



# NASHVILLE SCHOOL OF LAW

POLICES & PROCEDURES

2018-2019

Effective August 1, 2018

## Contents

1.	Admission Requirements and Procedures .....	1
1.01	Goals.....	1
1.02	Pre-Legal Education and Experience.....	1
1.03	Educational Requirements.....	1
1.04	Application Components.....	2
1.05	The Application Process and Checklist .....	4
1.06	Character and Fitness Issues .....	5
1.07	Additional Requirements for Foreign-Educated Applicants .....	6
1.08	Application Deadline.....	6
1.09	Supplemental Information.....	6
1.10	Interviews and Visiting the School.....	7
1.11	Assessment Factors .....	7
1.12	The Decision-Making Process.....	8
1.13	Acceptance, Enrollment, and Determination of Admission .....	9
1.14	Reapplication Procedure.....	10
1.15	For Additional Information .....	11
2.	Transfers.....	11
2.01	Transfer Policy .....	11
2.02	Application to Transfer .....	11
2.03	Transfer Application Deadline.....	11
2.04	Transfer Limitations .....	12
2.05	Transfer Credit.....	12
2.06	Transfer Student Ranking.....	12
2.07	Authority of the Dean.....	12
3.	Graduation Requirements .....	12

3.01	Required Courses .....	12
3.02	Trial Practice Series.....	13
3.03	Rigorous Writing Requirement.....	14
3.04	Electives .....	14
4.	Academic Calendar .....	15
5.	Course Descriptions .....	19
6.	Clinical, Experiential, and Internship Programs.....	31
6.01	Experiential Learning .....	31
6.02	Experiential Learning Opportunities.....	31
6.03	Tenn. Sup. Ct. R. 7 Internships.....	32
6.04	Judicial Internships .....	33
6.05	Tenn. Sup. Ct. R. 7 Clinics.....	33
6.06	Pro Bono Programs .....	34
6.07	Academic Credit.....	34
7.	Pro Bono Activities.....	35
7.01	Pro Bono Service .....	35
7.02	Voluntary Pro Bono Pledge.....	35
7.03	Qualifying Pro Bono Activities.....	35
7.04	Recognition .....	36
8.	Registration and Enrollment .....	37
8.01	Policies and Procedures .....	37
8.02	First-Year Students .....	37
8.03	Second-Year Students .....	38
8.04	Third- and Fourth-Year Students .....	38
8.05	Instructions for Registering Online .....	38
8.06	Late Registration.....	39
8.07	Ineligibility for Registering Online During Regular Registration Period.....	39

8.08	Registration for Summer or Special Courses.....	39
9.	Dropping, Adding, or Repeating Courses.....	39
9.01	Dropping a Course .....	39
9.02	Drop Period.....	40
9.03	Drop Fee and Liability for Tuition and Fees.....	40
9.04	Adding a Course .....	40
9.05	Add Fee and Liability for Tuition and Fees.....	40
9.06	Repeating Courses.....	41
9.07	Credits for Study at Another Domestic Law School.....	41
10.	Auditing Courses.....	41
10.01	Students.....	41
10.02	Non-enrolled Persons .....	41
10.03	Auditors Must Complete Class Work.....	42
10.04	Examination, Course Grade, and Credit.....	42
10.05	Continuing Legal Education Credits.....	42
11.	Leave of Absence, Voluntary Withdrawal and Re-enrollment.....	42
11.01	Leave of Absence.....	42
11.02	Voluntary Withdrawal from School.....	43
11.03	Liability for Tuition and Fees.....	43
11.04	Relationship with the School .....	43
11.05	Eligibility for Re-enrollment.....	43
11.06	Application for Re-enrollment.....	43
11.07	Graduation Requirements Upon Re-enrollment.....	44
12.	Communications .....	44
12.01	Official School Email.....	44
12.02	Other Communication Vehicles.....	44
13.	Testing Accommodations for Students with Disabilities .....	45

13.01 Purpose.....	45
13.02 Definition of Disability.....	46
13.03 Definition of Reasonable Testing Accommodation .....	46
13.04 Procedure for Requesting Testing Accommodations.....	46
<b>14. Accommodations for Assignments other than Tests.....</b>	<b>49</b>
14.01 Generally .....	49
14.02 Assignments other than Tests for Students with Disabilities .....	49
14.03 Procedure for Requesting Other Accommodations .....	49
<b>15. Attendance .....</b>	<b>49</b>
15.01 Regular and Punctual Attendance Required.....	49
There are no excused absences. Any student exceeding the maximum number of absences shall receive a failing grade. Students are permitted to continue attending classes if they have exceeded the number of permitted absences provided they are still enrolled in the School. ..	
15.02 Professorial Discretion.....	50
15.03 Attending the Entire Class .....	50
15.04 Unauthorized Use of Electronic Devices.....	50
15.05 Signing the Roll .....	51
15.06 Unpreparedness .....	51
15.07 Failure to Make a Good Faith Effort .....	51
15.08 Cancellation of School or Classes.....	51
<b>16. Examinations .....</b>	<b>52</b>
16.01 Anonymous Grading .....	52
16.02 Applicability of the Honor Code and Pledge Requirement.....	52
16.03 Use of Computers on Examinations .....	52
16.04 Unauthorized Electronic Devices.....	53
16.05 Schedule of Examinations.....	53
16.06 Rescheduling Examinations.....	53

16.07 Examination Procedure .....	55
16.08 Late Arrival for an Examination .....	55
16.09 Exam Conditions.....	55
16.10 Accommodation for Students with Disabilities .....	56
16.11 Reviewing Examinations.....	56
<b>17. Grades and Grading .....</b>	<b>56</b>
17.01 Grades Awarded.....	56
17.02 Grading Scale for 3L, 4L and Elective Classes.....	57
17.03 Grading Scale for 1L & 2L classes for the 2018-19 Academic Year .....	57
17.04 Submission of Grades.....	60
17.05 Issuance of Grades .....	61
<b>18. Advancement and Good Standing .....</b>	<b>61</b>
18.01 Completion of First-Year Courses and MBE-Style Exam .....	61
18.02 Completion of Second-Year Courses and MBE-Style Exam .....	62
18.03 Completion of Third- and Fourth-Year Courses.....	62
18.04 Six-Year Rule.....	62
18.05 Maximum Course Load.....	62
18.06 Minimum Course Load .....	63
18.07 Variances.....	63
<b>19. Probation, Dismissal, and Special Requirements .....</b>	<b>64</b>
19.01 Maintenance of a Satisfactory Academic Record.....	64
19.02 Probation and Dismissal of First-Year Students.....	64
19.03 Probation and Dismissal of Second-Year Students .....	64
19.04 Probation and Dismissal of Third- and Fourth-Year Students.....	65
19.05 Starting Over and Readmission .....	66
19.06 Priority at Registration for Third and Fourth-Year Courses .....	66
<b>20 Academic Support.....</b>	<b>67</b>

