF LAW HOUSTON CONSENT TO SERVE AS EVENT FACILITATOR

Event: _____
 Name of sponsor: _____
 Date of event: _____
 Location of event: _____
 Time of event: Start am/pm End am/pm
 Number expected to participate: _____

Service of alcoholic beverages will be limited to three hours. In addition, service of alcoholic beverages must cease at least thirty minutes before the end of the event.

The Event Facilitator agrees to comply with the Alcohol Service Policy and the responsibilities set forth below and report any violations regarding policies governing alcohol, drugs, sex offenses, facility usage, etc., to Security.

1. The Event Facilitator must be a current student or full-time employee of South Texas College of Law Houston and, if a student, also an officer of the sponsoring organization. In the case of external organizations utilizing the law school's facilities, the Event Facilitator must be an officer of the organization.
2. The Event Facilitator must be in attendance for the entire event and for the entire duration of alcohol service.
3. The Event Facilitator is responsible for ensuring that the service and consumption of alcohol is limited to three hours, and that service and consumption ceases at least thirty minutes before the end of the event.
4. The Event Facilitator must ensure that all alcohol is secured and not accessible by any guest(s) when it is time for service and consumption to cease.
5. The Event Facilitator is responsible for ensuring that the premises are vacated by the event end time referenced above.
6. The Event Facilitator acknowledges and agrees, by signature below, that the law enforcement officer has the authority to terminate the event in accordance with the Alcohol Service Policy, and at the end time referenced above should the Event Facilitator fail to carry out that responsibility.
7. The Event Facilitator must introduce themselves to the on-site law enforcement officer assigned to the event.
8. The Event Facilitator may not consume alcohol during the event.
9. The Event Facilitator must immediately notify the on-site law enforcement officer regarding any misconduct, violations of the Alcohol Service Policy and any other policy.
10. The Event Facilitator must assist the law enforcement officer as they carry out their duties, and must cooperate with any subsequent law school investigations.
11. The Event Facilitator cannot delegate their responsibilities.
12. The Event Facilitator must ensure that anyone appearing intoxicated is no longer served alcohol and does not attempt to drive.

Violators of the Alcohol Service Policy or the rules set forth above will be subject to disciplinary action to include suspension of privileges to use the law school's facilities, suspension of privileges to consume alcohol at future events, and other disciplinary action as deemed appropriate by law school authorities

 Event Facilitator (print) Even Facilitator (signature)

 Position Date

Approvals:

 Director of Security Date

 Appropriate Dean, Associate Dean, Date
 Vice President, Assistant Dean,
 Faculty member, or department head

SOUTH TEXAS COLLEGE OF LAW HOUSTON POLICY FOR HOSTING AND PUBLICIZING COLLEGE EVENTS

If a special event, seminar or reception is held at South Texas College of Law Houston, the sponsor must submit a fully completed and executed room reservation form to Property Services in a timely manner. If alcohol is to be served at any event on the law school's property, full compliance with the Alcohol Service Policy is required. That policy requires, among other things, that the sponsor submit to the Office of Student Engagement a fully completed and executed Consent to Serve as Event Facilitator. All forms satisfying the above requirements are available through the Synermark Properties of Texas Ltd., Inc., office (Suite 201C) and the Office of Student Engagement (Room 234).

Signs

All signs for student-hosted events must be approved by the Office of Student Engagement. Signs must show the sponsor, date, time, location and purpose or description of the event. All other information is optional. No reference to service of alcoholic beverages of any kind may be made under any circumstances.

Letter-sized paper signs (8½" x 11") must be stamped with approval and dated by the Office of Student Engagement (Room 234C). Approved signs may be placed on the bulletin boards located on the second through eighth floor corridors by the tower elevators. No copies of such signs may be displayed anywhere other than in the above-mentioned locations.

Digital signs should contain the same information as paper signs and will be designed and posted to the digital monitors located in the student lounge and near the security desk. To have a digital sign produced for your event, please inquire in the Office of Student Engagement (Room 234) for assistance.