20.01 School's Commitment to Academic Support .....	67
20.02 Academic Challenges.....	67
20.03 Tutors .....	67
<b>21. Awards of Academic Distinction and Class Rank.....</b>	<b>68</b>
21.01 Top Performance Award in a Course .....	68
21.02 Dean's List.....	68
21.03 Cooper's Inn.....	68
21.04 Excellence in the Trial Practice Courses .....	68
21.05 Founders' Award .....	68
21.06 Reporting of Class Rank.....	69
21.07 Reporting of Other Awards .....	69
<b>22. Evaluation of Courses .....</b>	<b>69</b>
22.01 Evaluation Policy.....	69
<b>23. Student Records, Transcripts, and Academic Disclosures.....</b>	<b>69</b>
23.01 Privacy of Student Records .....	69
23.02 Disclosure of Student Records .....	70
23.03 Grade Information .....	70
23.04 Transcripts .....	70
<b>24. Standards of Student Conduct and Student Discipline.....</b>	<b>70</b>
24.01 Purpose.....	70
24.02 Standard of Conduct .....	71
24.03 Honor Code and Honor Council Policies and Procedures.....	73
24.04 Pledge.....	73
<b>25. Use of Technology in the Classroom.....</b>	<b>73</b>
25.01 Uses Consistent with the Educational Mission.....	73
25.02 Unauthorized Uses of Personal Electronic Devices.....	73
25.03 Adoption of More Restrictive Policies.....	74

25.04 Penalties for Unauthorized Use .....	74
<b>26. Financial Matters .....</b>	<b>74</b>
26.01 Tuition.....	74
26.02 Payment of Tuition.....	74
26.03 Annual Registration Fee.....	75
26.04 Advanced Legal Studies/BARBRI Fee .....	75
26.05 Graduation Fee.....	75
26.06 Nonrefundable Fees .....	76
26.07 Refunds of Tuition and Fees .....	76
26.08 Nonpayment of Tuition or Fees .....	78
26.09 Textbooks and Course Materials.....	78
<b>27. Financial assistance .....</b>	<b>78</b>
27.01 Financial Assistance.....	78
27.02 Veterans' Benefits.....	79
27.03 Scholarships .....	79
27.04 Outside Scholarships.....	80
<b>28. Bar Admission .....</b>	<b>80</b>
28.01 Eligibility for the Tennessee Bar Exam.....	80
28.02 Bar Examination .....	81
28.03 MPRE Examination .....	82
28.04 Character and Fitness Requirements.....	83
28.05 Duty of Candor .....	83
28.06 Continuing Duty of Disclosure.....	83
28.07 Amendments to Previously Filed Applications.....	84
28.08 Consideration of Post-Application Information .....	84
28.09 Responsibility for Registering with the Board of Law Examiners.....	84
28.10 Advanced Legal Studies .....	84



28.11 Bar Exam Workshop Class.....	85
28.12 BARBRI.....	85
28.13 Practice Bar Exams .....	85
28.14 Supplemental Bar Exam Courses.....	86
<b>29. Facilities and Parking.....</b>	<b>86</b>
29.01 Location.....	86
29.02 Facility.....	86
29.03 Hours of Operation .....	86
29.04 Parking.....	87
29.05 Facility Reservations.....	87
29.06 Smoking and Tobacco Use Policy .....	87
29.07 Alcohol and Controlled Substances Policy.....	88
29.08 Firearms Policy .....	88
<b>30. Security.....</b>	<b>89</b>
30.01 Security Staff.....	89
30.02 Video Surveillance.....	89
<b>31. NSL Library Policies .....</b>	<b>89</b>
31.01 About the Law Library.....	89
31.02 Days and Hours of Operations .....	89
31.03 Acceptable Use of Public Computers .....	90
31.04 Library Privileges for Students – Student Access .....	90
31.05 Library Privileges for Patrons – Patron Access.....	90
31.06 Use of Mobile Phones and Other Electronic Devices.....	90
31.07 Food and Drink Policy.....	90
31.08 Study Room Policy .....	91
31.09 Intellectual Property .....	91
31.10 Checking out Materials (Non-Circulating).....	91

31.11	Printing .....	91
31.12	Copier .....	92
31.13	Reference Policy for Public Patrons .....	92
32.	Bookstore.....	92
32.01	Location and Hours of Operation .....	92
32.02	Books and Merchandise .....	92
33.	Student Services .....	92
33.01	Purpose.....	92
33.02	Services.....	93
33.03	Student Organizations .....	93
33.04	Law-Related Organizations.....	93
34.	Sexual and Gender-Based Harassment .....	94
34.01	Objective.....	94
34.02	Policy.....	94
34.03	Definitions.....	95
34.04	Confidentiality.....	97
34.05	Complaint Procedure .....	98
35.	Nondiscrimination Statement .....	98
36.	Waiver of Policies.....	99
36.01	Dean’s Authority to Consider Waiver .....	99
36.02	Requirement of a Written Petition.....	99
36.03	Requirement that the Exception Be in Writing .....	100
37.	Reservation of Rights.....	100
37.01	Reservation of Rights .....	100
37.02	Student Acknowledgements.....	100
37.03	Severability.....	101



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## 1. ADMISSION REQUIREMENTS AND PROCEDURES

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### 1.01 Goals

The goals of the admission process are:

(A) To identify applicants with the greatest probability of success in the School considering proven predictors, such as the LSAT score, undergraduate grade point average, and the applicant's undergraduate school, giving appropriate weight to all other factors in the applicant's file.

(B) To identify applicants who exhibit a demonstrated commitment to public service, leadership, and other qualities valuable to the legal profession.

(C) To identify applicants whose background, experience, and other qualities are likely to be of value in the classroom and to the School.

(D) To provide a service to the State of Tennessee by offering citizens of under-represented regions of the state and disadvantaged socioeconomic backgrounds the opportunity of a legal education.

### 1.02 Pre-Legal Education and Experience

One of the School's strengths is the individuality of its students. Our students come from many different educational and professional backgrounds, and each student has something unique to contribute to the School community and eventually to the profession. The School has no fixed requirements with respect to an applicant's pre-law education. However, the Admission Committee considers how an applicant's studies on the undergraduate level (and graduate level, if applicable) reflect thorough learning in the applicant's chosen field. The Committee also considers the applicant's professional and civic activities, evidence of leadership, employment, law-related work, and volunteer experience.

### 1.03 Educational Requirements

To be admitted to the School and to be eligible to take the bar examination in Tennessee, an applicant must have received a Bachelor's Degree or higher from

a college on the approved list of the Southern Association of Colleges and Secondary Schools, or the equivalent regional accrediting association, or any accreditation agency imposing at least substantially equivalent standards, as determined at the Dean's discretion. Foreign-educated applicants must satisfy the additional educational equivalency and language proficiency requirements found in Section 1.07.

#### 1.04 Application Components

(A) The Law School Admission Test (LSAT), a standardized test administered by the Law School Admission Council (LSAC), is designed to measure certain abilities important in the study of law. It is used by law schools to assess the academic promise of their applicants. It is offered multiple times each year. Please visit [LSAC.org](http://LSAC.org) for test dates and deadlines. All applicants are required to have taken the LSAT within the five years preceding their application and to have the scores reported to the School as part of the LSAC Credential Assembly Service (CAS). While the School does not require a minimum LSAT score, a higher score can significantly improve an applicant's likelihood of admission. Applicants may take the LSAT more than once, but all scores will be reported to the School.

(B) Applicants must provide separate official transcripts from every undergraduate, graduate, or professional school they attended or from which they received a degree. These transcripts must be submitted through CAS. It is the applicant's responsibility to have a transcript from each school attended sent directly to LSAC. Transcripts issued to an applicant and provided by an applicant to either LSAC or the School will be returned unprocessed.