SOUTH TEXAS COLLEGE OF LAW HOUSTON DRUG ABUSE PREVENTION POLICY

Drug Use on Campus Prohibited

1. "Illegal drugs" shall be defined as a substance or substances defined and regulated under the provisions of Article 4476-14 or Article 4476-15 of Vernon's Texas Civil Statutes, except as may be allowed by these provisions and includes, but is not limited to, Central Nervous System ("CNS") depressants, CNS stimulants, hallucinogens and other illegal drugs such as PCP (angel dust).
2. "Use" of a drug shall include use, possession, manufacture, sale or distribution on campus of any one or more illegal drugs.
3. "On Campus" shall mean any building, facility, grounds or other property owned, leased or controlled by South Texas College of Law Houston.
4. "Drug Officer" shall mean the person charged by the Dean (Gena Singleton, ext. 1778, 255T) with the responsibility to oversee and coordinate campus disciplinary procedures. Unless personal action by the Drug Officer is expressly required, the term shall mean "Drug Officer or their designee."
5. The use of illegal drugs on campus is contrary to the policy of the law school and is hereby prohibited.
6. Any person violating this policy will be subject to disciplinary action, conducted in accordance with the law school's disciplinary process as detailed in "Process B" of the [Equal Opportunity, Harassment, Nondiscrimination, and Non-academic Misconduct Policy](#).
7. Any person observing the use of illegal drugs on campus should report same to the drug officer or the Dean's office.

SOUTH TEXAS COLLEGE OF LAW HOUSTON PROCEDURES FOR USE IN ILLEGAL DRUG CASES

(Adopted March 18, 1988)

I. Definitions

1. "Illegal drugs" shall be defined as a substance or substances defined and regulated under the provisions of Article 4476-14 or Article 4476-15 of Vernon's Texas Civil Statutes, except as may be allowed by these provisions and includes, but is not limited to, Central Nervous System ("CNS") depressants, CNS stimulant, hallucinogens and other illegal drugs such as PCP (angel dust).

2. "Use" of a drug shall include use, possession, manufacture, sale or distribution on the campus of any one or more illegal drugs.
3. "Drug Officer" shall mean the person charged by the Dean, currently, Gena Singleton, ext. 1778, 255T, with the responsibility to oversee and coordinate campus disciplinary procedures. Unless personal action by the Drug Officer is expressly required, the term shall mean "Drug Officer or their designee." During any times that there is no Drug Officer appointed, the term shall mean the Dean or their designee.
4. "On Campus" shall mean any building, facility, grounds or other property owned, leased or controlled by South Texas College of Law Houston.
5. "Penalty" shall mean the sanction imposed for violating the policy. The sanction imposed for violating the policy may be suspension of the offending student for such period of time as may be determined by the Drug Officer or Hearing Committee or Hearing Officer, as the case may be. The sanction shall not be carried out until it has been approved by the Dean.
6. "The Hearing Committee" is a fair and impartial committee/officer appointed by the Dean in their discretion to hear a particular case.
7. "Policy" shall be defined as the institution's policy found in the Academic Regulations, which prohibits the use of illegal drugs on campus by students.

II. Complaint Filed

Any person having knowledge of use of illegal drugs on campus should report the usage to the Drug Officer.

III. Investigation, Summons and Interview

The Drug Officer or their designee shall determine if there are reasonable grounds to believe there was a violation of the policy. If the Drug Officer or their designee believes there is a violation of the policy, they shall summon the student and discuss the charges and evidence with the student and give the student the opportunity to respond. If the Drug Officer or their designee still believes there is violation of the policy, they shall initiate disciplinary action. The student is entitled to choose either to accept a process through the Drug Officer or may request a formal hearing.

IV. Interim Action

Where it is determined by the Drug Officer or their designee that the student's continuing presence poses a danger to persons or property or an ongoing threat of disrupting the academic process, the Drug Officer or their designee may take immediate interim disciplinary action including suspension. No such action may be taken until the Drug Officer or their designee discusses or attempts to discuss the case with the student. If interim action is taken, a hearing or other process shall be scheduled as soon as possible thereafter.

V. Formal Hearing

A student may request a formal hearing to the Hearing Committee/Hearing Officer within a period of time not exceeding ten days. This request shall be in writing.

VI. Procedures Before the Hearing Committee/Hearing Officer

The Hearing Committee/Hearing Officer shall abide by the following procedures:

1. The Drug Officer shall schedule a hearing within a reasonable period of time not exceeding thirty days after a request is filed. The Drug Officer shall notify the student in writing of the time, date and place of the hearing.
2. The law school shall be represented by the Drug Officer or their designee.
3. The Drug Officer shall provide to the student a list of witnesses, documentary evidence and brief summary of the proposed testimony of the witnesses within a reasonable time before the hearing. The Drug Officer may require the student to provide the same type of information to the Drug Officer within a reasonable time before the hearing.
4. Not less than twenty days before the hearing, the student may file with the Dean a writing challenging for good cause shown the impartiality of the Hearing Committee members or Officer. The Dean shall act on any such challenge and shall appoint an impartial replacement for any person against whom the challenge is sustained.