Applicants may apply to the School while they are still attending undergraduate school, as long as they will have obtained their baccalaureate degree by the time they enroll in the School. Final transcripts showing undergraduate degree conferral must be submitted to LSAC by no later than August 1 of the year in which the applicant intends to enroll at the School.

(C) The official application to the School is available on the School's website –

[www.NSL.law](http://www.NSL.law). It may be completed and submitted in one of two ways. The preferred method is to complete and submit the application electronically on the School's website. Alternatively, a PDF version of the application may be downloaded, printed, completed, and mailed to the School.

(D) Applicants must submit three letters of recommendation along with their application. One of these letters must be from a person associated professionally with the legal community. The persons preparing these letters should be well acquainted with the applicant and should be able to discuss and evaluate the applicant's academic competence, ability to relate to others, ethical character, skills, and accomplishments. Because recommendations are weighed heavily in admission decisions, applicants should choose their recommenders carefully and should gather strong recommendations from individuals with personal knowledge of the applicant.

Letters of recommendation may be submitted in two ways. Applicants may mail letters of recommendation directly to the School, or they may submit them through the LSAC's CAS.

(E) All applicants must submit a personal statement with their application. This statement provides applicants an opportunity to present themselves, their backgrounds and experiences, and their ideas to the Admission Committee. The specific topics may vary; however, the statement provides an opportunity for the Admission Committee to learn more about the applicant and should include information that is not otherwise apparent in the application. There is no page limit for these statements, but they are typically two to three pages in length. The statements are evaluated for writing ability and content.

(F) The nonrefundable application fee is \$50.00 if received by May 15. The fee increases to \$100 after May 15. An application is not complete until this fee has been paid. Applicants may pay the fee by check drawn on a United States bank or by money order made payable to the Nashville School of Law. The check or money order should accompany the application. Applicants also may pay the application fee electronically using a debit or credit card. Application fees

cannot be waived.

### 1.05 The Application Process and Checklist

**Create your secure LSAC.org Credential Assembly Service account.**

Your LSAC account number will be your primary identifier for all LSAC services. Your account is the gateway to the law school admission process and will enable you to track the status of many of the components of your application. This account will provide the School with your LSAT score(s), your official transcript(s), and your letters of recommendation (if you choose to use CAS for letters of recommendation). If applicants choose to have letters of recommendation sent through CAS, they must be directed to the School. Registration materials for a CAS account may be obtained from: Law School Admission Council, 662 Penn Street, P.O. Box 2000, Newtown, PA 18940-0998; Telephone 215.968.1001; [www.LSAC.org](http://www.LSAC.org).

For the purposes of registration for various admission services, Nashville School of Law's code is **1974**.

**Register for the LSAT online at LSAC.org.** Schedule your LSAT date so you will have plenty of time to obtain your score before your application is due.

The School recommends using the official LSAC materials to prepare for the LSAT. Test-taking strategies and a free sample LSAT are available on the LSAC website. Additional preparation materials may be ordered online from LSAC. Study carefully the information, advice, and sample questions in materials provided by the LSAC and then take the sample test. For best results, time yourself and do the entire test in one sitting. If this strategy is not successful for you, commercial preparation courses are available.

**Obtain and submit your official transcripts.** Complete the Transcript Request Form available from your CAS online account. Log into your account and go to Apply/Credentials/Transcripts and click on Transcript Request form. You must order transcripts from every undergraduate, graduate, or professional school you have attended. Allow LSAC at least two weeks from the time of the receipt

to process transcripts from schools in the United States and Canada. Please note additional time will be required to process international transcripts.

- Obtain, complete, sign, and submit your application for admission to the School.**
- Submit your personal statement.**
- Submit your letters of recommendation either directly to the School or through CAS.**
- Pay your application fee.**

#### 1.06 Character and Fitness Issues

The School's application requires applicants to answer questions about their character and fitness. These questions are similar to questions that must be answered on the application to take the Tennessee bar examination. Because of the high ethical standards to which lawyers are held, it is imperative applicants answer these questions fully and completely and provide full explanations for the circumstances and outcomes of matters including criminal charges, civil proceedings, and military discharges. If in doubt as to whether or not to disclose a particular matter, err on the side of disclosure.

Before answering the character and fitness questions on the School's application, it is strongly recommended that applicants review Tenn. Sup. Ct. R. 7, §§ 3.08 and 3.09 (<http://www.tncourts.gov/rules/supreme-court/7>), as well as the Instructions for First-Time Applicants for Admission by Examination published by the Tennessee Board of Law Examiners ([www.tnble.org/tnlaw/first-time/how-to-apply](http://www.tnble.org/tnlaw/first-time/how-to-apply)). Failure to disclose matters that should be disclosed is often more significant, and can cause more serious consequences, than the matters themselves. Applicants should bear in mind the Tennessee Board of Law Examiners requires law schools to provide information in students' files relating to character and fitness as part of the Board's investigation.



### 1.07 Additional Requirements for Foreign-Educated Applicants

International students and students with foreign degrees are required to submit the same application materials all other applicants must file. However, transcripts from foreign undergraduate, graduate, or professional educational institutions require additional certifications. Applicants who obtained a degree from an undergraduate, graduate, or professional educational institution located outside of the United States or its territories must submit a comprehensive course-by-course evaluation, determination of equivalency, plus authentication of transcripts from a Credential Evaluation Service that is a member of the National Association of Credential Evaluation Services.

In cases where English is not their first or primary language, foreign-educated applicants also must take the Test of English as a Foreign Language ([www.ets.org](http://www.ets.org)).

The School does not offer an LL.M. program for foreign-educated students.

### 1.08 Application Deadline

The deadline for completing and filing all components of the application is June 15th of the year in which the applicant desires to enroll in classes beginning in August. The application and all supporting documents must be filed with and received by the School by 5:30 p.m. (Central Daylight Time) on June 15, or on the next business day the School is open if June 15 falls on a day the School is closed. Applications payments received by May 15 are \$50. From May 16 to June 15, the application fee is \$100.

### 1.09 Supplemental Information

An application for admission is complete when all the documents described in Section 1.04 have been filed with the School. Applicants desiring to file additional materials may do so at any time prior to receiving notice of the School's decision regarding their admission. In addition, there may be some circumstances in which an applicant deems it necessary to clarify elements that are part of an application file. If so, the applicant may submit an optional

additional statement addressing the content of the application file.

If, at any time prior to enrollment, information requested and provided in an application changes, or additional information becomes available, an applicant is obligated to advise the School of any changes in the information previously furnished to the School. In particular, applicants must notify promptly the School of any additional grades received or any other facts that would have required a different answer to any question asked on the application. This supplemental information may be communicated informally by email to the School. The School will notify applicants if official verification is required.

If an applicant is offered admission, the School reserves the right to withdraw that offer of admission even after the applicant has enrolled or to expel any current student if: (a) the applicant fails to graduate from his or her undergraduate institution or exhibits a significant drop in academic performance at the undergraduate level; (b) there has been a misrepresentation in or breach of any of the terms of the School's application process; or (c) the School learns that the applicant has engaged in behavior prior to the first day of enrolled attendance that indicates a serious lack of judgment or integrity. The School further reserves the right to require applicants to provide additional information or authorizations for the release of information about any such matter.

#### 1.10 Interviews and Visiting the School

Even though the Admission Committee does not grant formal interviews, applicants are encouraged to visit the School, to speak with a member of the staff, or to attend one or more class sessions with the Dean's permission. Applicants who desire to visit the School should contact the School staff in advance of any visit to make the necessary arrangements.

#### 1.11 Assessment Factors

The factors that influence whether an applicant will be offered admission to the School include, but are not limited to, consideration of the application, personal

statement, letters of recommendation, and the following interrelated areas:

- The applicant's academic background, preparation, and likelihood of success in law school.
- The likelihood of the applicant's contribution to the educational environment at the School.
- The applicant's motivation, effort, and desire as well as commitment to public service and leadership.
- The potential of the applicant's contributions to Tennessee's legal profession.

#### 1.12 The Decision-Making Process

The School is committed to admitting the very best applicants from our pool of talented applicants. We are proud of our history and traditions. We believe diversity enriches our lives and our ability to succeed as legal professionals. We share the vision of the law as a service profession, and we applaud the aspirations of individuals to find a better way through the law. The admission process reflects these values.

The School's admission process is very selective. The Admission Committee takes seriously its responsibility to evaluate each application carefully and individually. The process is designed to evaluate the whole person. When the Admission Committee selects applicants, it is mindful of the value of outstanding academic performance and exceptional aptitudes for the study of law, but it recognizes that the potential to become a competent, ethical legal professional is not always reflected in cumulative grade point averages or LSAT scores.

Applicants with the strongest records are given priority. Admission decisions are based on all the information revealed during a careful and thorough consideration of each applicant's entire admission file. Every file is carefully evaluated, and no applicant is granted or denied admission exclusively on the basis of an LSAT score or grade point average. Every applicant's file is

individually assessed on the basis of both quantifiable and qualitative criteria. Applications for admission are examined with the goals of:

- Assessing the overall competitive strength of the applicant's record as compared with other applicants within that applicant's pool; and
- Achieving a class that, as a whole, will have depth in quality, diversity of background, a wide variety of experience, breadth of perspective, and substantial diversity of viewpoint.

These factors contribute positively to the creation of a stimulating educational environment at the School and are essential to attaining educational excellence.

### 1.13 Acceptance, Enrollment, and Determination of Admission

June 15 is the deadline for submitting an application for the class entering in August of the same year. Students may begin submitting applications on September 1 of the calendar year preceding the year in which they seek enrollment.

The School follows a modified rolling admission process. Notification of the Admission Committee's decision is communicated via U.S. mail. Throughout the application period, the School will send notices of acceptance to applicants whose superior credentials clearly fall within the admission criteria. Completed applications requiring further consideration are placed on hold. In the late spring, the Admission Committee will complete its admission decisions and will notify the persons whose applications are pending either that their application has been accepted or that it has been denied.

Before a file can be reviewed, the Admission Committee will first confirm that each application is complete. If an application is not complete, the Committee will make good faith efforts to inform the applicant that his or her application is not complete and to provide the applicant a reasonable opportunity to complete his or her application. However, ultimately it is the applicant's responsibility to ensure the completeness of his or her application in a timely manner.

Acceptance decisions anticipate that applicants will enroll and commence their

legal studies in the same year they are accepted.

The School expects applicants who have been notified of their acceptance to provide prompt written confirmation of their intent to enroll. This confirmation should be received by the school by no later than July 1 immediately preceding the beginning of classes in August. Acceptance of an offer of admission is deemed complete when the School receives an admittee's orientation fee. The School will make good faith efforts to contact admitted students who have not confirmed their enrollment to confirm that they intend to register for the entering class, but the School cannot guarantee a place in the entering class for students who do not confirm their intent to enroll.

However, when the circumstances require, applicants who have been accepted may request a one-year deferment by (1) submitting a written statement to the Registrar detailing the reasons for requesting a deferment and (2) paying a non-refundable registration fee that will be credited against the tuition and fees when the applicant enrolls. Deferments are solely within the discretion of the Dean or the Dean's designee and will be approved on an individual basis.

#### 1.14 Reapplication Procedure

All admission procedures and deadlines for reapplicants are generally the same as those for new applicants, except for the changes identified in this section. Persons desiring to reapply for admission must (1) re-register with LSAC for the purpose of using the CAS; (2) submit a new application, including the personal statement and any additional statement, if applicable; (3) provide new, current letters of recommendation; (4) submit additional transcripts from educational institutions attended since the filing of the original application; and (5) pay a new \$50 application fee. Reapplicants are not required to submit additional LSAT scores as long as their scores are less than five years old. If the LSAT score is more than five years old, the reapplicant must retake the LSAT and submit the new score. The School retains application files for five years.

### 1.15 For Additional Information

Any questions concerning the School's admission requirements or procedures or the status of an application should be directed to the School's Registrar, Chip Loser at 615.780.2244 or [chip.loser@NSL.law](mailto:chip.loser@NSL.law). However, conversations with School staff cannot serve to alter the admission policies or any other School policy.

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## 2. TRANSFERS

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### 2.01 Transfer Policy

The School welcomes transfer applications from persons who have previously enrolled at a domestic law school.

### 2.02 Application to Transfer

Transfer applicants must utilize the same application used by persons applying for admission as first-year students. In addition to the information and documentation required of persons seeking admission as first-year students, transfer applicants must provide: (a) a statement explaining his or her reasons for requesting admission to the School; (b) a complete, official academic transcript from all prior law schools indicating all coursework completed and grades received; and (c) a written release authorizing the School to request and all prior law schools to provide information relating to the applicant's conduct and performance at the prior law school. Letters of recommendation from faculty at the prior law school are helpful, but not required.

### 2.03 Transfer Application Deadline

The deadline for completing and filing all components of the application to transfer is June 15 of the year in which the applicant desires to enroll in classes beginning in August. The application and all supporting documents, along with the non-refundable application fee (\$50 by May 15, \$100 if paid after May 15), must be filed with and received by the Law School by 5:30 p.m. (Central Daylight Time) on June 15. No action will be taken on a transfer application until all the

required information and documents have been received by the School.

#### 2.04 Transfer Limitations

All academic credits accepted for transfer must have been completed at a domestic law school. No more than 16 credits required for graduation from the School will be accepted for transfer. The School will accept transfer credit only for courses in which the grade received was equal to or higher than a C+ on that school's grading scale. Credit toward graduation from the School for subject matter comparable to a course offered at the School will be accepted for transfer only when the prior course is comparable to the course offered by the School.

#### 2.05 Transfer Credit

The grades in all courses accepted for credit will be entered as "Pass" on the student's records and will not be included in the calculation of the student's cumulative grade point average.

#### 2.06 Transfer Student Ranking

A transfer student shall receive a class rank after he or she completes one full year of study at the School. A transfer student retaking a required course is not eligible for that course's top performance award.

#### 2.07 Authority of the Dean

The Dean or the Dean's designee shall have exclusive and final authority over the enrollment decisions of transfer students and the awarding of transfer credit.