5. Each party shall have an opportunity to present orally or in writing its own version of the facts and to present other evidence in support of its case.
6. Each party shall have the right to hear the evidence and ask questions of the witnesses either directly or through the Hearing Committee/Hearing Officer.
7. The Chairman of the Hearing Committee/Hearing Officer shall preside over the hearing and rule on all evidentiary and procedural matters.
8. The student may be counseled by an advisor including an attorney during the hearing. However, an advisor/attorney shall not be allowed to participate in the hearing process other than to advise the student unless the law school uses an attorney other than the Drug Officer to present its case.
9. The law school has the burden of proving its cases by the preponderance of evidence. The preponderance of evidence means proof that leads a reasonable person to find that the facts in issue are more likely to have occurred than not.
10. Either party at its own expense may make a record of the proceedings by use of a tape recorder, court reporter, written summaries of the proceedings or other reliable means of making a record.
11. After hearing all the evidence, the committee shall determine by majority vote of those present or, if a Hearing Officer is used in lieu of a committee, the Hearing Officer shall determine if the student violated the policy. If it is found the student violated the policy, the committee shall recommend to the Dean an appropriate penalty.
12. Student hearings shall be closed to the public.
13. Any determination that the policy has been violated shall be based only on the evidence presented at the hearings.

VII. Appeal from Hearing Committee/Hearing Officer

The decision at the hearing stage shall be final, subject to the last sentence of Paragraph 5 of Section I above. (*March 18, 1988*)

SOUTH TEXAS COLLEGE OF LAW HOUSTON ILLEGAL DRUG AND ALCOHOL ABUSE PREVENTION POLICY

The Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, require that South Texas College of Law Houston, an institution of higher education, certify that it has adopted and implemented, and will administer in good faith, a program to prevent the unlawful possession, use or distribution of illegal drugs and alcohol, the misuse of prescription drugs, and the abuse of alcohol by students and employees. This certification is a condition of receiving funds, grants or any other form of financial assistance under any federal program, including all federally funded student financial aid.

Standards of Conduct

Students and employees (*faculty, staff or any other individual receiving a salary, wage, or other compensation*) of South Texas College of Law Houston are expected to abide by local, state and federal laws relating to the use of alcohol and other drugs. The law school prohibits the unlawful manufacture, possession, use, or distribution of illicit drugs and alcohol, the misuse of prescription drugs and the abuse of alcohol by students and employees while on law school property, or while representing the law school, or while participating in law school activities whether on or off law school property.

Authorized Use of Prescribed Medicine

Students or employees undergoing prescribed medical treatment with any drug or controlled substance which interferes with student or work activity must report such treatment to the Director of Human Resources (Lauren Devore, ext. 1828, 803T), and the immediate supervisor in the case of staff employees. Prescribed medicine should be kept in its original container, which identifies the drug, date of prescription, prescribing doctor, and the person for whom the drug is prescribed.

Law School Disciplinary Sanctions

Compliance with the South Texas College of Law Houston Illegal Drug and Alcohol Abuse Prevention Policy is a condition of student enrollment and faculty and staff employment.

Any student or employee of South Texas College of Law Houston found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion or termination of employment and referral for prosecution. Appropriate action may also include requiring the student or employee to satisfactorily complete a drug or alcohol rehabilitation program.

Further, employees must notify the Director of Human Resources or the President and Dean of the law school of any conviction under a criminal drug statute for violations occurring on or off law school premises while conducting law school business, or while representing the law school, no later than five days after such conviction.

Legal Sanctions

Both federal and state law make it a criminal offense to manufacture, distribute, dispense or simply possess an illegal drug. State laws also contain penalties for the abuse or misuse of alcoholic beverages. Both sets of laws carry penalties for violations, which could include community service, monetary fines and imprisonment.

State Penalties and Sanctions Concerning Drugs

The statutes in Texas which regulate an individual's involvement with drugs are the Dangerous Drug Act (Tex. Health and Safety Code Ann. Title 6, Chapter 483) and the Controlled Substance Act (Tex. Health and Safety Code Ann. Title 6, Chapter 481). Penalties for convictions under these statutes range from probation to life in prison and fines escalating to \$1,000,000. These penalties are determined by individual circumstances, the category or type of drug involved, and whether one is a repeat offender.

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

21 U.S.C. 844(a)

First Conviction: Up to one year imprisonment and fined a minimum of \$1,000 or both.

After one prior drug conviction: Not less than 15 days in prison, but not more than two years, and fined a minimum of \$2,500 or both.

After two or more prior drug convictions: Not less than 90 days in prison, not to exceed three years, and fined a minimum of \$5,000 or both.