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### 3. GRADUATION REQUIREMENTS

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#### 3.01 Required Courses

To graduate from the School, students must complete a total of 57 credit hours and maintain a grade point average of at least 2.25. Students must pass the following required courses in order to be eligible for graduation:

First Year: Constitutional Criminal Law & Procedure (2 credits)

Crimes (1 credit)  
Contract Law (3 credits)  
Introduction to Law (1 credit)  
Legal Skills & Values I (2 credits)  
Torts I (3 credits)

Second Year: Civil Procedure (3 credits)  
Constitutional Law (3 credits)  
Evidence (3 credits)  
Property (3 credits)  
Rigorous Writing Exercise (1 credit)

Third Year: Domestic Relations (1 credit)  
Estate Planning (1 credit)  
Ethics & Professionalism (1 credit)  
Legal Skills & Values II (1 credit)  
Restitution and Remedies (3 credits)  
Wills (2 credits)  
Trial Practice Series (2 Credits)  
Rigorous Writing Exercise (1 credit)

Fourth Year: Advanced Legal Studies (3 credits)  
Bar Exam Workshop (3 credits)  
Business Associations (3 credits)  
Conflicts of Law (2 credits)  
Sales (1 credit)  
Secured Transactions (1 credit)  
Torts II (1 credit)

### 3.02 Trial Practice Series

The Trial Practice Series comprises two-credit classes that provide experiential learning for students led by seasoned attorneys or judges. The School offers Trial Practice Series courses in Criminal Law, Civil Law, and Domestic Law. To graduate, students must successfully complete at least one of the Trial Practice Series classes.



### 3.03 Rigorous Writing Requirement

Students also must complete a rigorous writing requirement in order to be eligible for graduation. This is a two-year program of independent study in which each student is matched with a writing mentor who will help the student complete a significant writing project on a legal topic. Students will complete the rigorous writing requirement in their second and third years. Students earn two academic credits when they successfully complete the rigorous writing requirement. Students who, in the opinion of the school, produce superior work will be recognized with the Robert Ballow Excellence in Writing Award. This recognition will include acknowledgment at graduation and in *The Torch*, publication of the work on the school's website, and a monetary award endowed by the generosity of Nashville School of Law alumnus Robert Ballow.

### 3.04 Electives

The School also offers elective courses. Elective courses that have been offered in the past include:

- Accounting for Lawyers
- Administrative Law
- Advanced Depositions Strategy & Practice
- Advanced Property Law
- Bankruptcy Practice & Procedure
- Employment & Labor Law
- Entertainment Law
- First Amendment Law
- General Sessions Court Practicum
- Immigration Law
- Intellectual Property Law
- Juvenile Practice & Procedure
- Law Office Management
- Mortgages

- Public Advocacy
- Tennessee Constitutional Law
- Theory & Practice of Negotiation
- Workers' Compensation

Students may complete an additional Trial Practice Series as an elective course and receive two academic credits. Registration priority is given to third-year students who have not previously enrolled in a Trial Practice Series course.

Elective courses change from year to year at the School. There is no guarantee that an elective course will be available on a year-to-year basis. Elective courses are taught in the summer and during the regular academic year. The School strives to publish a tentative list of electives two years in advance so that students may plan their academic path.

Students also can complete an internship or clinic for academic credit. See Section 6.

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#### 4. ACADEMIC CALENDAR

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##### **JULY 2018**

(TH) 26 New Student Orientation Day 1 – 8 a.m. (Auditorium)

(FR) 27 New Student Orientation Day 2 – 8 a.m. (Auditorium)

##### **AUGUST 2018**

(M) 6 1064/1,2,3 – LSV I ALL sections meet 8:20 (Auditorium)  
 1054 Contracts – Class begins 6:30 p.m. (Auditorium)  
 2094 Constitutional Law – Class begins at 6:30 p.m. (Room 200)  
 3214 Restitution & Remedies – Class begins at 6:30 p.m. (Room 100)  
 4014 Business Associations – Class begins at 6:30 p.m. (Room 300)  
 2014 Evidence – Class begins at 8:20 p.m. (Room 200)  
 3014 Wills – Class begins at 8:20 p.m. (Room 100)  
 4044 Sales – Class begins at 8:20 p.m. (Room 300)

(W) 8 4124 Bar Exam Workshop – Class begins at 6:30 p.m. (Room 300)  
 3324 Criminal Trial Practice – Class begins at 6:30 p.m. (Trial Courtroom)  
 5014 Law Office Management – Class begins at 6:30 p.m. (Room 100)  
 5152 Tennessee Constitutional Law – Class begins at 8:20 p.m. (Room 200)

- (TH) 9 1144 Torts – Class begins at 6:30 p.m. (Auditorium)  
 2034 Civil Procedure – Class begins at 6:30 p.m. (Room 200)  
 3044/1 LSV II – Class begins at 6:30 p.m. (Room 100)  
 3044/2 LSV II – Class begins at 6:30 p.m. (Room 400)  
 3124 Domestic Relations – Class begins 8:20 p.m. (Room 100)  
 4154 Advanced Legal Studies – Class begins at 6:30 p.m. (Room 300)  
 4084 Conflicts of Law – Class begins at 8:20 p.m. (Room 300)  
 1084 Crimes – Class begins at 8:20 p.m. (Auditorium)  
 2084 Property – Class begins at 8:20 p.m. (Room 200)
- (M) 13 1064/1,2,3 – LSV I ALL sections meet 8:20 (Auditorium)
- (M) 20 1064/1 – LSV I Class begins 4:45 p.m. (Auditorium)  
 1064/2 – LSV I Class begins 8:20 p.m. (Auditorium)  
 1064/3 – LSV I Class begins 8:20 p.m. (Room 400)

### **SEPTEMBER 2018**

- (M) 3 **No Class – Labor Day**
- (W) 26 BLE & TLAP Session with Fourth Year Students – 6:30 p.m. (Room 300)  
 (4124 Bar Exam Workshop will NOT meet. Attendance is Mandatory)

### **OCTOBER 2018**

- (W) 17 5152 Tennessee Constitutional Law – Last Class  
 5014 Law Office Management – Last Class
- (TH) 18 1084 Crimes – Last Class  
 3124 Domestic Relations – Last Class  
 3044 LSVII – Last Class
- (M) 22 4044 Sales – Last Class
- (W) 24 5014 Law Office Management – Final Exam – 8:20 p.m. (Room 100)  
 5152 Tennessee Constitutional Law – Final Exam – 8:20 p.m. (Room 200)
- (TH) 25 1084 Crimes – Final Exam – 8:20 p.m. (Auditorium)  
 3124 Domestic Relations – Final Exam – 8:20 p.m. (Room 100)  
 3044/1 LSV II – Final Exam – 6:30 p.m. (Room 100) Paper Due  
 3044/2 LSV II – Final Exam – 6:30 p.m. (Room 400) Paper Due
- (M) 29 4044 Sales – Final Exam – 8:20 p.m. (Room 300)
- (W) 31 3314 Domestic Trial Practice – Class 6:30 p.m. (Appellate Courtroom)  
 5184 Employment & Labor Law – Class begins 8:20 p.m. (Room 200)

### **NOVEMBER 2018**

- (TH) 1 1104 Con. Crim. Law & Procedure – Class begins 8:20 p.m. (Auditorium)

3104 Ethics & Professionalism – Class begins 6:30 p.m. (Room 100)  
3334 Civil Trial Practice – Class begins 8:20 p.m. – (Trial Courtroom)

(M) 5 4054 Secured Transactions – Class begins at 8:20 p.m. (Room 300)