Special sentencing provisions for possession of crack cocaine: Mandatory not less than five years in prison, not to exceed 20 years and fined a minimum of \$1,000 or both if:

- a. First conviction and the amount of crack possessed exceeds 5 grams.
- b. Second crack conviction and the amount of crack possessed exceeds 3 grams.
- c. Third or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853(a)(2) and 881(a)(7)

Forfeiture of personal and real property used to commit or to facilitate possession of a controlled substance, if that offense is punishable by more than one year imprisonment. (*See special sentencing provisions, above, regarding crack.*)

21 U.S.C. 862

Denial of federal benefits, such as student loans, grants, contracts and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses.

21 U.S.C. 881(a)(4)

Forfeiture of all conveyances, including vehicles, boats, aircraft which are used (or are intended for use) to transport, or in any manner to facilitate the transportation, sale, receipt, possession, or concealment of a controlled substance.

18 U.S.C. 922(G)

Ineligible to receive or purchase a firearm.

Miscellaneous

Revocation of certain federal licenses and benefits, *e.g.* pilot licenses, public housing tenancy, etc., are vested within the authorities of individual federal agencies.

State Laws and Penalties Regarding Alcohol Abuse

From Vernon's Annotated Texas Penal Code:

Sec 49.02, Public Intoxication, Class C misdemeanor carrying a fine not to exceed \$500.

Sec 49.03, Consumption of Alcohol While Driving, Class C misdemeanor carrying a fine not to exceed \$500.

Sec 49.04, Driving While Intoxicated, Class B misdemeanor carrying a fine not to exceed \$2,000; confinement in jail for a term not to exceed 180 days; or both such fine and confinement.

Sec 49.07, Intoxication Assault, Third degree felony with imprisonment for any term of not more than ten (10) years or less than two (2) years; may also be punished by a fine not to exceed \$10,000.

Sec 49.08, Intoxication Manslaughter, Second degree felony with imprisonment for any term of not more than twenty (20) years or less than two (2) years; may also be punished by a fine not to exceed \$10,000.

Sections 705 and 724 of the Texas Transportation Code provide for the testing of alcohol or controlled substance abuse and the revocation of a driver's license upon positive proof of alcohol or controlled substance abuse.

Sections 106.02, 106.04, and 106.05 of the Texas Alcoholic Beverage Code state that it is unlawful for a person under 21 years of age to purchase, possess or consume an alcoholic beverage except under limited circumstances set out in the statutes. These offenses are misdemeanors and call for fines that may be as high as \$1,000 for the repeat offender.

City of Houston Ordinance

In Section 3-3 of the Houston Ordinance Regulating Alcohol in the Central Business District, central business district (of which the law school is a part) means the area depicted as the central business district of the city on the map that was adopted by City Council Resolution No. 93-109 and was approved by order of the Texas Alcoholic Beverage Commission dated January 25, 1994, true copies of which map, resolution and order are on file in the Office of the City Secretary.

Licensed premises means the premises of any place for which a Texas Alcoholic Beverage Commission permit or license has been issued that allows on-premises consumption of alcoholic beverages.

Open container means an alcoholic beverage container that is no longer sealed.

- a. It shall be unlawful for any person to be in possession of an open container in the central business district.
- b. It shall be unlawful for any person to engage in the public consumption of any alcoholic beverage in the central business district.
- c. It is a defense to prosecution under this section that the alleged offense took place in a motor vehicle, in a building not owned or controlled by the city, in a residential structure or on a licensed premises that is situated in the central business district (*Ord. No. 94-597, 2, 6-15-94*).

Health Risks

Drug and alcohol abuse is a major problem in the United States. Significant health risks are associated with the use of illegal drugs and the abuse of alcohol.

Alcohol consumption causes a number of marked changes in behavior. Even small amounts significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Small to moderate amounts of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very large amounts cause respiratory depression and death. If combined with other depressants of the central nervous system, much smaller amounts of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. When alcohol dependence exists, sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants often suffer irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk of becoming alcoholics than other children.

Available Alcohol and other Drug Prevention, Counseling, Treatment and Rehabilitation Programs

Resources are readily available to assist any person who is having a problem with substance abuse or who is concerned with someone else's drug or alcohol use. The law school prefers to address problems concerning substance abuse, which could include illicit drug use, alcohol abuse, or misuse of prescription drugs, through rehabilitation methods, and will encourage individuals to seek treatment. However, if a student's or employee's conduct or actions would subject them to disciplinary action, disciplinary action cannot be avoided by a request for assistance.