(W) 21 **No Class – Thanksgiving Break**

(TH) 22 **No Class – Thanksgiving Break**

### **DECEMBER 2018**

(TH) 20 Last Class before Holiday Break

(F) 21 **Holiday Break Begins**

### **JANUARY 2019**

(M) 7 Classes Resume

(W) 23 3324 Criminal Trial Practice – Last Class

(TH) 24 4084 Conflicts of Law – Last Class

(M) 21 3014 Wills – Last Class

(M) 28 4054 Secured Transactions – Last Class  
3014 Wills – Final Exam – 6:30 p.m. (Room 100)  
**(3214 Restitution & Remedies will NOT meet)**

(W) 30 5354 General Sessions Practicum – Class begins at 6:30 p.m. (Room 200)

(TH) 31 3104 Ethics & Professionalism – Last Class  
4084 Conflicts of Law – Final Exam - 6:30 p.m. (Room 300)  
**(4154 Advanced Legal Studies will not meet)**

### **FEBRUARY 2019**

(M) 4 4054 Secured Transactions – Final Exam – 8:20 pm. (Room 300)  
5403 Advanced Depositions – Class begins at 6:30 p.m. (Room 400)

(TH) 7 3104 Ethics & Professionalism – Final Exam – 6:30 p.m. (Room 100)  
5142 Accounting for Lawyers – Class begins 8:20 p.m. (Room 100)

(M) 11 4074 Torts II – Class begins 8:20 p.m. (Room 300)

(TH) 14 3034 Estate Planning – Class begins at 6:30 p.m. (Room 100)

## **MARCH 2019**

- (M) 18 1064/1 – LSV I Class 4:45 p.m. (Auditorium) – Last time to meet in sections  
1064/2 – LSV I Class 8:20 p.m. (Auditorium) – Last time to meet in sections  
1064/3 – LSV I Class 8:20 p.m. (Room 400) – Last time to meet in sections
- (M) 25 1064/1,2,3 – LSV I ALL sections meet 8:20 (Auditorium)

## **APRIL 2019**

- (M) 1 1064/1,2,3 – LSV I ALL sections meet 8:20 (Auditorium)
- (M) 8 1064/1,2,3 – LSV I ALL sections meet 8:20 (Auditorium) – Last Class  
4014 Business Associations – Last Class  
1054 Contracts – Last Class  
1064 LSV I – Last Class  
2094 Constitutional Law – Last Class  
2014 Evidence – Last Class
- (W) 10 4124 Bar Exam Workshop – Last Class  
5354 General Sessions Practicum – Last Class
- (TH) 11 2084 Property – Last Class  
1144 Torts – Last Class  
2034 Civil Procedure – Last Class
- (M) 15 3124 Restitution & Remedies – Last Class  
5403 Advanced Depositions – Last Class
- (W) 17 3314 Domestic Trial Practice – Last Class  
5184 Employment & Labor Law – Last Class  
5354 General Sessions Practicum – Final Exam – 6:30 p.m. (Room 200)
- (TH) 18 2034 Civil Procedure – Final Exam – 6:30 p.m. (Room 200)  
1104 Con. Crim. Law & Procedure – Last Class  
4154 Advanced Legal Studies – Last Class  
5142 Accounting for Lawyers – Last Class  
3334 Civil Trial Practice – Last Class
- (M) 22 1054 Contracts – Final Exam – 6:30 p.m. (Auditorium)  
2014 Evidence – Final Exam – 6:30 p.m. (Room 200)  
4074 Torts II – Last Class  
5403 Advanced Depositions – Final Exam – 6:30 p.m. (Room 400)
- (W) 24 4124 Bar Exam Workshop – Final Exam – 6:30 p.m. (Room 300)  
5187 Employment & Labor Law – Final Exam – 6:30 p.m. (Room 200)
- (TH) 25 3034 Estate Planning – Last Class  
5142 Accounting for Lawyers – Final Exam – 6:30 p.m. (Room 400)

- (M) 29 2094 Constitutional Law – Final Exam – 6:30 p.m. (Room 200)  
4014 Business Associations – Final Exam – 6:30 p.m. (Room 300)  
3214 Restitution & Remedies – Final Exam – 6:30 p.m. (Room 100)

### **MAY 2019**

- (TH) 2 1144 Torts – Final Exam – 6:30 p.m. (Auditorium)  
2084 Property – Final Exam – 6:30 p.m. (Room 200)  
3034 Estate Planning – Final Take Home Exam Due  
4154 Advanced Legal Studies – Final Exam – 6:30 p.m. (Room 300)
- (M) 6 4074 Torts II – Final Exam – 6:30 p.m. (Room 100)
- (TH) 9 1104 Con. Crim. Law & Procedure – Final Exam – 6:30 p.m. (Auditorium)
- (M) 13 Practice Bar Exam for 1Ls and 2Ls – 6:30 p.m. (Auditorium & Room 200)
- (TH) 16 Practice Bar Exam for 1Ls and 2Ls – 6:30 p.m. (Auditorium & Room 200)
- (SA) 25 Graduation – Renaissance Nashville Hotel Ballroom

### **JUNE 2019**

- (FR) 7 Annual Recognition Dinner - Renaissance Nashville Hotel Ballroom

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## **5. COURSE DESCRIPTIONS**

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### **Accounting for Lawyers 5142**

**(1 credit hour)**

The course provides an introduction to accounting theory, interpretation of financial statements, and the legal implications of an audit report. Cases applying accounting principles are discussed and examined from a legal and accounting perspective. The course also discusses the application of accounting theory to probate accounting and real estate closings. The objective of the course is to provide a basic understanding of accounting and the accounting profession that will be beneficial in the practice of law. No prior accounting course or experience is necessary for the course.

### **Administrative Law**

**(1 credit hour)**

Administrative Law— whether Federal, State, or Local Government Law—is the body of law which governs the creation and operation of government agencies. This course provides a study of legislative authority and administrative agencies

with emphasis upon the administrative process and judicial review. The main objective of this course is to prepare students to litigate cases before administrative agencies by becoming familiar with (1) the formal and informal decision-making processes of administrative agencies; (2) the judicial review of agency actions; and (3) the rule-making process, under the Tennessee Uniform Administrative Procedures Act.

**Advanced Deposition Strategy & Practice 5403** (1 credit hour)

Anyone pursuing a career in civil litigation will quickly discover that, for most cases, depositions will make a substantial difference in the case value and the outcome for their clients. The purpose of this course is to prepare the participants to take and defend depositions effectively by learning specific skills, including: (1) how to decide what questions to ask and how to ask them; (2) how to exhaust a witness's knowledge or opinions; (3) how to eliminate surprises at trial by boxing in a witness's recollection or opinion; (4) how to introduce case-altering rules, standards, and exhibits despite opposition; (5) how to prepare your client for a deposition; and (6) how to make and deal with objections. The course will also review the case law and the procedural and ethical rules as they apply to deposition conduct.

**Advanced Legal Studies 4154** (3 credit hours)

This course provides a comprehensive review of all topics tested on the Tennessee Bar Examination. This course is designed to emphasize the knowledge, skills and confidence required to pass the bar examination on the initial attempt. Limited to Fourth Year students.

**Advanced Property Law** (1 credit hour)

A practical course in the practice of real property, mortgages and title law, with special emphasis on drafting documents, searching title to real property, preparation of title opinions and certificates of titles, reading surveys, and conducting escrow closings.

**Bankruptcy Practice & Procedure 5174** (2 credit hours)

A survey of the rights and remedies of debtors and creditors before and during bankruptcy proceeding.