Confidential referral for counseling, treatment, and rehabilitation programs are available to students from the Assistant Dean Student Affairs and to employees from the Director of Human Resources.

The Office of Human Resources and the Office of Student Support have listings of alcohol and drug abuse counseling and rehabilitation centers, some of which are shown here:

Texas Lawyers Assistance Program

1-800-343-TLAP (8527)

TLAP is a committee of lawyers and judges throughout the state, a professional staff who are also lawyers, and a statewide network of volunteers, all of whom are committed to helping troubled law students and attorneys get the assistance and support they need with chemical dependency, stress, depression or similar problems. All communications are kept strictly confidential.

Partnership for Drug-Free Texas in Alliance with Texas Department of State Health Services

1-877-966-3784

Alcoholics Anonymous Intergroup

713-686-6300 (Main Office)

Al-Anon – Family or Adult Children of Alcoholics

713-683-7227

The Council on Recovery

713-942-4100

TRS The Right Step

902 West Alabama

Houston, TX 77006

1-877-627-4389

The Menninger Clinic

12301 Main Street

Houston, TX 77035

713-275-5400

This policy further implements the Illegal Drug and Alcohol Abuse Prevention Policy originally adopted and implemented on September 4, 1990. The previously adopted policies concerning drugs and alcohol continue in effect and are not superseded hereby.

EQUAL OPPORTUNITY, HARASSMENT, NONDISCRIMINATION, AND NON-ACADEMIC MISCONDUCT POLICY

South Texas College of Law Houston is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities that are free from discrimination, harassment, and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational enterprise, South Texas College of Law Houston has developed internal policies and procedures that will provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class status, and for allegations of retaliation. The law school values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in what is often a difficult time for all involved.

Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. §1681 et seq., and its implementing regulations, 34 C.F.R. Part 106, prohibit discrimination on the basis of sex in education programs or activities operated by recipients of federal financial aid. Title IX states:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

South Texas College of Law Houston (“law school”) affirms its commitment to promote the goals of fairness and equity in all aspects of the educational enterprise. The core purpose of this policy is the prohibition of all forms of discrimination. When violation of these anti-discrimination or non-academic misconduct policies is reported, the allegations are subject to resolution using the law school’s “Process A” or “Process B” as described in the law schools’ full harassment policy found at Equity Resolution Process (ERP) as described in the policy found [here](#).

When the Respondent is a member of the law school community, a grievance process may be available regardless of the status of the Complainant, who may or may not be a member of the law school community. The procedures outlined in this policy may be applied to incidents, to patterns, or to the campus climate, all of which may be addressed and investigated in accordance with this policy.

TITLE IX COORDINATOR:

The Assistant Dean of Institutional Compliance serves as the Title IX Coordinator and ADA/Section 504 Coordinator and oversees implementation of the law school’s disability compliance and its policy on equal opportunity, harassment, and nondiscrimination. The Title IX Coordinator has the primary responsibility for coordinating the law school’s efforts related to investigation, resolution, and implementation of corrective measures and monitoring to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this policy.

The Title IX Coordinator oversees all resolutions under this policy and acts to ensure that all law school representatives act with objectivity and impartiality and are assessed with respect to conflicts of interest or potential bias. To raise any concern involving a conflict of interest by the Title IX Coordinator, contact South Texas College of Law Houston President and Dean Michael Barry at mbarry@stcl.edu. To raise concerns regarding a potential conflict of interest with any other administrator involved in the resolution process, please contact the Title IX Coordinator at TitleIXCoordinator@stcl.edu or make a report at this [link](#).

ADMINISTRATIVE CONTACT INFORMATION:

Inquiries about and reports regarding this policy and procedure may be made internally to:

Assistant Dean Wanda T. Morrow
Title IX/ADA/504 Coordinator
Office of Institutional Compliance
South Texas College of Law Houston
1303 San Jacinto, Room 835T
Houston, Texas 77002-7006
Phone: (713) 646-1825
Email: TitleIXCoordinator@stcl.edu

Inquiries may be made externally to:

Office for Civil Rights (OCR) or
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1100
Customer Service Hotline: (800) 421-3481
Fax: (202) 453-6012
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: <https://www.ed.gov/ocr>

Office for Civil Rights (OCR)
U.S. Department of Education
1999 Bryan St. Suite 1620
Dallas, Texas 75201-6810
Phone: (214) 661-9600
OCR.Dallas@ed.gov

Equal Employment Opportunity Commission (EEOC)
Contact: <http://www.eeoc.gov/contact/>
Mickey Leland Building
1919 Smith Street 6th Floor
Houston, Texas 77002
Phone: (800) 669-4000
Fax: (713) 651-4987

SOUTH TEXAS COLLEGE OF LAW HOUSTON POLICY AGAINST HARASSMENT

Reporting Discrimination, Harassment, or Retaliation

Reports of discrimination, harassment and/or retaliation may be made using any of the following options:

- 1) Report online, using the reporting form posted at <http://www.stcl.edu/title-ix/submit-title-ix-report/>.
- 2) Report directly to the Title IX Coordinator:

Assistant Dean Wanda T. Morrow
Title IX/ADA 504 Coordinator
Office of Institutional Compliance
South Texas College of Law Houston
1303 San Jacinto, Room 835T
Houston, Texas 77002-7006
Phone: (713) 646-1825
Email: TitleIXCoordinator@stcl.edu

To request a printed copy of the complete policy and resolution processes on Equal Opportunity, Harassment, Nondiscrimination, and Non-Academic Misconduct, please contact the [Title IX Coordinator](#).

The law school has also classified all employees as Mandated Reporters of any knowledge they have that a member of the community is experiencing harassment, discrimination, or retaliation. See the section on Mandated Reporting in the "Equal Opportunity, Harassment, Nondiscrimination, and Non-Academic Misconduct Policy [here](#)."

Academic Freedom and Sexual Harassment

This policy does not prohibit legitimate academic discussion or comment. Sexual relations and other themes relating to gender or sexuality are frequently the subject of law school lectures, classroom discussion, simulation of legal proceedings and transactions, academic role playing, or informal debate and discussion. Such discussion and comment is not to be regarded as sexual harassment as long as the participants do not engage in offensive conduct that exceeds the legitimate and reasonable limits of academic endeavor.

Grievance Procedure and Investigation

If any student feels they have been improperly harassed or if any student observes sexual harassment, the student should report the matter as soon as reasonably possible to the Title IX Coordinator. The manner of the law school's investigation, and any action with respect to the matter, will depend on the nature of the offense and whether the person against whom a report has been made is a member of the law school community.

Confidentiality

The law school understands that reports of harassment, and particularly of sexual harassment, frequently involve very private matters, and that the complaining party or other witnesses frequently wish not to be identified or disclosed to the accused or to persons outside the investigation. Moreover, the accused party frequently desires that the matter should be handled discreetly and confidentially. The law school will attempt to respect the needs of the parties for confidentiality insofar as is possible and fair to other participants in the investigation. However, confidentiality must sometimes give way to the needs of the investigation, fair procedure, or effective remedy or deterrence. Fairness and federal regulations requires that the person accused of harassment must know the identity of the accuser and other witnesses unless there is no dispute about the material facts and circumstances of the conduct alleged to be sexual harassment, or proof of the harassment does not depend on any particular witness. If the complaining party refuses to agree to disclosure of their identity to the accused, the law school will cease further processing of the complaint, or

treat the matter as one requiring informal action in order to counsel the responding party with respect to the conduct that provoked the charge.

The fact of the charge, the results of the law school's investigation and the law school's remedial action will ordinarily be treated by the law school as confidential, and to be discussed only between those involved in the investigation or remedial aspects of the matter, unless public disclosure of the law school's action is necessary to remedy the effects of a course or pattern of sexual harassment within the law school community, or unless the law requires disclosure to certain public authorities.

Policy Against Retaliation and Prohibition Against Malicious Charges

The definition of harassment is necessarily vague, and whether improper harassment has occurred frequently depends on circumstances and context unique to each case. Reasonable people sometimes disagree as to what constitutes improper harassment. Regardless of the outcome of a charge or investigation of harassment, the law school will not retaliate against a person who has acted in good faith in filing a harassment charge or acting as a witness. Furthermore, the law school prohibits retaliation by any individual administrator or any other member of the law school community against a person who has acted in good faith in reporting harassment or acting as a witness. Charges made in bad faith, which the charging party knows to be untrue, or which are for malicious purposes, may result in formal disciplinary action.

Informal and Formal Actions to Remedy Harassment

The law school's goal in any case of harassment is to provide a remedy for the affected parties and to deter future misconduct. Refer to the law school's [Equal Opportunity, Harassment, Nondiscrimination and Non-Academic Misconduct policy](#) for resolution processes used to allegations of harassment or contact the Title IX Coordinator for questions or to obtain a copy of the policy.