**Bar Exam Workshop 4124** (3 credit hours)

The Bar Exam Workshop is a partner class to the Advanced Legal Studies curriculum, both designed to prepare students who have completed most of their substantive legal education for the bar and embarking on their legal careers. In the Bar Exam Workshop, students will learn test-taking strategies for the Multistate Bar Exam (MBE), the Multistate Performance Test (MPT), and state essay questions. Students will practice answering questions under timed conditions and enhance their writing and organizational skills.

**Business Associations 4014** (3 credit hours)

This course provides an overview of the laws governing business entities, including partnerships, limited liability companies, and corporations. The course covers agency law and focuses on Tennessee law to the extent possible or the model rules that reflect corporate practices in Tennessee. The course familiarizes students with case law and practical problems associated with business organizations and planning.

**Civil Procedure 2034L** (3 credit hours)

This course introduces students to the Rules of Civil Procedure, both Tennessee and federal. Topics of emphasis include the Erie Doctrine, personal jurisdiction, subject matter jurisdiction, and venue. The course also focuses on differences between the Tennessee Rules of Civil Procedure and the Federal Rules of Civil Procedure.

**Conflicts of Law 4084** (2 credit hours)

This course focuses on jurisdictional and choice of law issues encountered because litigation or a transaction involves multiple states or jurisdictions. The course focuses on territorial jurisdiction, choice of law, and foreign judgments.



**Constitutional Criminal Law & Procedure 1104L****(2 credit hours)**

This course surveys Constitutional Criminal Law with an emphasis on the U.S. Supreme Court's interpretation of Constitutional rights of the accused. It includes the study of criminal procedure with an emphasis on the Tennessee Rules of Criminal and Appellate Procedure. This course examines federal and Tennessee criminal law and procedure. The class examines the stages of a criminal case from arrest through appeal with emphasis on the Fourth, Fifth, Sixth, Eighth, and Fourteenth Amendments to the United States Constitution and parallel provisions of the Tennessee Constitution.

**Constitutional Law 2094L****(3 credit hours)**

This course provides an introduction to the United States Constitution and the processes and principles of constitutional adjudication. It focuses on the language of the Constitution and the decisions of the United States Supreme Court interpreting and applying this language. Emphasis will be given to (a) the origin, scope, and limitations of the power of judicial review in constitutional cases, (b) the allocation of powers and responsibilities among the three branches of the federal government, (c) the distribution of power between the federal government and the states, and (d) the protection of fundamental textual and non-textual individual rights and liberties, including those embodied in the Bill of Rights, the Due Process Clause of the Fourteenth Amendment, the Equal Protection Clause, and the First Amendment.

**Contract Law 1054L****(3 credit hours)**

The course emphasizes the history and theory of contract law, as it has evolved in the common law. The course includes study of the law of sales, as reflected in Article 2 of the Uniform Commercial Code. The course covers the agreement process, defenses to formation, issues related to the performance of contractual obligations, and remedies for breach.

**Crimes 1084L****(1 credit hour)**

This course examines substantive criminal law with an analysis of common-law

concepts and applicable Tennessee statutes. The course emphasizes the general elements of crimes, inchoate crimes, homicide, and theft.

**Domestic Relations 3124**

**(1 credit hour)**

This course focuses on major concepts in Tennessee divorce and family law. Topics include antenuptial agreements, annulment, child custody, child support, and enforcement, contempt, domestic abuse, grounds for and defenses to divorce, jurisdiction and procedure, parental relocation, and spousal support. Domestic Relations provides an introduction to practically every aspect of Tennessee family law. This course focuses on the various categories of family law that a domestic relations practitioner may face in their practice. Emphasis will be given to relevant statutory enactments, the policy behind the enactments, major cases interpreting the application of statutes, cases establishing the common law areas of family law and the practical application of statutory law and case law for the domestic relations practitioner. The major topics of discussion will include: grounds for divorce, division of property, alimony, antenuptial agreements, domestic abuse, custody and child support, relocation and contempt.

**Employment & Labor Law 5184**

**(2 credit hours)**

A review of the law governing regulation of the employment relationship. Age and handicap/disability prohibitions, anti-retaliation and whistle blower laws, and common law protection against wrongful discharges are covered. Race and sex discrimination prohibitions are emphasized. Legal problems incident to collective bargaining by employees at common-law and under modern federal and state legislation, Taft Hartley Act, closed shop, union shop, picketing, the strike, rights of labor and rights of management, common law rights of employees and rights under modern federal and state discrimination statutes are examined.

**Entertainment Law 5031**

**(1 credit hours)**

This course studies the applicability of the present statutory and judicial structure on the entertainment industry.

**Estate Planning 3034****(1 credit hour)**

The goal of the course is to prepare students to meet with actual planning clients, to determine their planning needs, to draft basic wills and related documents, and to spot the problems which require more study. We focus on practical advice as to how to plan for typical client situations which lawyers will encounter as opposed to more theoretical issues. A student successfully completing the course will be prepared to competently represent clients who come to them for wills and planning. Unlike many law school courses focusing on a specific area of the law, this course is a synthesis of many areas. Estate planning by its nature may include considering the respective laws concerning wills and trusts, federal and state taxes, retirement accounts, business entities, and real and personal property, as well as human behavior.

**Ethics & Professionalism 3104****(1 credit hour)**

This course addresses the ethical standards and professional responsibility required of Tennessee lawyers and judges relating to the practice of law and to the administration of law in the courts of this state, and the regulation thereof. The three main objectives of this course are to enable students: (1) to be conversant with the Tennessee Rules of Professional Conduct and the Tennessee Code of Judicial Conduct; (2) to prepare students to take and pass the MPRE; and (3) to inspire students to ethically practice law.

**Evidence 2014L****(3 credit hours)**

This course provides a comprehensive study of all aspects of the Federal Rules, the Tennessee Rules, and the Majority Rules of Evidence. The course focuses on relevancy, real evidence, documentary evidence, testimonial evidence, and hearsay.

**First Amendment Law 5212****(1 credit hour)**

This course examines the fundamental First Amendment freedoms of religion, speech, press, assembly, and petition. The course focuses on categorical exceptions to free speech, the content discrimination principle, and the religious

liberty clauses.

**General Sessions Practicum 5354**

**(1 credit hour)**

This course provides practical insights into the General Sessions Court practice. The class focuses on applying relevant rules and procedures for civil and criminal court actions, as well as the proper filing of court forms. Students will hear from experienced lawyers on the art of negotiating, trial techniques, and maintaining client relationships. Students will learn the various stages of a case as it moves through the General Sessions Court. Students also will represent a client in at least one criminal or civil matter under the supervision of a licensed attorney.

**Immigration Law 5044**

**(1 credit hour)**

This course teaches concepts fundamental to Immigration Law so that students will understand and be able to apply them to analysis of issues arising in factual settings.

**Intellectual Property Law 5231**

**(3 credit hours)**

This course provides an introduction to the law of patent, copyright, trademark, unfair competition, trade secret, and other regimes through which the legal system extends protection to ideas, their use, or their expression

**Juvenile Practice & Procedure 5084**

**(1 credit hour)**

This course examines the legal and philosophical bases for a separate juvenile court system, and of the state's rights as *parens patriae* to interfere in the parent-child relationship. It also discusses juvenile court jurisdiction over the delinquent child, the status offender and the dependent and neglected child through the entire court process from investigation and arrest or summons, to adjudication and disposition, including continued supervision by the court or social worker.