WEAPONS LAWS

Pursuant to Texas Penal Code Section 46.03(a): A person commits an offense if, with a firearm, illegal knife, club, or prohibited weapon listed in Section 46.05(a), he intentionally, knowingly, or recklessly goes:

1. on the physical premises of a school, an educational institution, or a passenger transportation vehicle of a school or an educational institution, whether the school or educational institution is public or private, unless pursuant to written regulations or written authorization of the institution . . . Any such offense is a third-degree felony.

Section 46.03 (f) has been amended effective January 1, 1996 as follows:

It is not a defense to prosecution under this section that the actor possessed a handgun and was licensed to carry a concealed handgun under Article 4413(29ee), Revised Statutes.

The newly enacted Article 4413(29ee), License to Carry a Concealed Handgun, has caused Section 4, Chapter 46, of the Penal Code to be amended by adding Section 46.035(b)(2), Unlawful Carrying of Handgun by License Holder, prohibiting carrying "on the premises where a high school, collegiate, or professional sporting event or interscholastic event is taking place, unless the license holder is a participant in the event and a handgun is used in the event."

Therefore, South Texas College of Law Houston has put in place a policy that in effect will enforce any violation of Texas Penal Codes forbidding weapons in an educational institution.

SOUTH TEXAS COLLEGE OF LAW HOUSTON WEAPONS POLICY

South Texas College of Law Houston's weapons policy follows the Texas Penal Code in prohibiting the carrying or possession of any type of firearm, illegal knife, club or any other weapon, concealed or not, on the physical premises or in a passenger transportation vehicle of an educational institution. This includes any area of the law school or off-site law school premises, or any grounds or building where an activity sponsored by the law school is being conducted, all law school parking lots or any law school vehicle, or the site of any law school-related activities.

To do so constitutes a third-degree felony even though the offending party may be licensed under Texas's concealed handgun law. This applies to all constituents of the law school, whether student, faculty, staff, vendor, applicant or any other category of visitor.

The only exception would be any law enforcement officer or government agent, whether in or out of uniform, whether on or off duty, who is required to carry a weapon as a matter of complying with the regulations of the agency by which employed.

Information Security Policies

All students, employees, and visitors are bound by the South Texas College of Law Houston Information Security Policies. The Policies may be found [here](#) in Stanley.

STUDENT SERVICES AND SUPPORT

Bookstore

Owned and operated by Barnes & Noble, the campus bookstore offers a selection of textbooks, supplements, apparel, and other supplies. For more information, visit the STCL Houston [bookstore](#) page.

Career Resource Center

The Career Resource Center (CRC) provides valuable guidance and services related to career exploration, resume writing, interviewing, and job searching. Students are encouraged to visit the CRC early and often; the process of career development should be ongoing to ensure a smooth transition after graduation.

The CRC offers a variety of services to help students along the way, including:

- Individual career counseling;
- Creating or refining resumes and cover letters;
- Panel discussions, programs, and workshops;
- Mock interviews;
- Recruitment programs, including on-campus interviews with local firms and other employers;
- Job fairs;
- Strategies, resources and tools for a successful job search; and
- Fax, copy, and computer services

For more information, and a schedule of workshops and recruiting events, visit the [Career Resources Center](#) page.

NALP Career Services Restriction

Because law school is a unique experience with a significant adjustment period, the CRC staff encourages students to focus the first several months of enrollment on understanding the educational process, developing a personal study strategy, and keeping up with academic requirements. To support this transition period, STCL Career Resource Center follows the National Association for Law Placement rule that prohibits law schools from initiating career-related communications to first-year students before October 15 (March 15 for spring-entering class).

Communications and Connectivity

Each student is assigned a student email address and a login for STANLEY, the law school's online portal. Students can conduct most official school business through this portal, including registering for courses, retrieving exam numbers, reviewing fiscal account information, and checking grades/academic records. Students are responsible for reading and reviewing all information delivered via STANLEY, student email accounts, and campus mailboxes. Wi-Fi access is available throughout the law school. Students can access the wireless network via STANLEY.

Copy Center Binding

The STCL Houston Copy Center is offering document binding to all students. Binding for students will be from 3:00 pm – 5:00 pm Monday – Friday on the 8th floor in office 836T. Each student will be limited to 10 free binds with a blue or red cover page with or without print per semester.

Financial Aid

In accordance with the law school's mission statement, Student Financial Services ensures that all students receive the maximum financial aid for which they are eligible, including federal, state, and institutional aid and make the application process as seamless as possible and to eliminate any unnecessary barriers. The Student Financial Services also strives

to deliver financial aid in a timely manner to ensure that all students can pay tuition, living expenses, and purchase books without considerable lag time and eliminate unnecessary worry for students regarding their finances while attending law school.

Library

The Fred Parks Law Library offers students access to more than 150 law-related databases; a comprehensive range of government documents; legal research guides; study aids; and special collections, including rare books, manuscripts, and archives, as well as research instruction and assistance. The Library observes extended service hours during final exam periods and abbreviated service hours between semesters and during holidays. Except during the winter break, the Library is accessible when the building is open. For more information about Library services, study room reservations, and hours of operation, visit the [Fred Parks Law Library](#) page.

Library Food, Drink, and Tobacco Policy

Snacks are allowed in the Library as long as their noise or smell are not disruptive to other patrons. Nonalcoholic beverages are permitted in the Library if stored in a spill-proof container. Tobacco products, vaporizers, and similar devices are prohibited.

Lockers and Mailboxes

Assigned Lockers

A limited number of lockers are available on a first-come, first-served basis for enrolled students accessible via your STANLEY portal:

- Campus Life
- Lockers
- Locker Agreement

You must agree to and accept the Terms of Agreement. You can submit a request for a locker throughout the year, except May 1 – June 23. Students must clear out lockers at the end of the academic year.

We recommend the [TSA-Accepted Nickel Set-Your-Own Combination Luggage Padlock](#). 1-3/16 in. wide durable metal body padlock; 3-dial set-your-own combination convenience.

If you have any questions please email Kirk Guillory, Director, Student Engagement, kguillory@stcl.edu. If you no longer use or need your locker, please release the locker in your STANLEY portal and notify the Director of Student Engagement at kguillory@stcl.edu.

Mailboxes

Student mail can be retrieved from room 828T. You will receive an email from the department sending the mail that will include a mailbox number and 4-digit code to open the mailbox. Mail can be retrieved any time the school is open.

Parking

Two parking lots are available exclusively for students, at no additional charge. Lot 1 is located at 1212 Bell Street. Lot 2 is located at 1500 San Jacinto.

Students must [provide vehicle information](#) via Stanley self-service each semester of enrollment to gain access to student parking lots. Students must use their student IDs to access the student lots and are not permitted to allow access to anyone else for parking in those lots. A student's use of their ID card to give anyone else access is a violation of law school policy. Any vehicle parked on a student lot with no form on file will be towed at the owner's expense. No overnight parking is authorized without prior authorization from the Security Department. The law school assumes no liability or responsibility for any damage or loss incurred as a result of parking on any student lot.

Safety and Security

The safety and well-being of students, faculty, staff, alumni, and visitors is a top priority at STCL Houston. The campus security team works to protect and secure the campus around the clock. Campus security officers provide escort to and from parking lots, motorist assistance, safety courses, and lost-and-found services. Security alerts will be posted on the Security page on STANLEY where students can also sign up to receive emergency notifications by text.

In compliance with the Federal Clery Act, the law school publishes an annual security report which details statistics for crimes committed on campus, in certain off-campus buildings, on property owned or controlled by the law school, and on public property immediately adjacent to the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault. Copies of this report are available in the Security Office or on the [Safety and Security](#) page.

Student Engagement Office

The Student Engagement Office is a resource for students interested in joining one of the law school's more than 30 student organizations, co-curricular organizations, publications, and law fraternities. Additionally, the Student Engagement Office staff provides general guidance regarding parking, housing, and other personal concerns. For more information visit the [Student Organizations](#) page.

Student Services

Student Services is responsible for:

- Providing academic counseling related to class scheduling, attendance, exams, grading, etc.;
- Enforcing South Texas College of Law Houston academic policies;
- Facilitating registration, final examinations, and graduation;
- Maintaining academic records for current and past students;
- Maintaining student contact information;
- Providing information to the Veterans Administration and to the Student Exchange and Visitor Program (SEVIS) for international students with an F1 visa status; and
- Certifying students for Texas and out-of-state bar examinations.

Student Services provides the following upon request:

- [Degree verifications](#)
- Enrollment verifications:
 - Request through student self-service in STANLEY
- [Letters of standing](#)
- Transcripts:
 - Official transcripts can be ordered (with applicable attachments) online through the National Student Clearinghouse at the [Transcript Ordering Center](#) for \$3.50 per transcript. Turn-around time is 15 minutes to 24 hours.
 - Unofficial transcripts can be printed from student self-service in STANLEY.

Student Support

The Office of Student Support offers student counseling services related to personal and professional concerns affecting academic progress, including mental, emotional, and physical health concerns. The office also provides referrals for professional assistance and wellness programs, when applicable. Students seeking counseling may make an appointment by contacting the Assistant Dean Student Affairs.