**Law Office Management 5014**

**(1 credit hour)**

This course addresses the practical, nuts-and-bolts, day-to-day issues in the practice of law, specifically including running the law office as a business. The

class format is lecture and class discussion, based on readings and other materials, and is organized around inquiry into demographics, marketing and advertising, fees and law office accounting, bookkeeping, time management, calendar control, timekeeping, client relations, employment matters, risk management, managing trust accounts, balancing professional life with personal life, and other related issues.

**Legal Clinics 6022 & 6003**

**(1 credit hour)**

Clinical courses such as the Wills Clinic and the Juvenile Custody Clinic provide students with opportunities to perform legal services to clients under the close supervision of a member of the faculty or an experienced attorney.

**Legal Skills & Values I 1064L**

**(2 credit hours)**

This course starts the process of developing the legal research and writing skills necessary in the law profession. These skills are taught in conjunction with development of the broad professional knowledge and demeanor expected of a lawyer. The course incorporates an overview of the American legal system, primary sources, secondary sources, and various legal research methods, with emphasis on electronic research and materials. The course's approach to legal writing emphasizes clear writing and sound structure as assignments progress in complexity from professional correspondence to persuasive memos. Students will learn how to use standard legal citation to incorporate statutory and case law research into writings such as office memoranda, motions, and advice letters.

**Legal Skills & Values II 3044**

**(1 credit hour)**

This course will provide students with experience in drafting a variety of legal documents that are frequently used in the practice of law. The assignments reflect the type of legal documents that bar exam applicants must perform for the Multistate Performance Test (MPT) on the Tennessee Bar Exam. Students will draft an objective legal memorandum, an opinion/client letter, a complaint, and a persuasive memo.

**Mortgages 4104****(1 credit hour)**

The Mortgages course at Nashville School of Law is designed to equip the student with a thorough understanding of the basic principles of Mortgage law. Special emphasis is placed on Tennessee statutes and case law governing mortgage creation and enforcement. The course is designed to equip the student with the tools to successfully tackle mortgage priority, both on the bar, and in practice. Students seeking a thorough legal education should consider Mortgages.

**Negotiation Theory & Practice 5404****(2 credit hours)**

This course is designed to offer a basic experiential introduction to the concepts, instruments, functions, and theories of modern negotiation. The purpose of this introduction is to give some of the information needed to better understand the dynamics of interpersonal, business and legally related negotiation.

**Property Law 2084L****(1 credit hour)**

This course provides a basic survey of the law of property with an emphasis on real estate. The course examines the forms and methods by which property interests are held, used, and transferred. It includes a study of adverse possession, present and future estates, concurrent ownership, landlord and tenant, easements, promises respecting the use of land, vendor and purchaser, conveyances of land, the recording system, land title insurance, public control of land use, eminent domain, condominiums, and introduction to personal property.

**Public Advocacy 5002****(1 credit hour)**

The practice of law requires skills of verbal communication and persuasion, most of which will not be to a jury. This seminar is designed to prepare lawyers for the wide variety of verbal presentations they will encounter outside the courtroom, from public hearings and community meetings to mediation, press conferences, and boardrooms. The study of rhetoric and effective oral advocacy will be accompanied with practice by members of the class at every meeting.

Limited to 15 students; evaluation will be based entirely on class presentations and participation; pass/fail.

**Remedies 3214**

**(3 credit hours)**

This course covers the four major types of remedies: (1) common law damages, (2) equity and injunctive relief, (3) restitution, and (4) ancillary remedies such as contempt, collection, and attorney fees. The course also examines remedial defenses and the right to jury trial in civil cases. Students are introduced to restitution with particular emphasis on unjust enrichment and constructive trusts. The class also provides a basic introduction to the process of collecting judgments.

**Rigorous Writing Exercise 2024L & 3134**

**(2 credit hours)**

This is a two-year program of independent study in which each student is matched with a writing mentor who is a practicing attorney or judge. The Rigorous Writing Exercise commences during the second year and continues through the third year of law school.

**Sales 4044**

**(1 credit hour)**

This course provides a comprehensive introduction to the law of sales under Article 2 of the Uniform Commercial Code (“UCC”), which governs many individual and business transactions individuals and most e-commerce purchases. The course compares and contrasts UCC rules with common-law contracts rules.

**Secured Transactions 4054**

**(1 credit hour)**

This course focuses on commercial and consumer financing using personal property as collateral under UCC Article 9. The course includes study of contract and personal property law, focusing on the creation, priority and remedies of secured transactions under Article 9 of the Uniform Commercial Code and related bodies of law.

**Tennessee Constitutional Law 5152**

**(1 credit hour)**

This course provides students with a detailed understanding of the Tennessee

Constitution. It examines overarching principles of constitutional law, including federalism, separation of powers and adequate and independent state law grounds. The course emphasizes key provisions of Article I of the Tennessee Constitution – the Declaration of Rights, including provisions related to freedom of religion, freedom of expression, the right to privacy, and protection from unreasonable searches and seizures. The course compares and contrasts protections for individual liberty in the Declaration of Rights to those found in the U.S. Constitution.

**Torts I 1144L**

**(3 credit hours)**

Torts is a dynamic area of the law that focuses on civil wrongs and injuries to people, property, and economic interests resulting from such wrongs. This course covers a broad range of topics, including intentional torts, torts of negligence, and strict liability torts. The course also encompasses defenses, damages, defamation, injuries to business and family relationships, invasion of privacy, misrepresentation, nuisance, practical approaches to resolving and litigating tort cases, and premise liability.

**Torts II 4074**

**(1 credit hour)**

Torts II is a continued exploration of the law that focuses on personal injury and property damage claims, a major part of modern civil litigation. Like Torts I, the course is concerned with injuries to people, property, and economic interests resulting from civil wrongs and how the legal system responds to the diverse problems raised by such injuries. Torts II focuses on interferences with family relationships, products liability, misuse of the legal system, civil rights torts, and the subjects of governmental and employee immunity. The course also covers defenses, damages, and practical approaches to resolving and litigating cases involving these dynamic areas of the law.

**Trial Practice: Civil 3334**

**(2 credit hours)**

This course introduces students to trial practice in a “learning by doing” environment. The primary objectives of the course are: 1) to develop the



essential skills and competencies required of a trial lawyer; 2) to enhance the student's understanding of discovery and pretrial motion practice and how both can impact the outcome of a case; 3) to understand the trial process and courtroom protocol; 4) to enhance public speaking and advocacy skills; and, 5) to learn to be a professional and ethical advocate. Students participate in several small group activities to learn basic trial skills, advocacy theory and the rules and law applicable to civil trial practice. The course culminates with student conducted jury trials in which class members work in teams on fictional, but realistic, cases such as personal injury or breach of contract claims.

**Trial Practice: Criminal 3324**

**(2 credit hours)**

The course is primarily intended to provide students with the fundamental knowledge, skills, tools and techniques needed to effectively prosecute or defend the trial of a criminal case. Achievement of this objective necessarily demands that students have an understanding of and an appreciation for trial dynamics by: 1) developing practical tools to aid in improving pretrial and trial organizational skills; 2) enhancing critical thinking and legal analytical skills when evaluating and presenting evidence; 3) enhancing the cohesiveness and effectiveness of presenting evidence; 4) enhancing understanding and of pretrial motions; 5) developing an understanding of the human psychology of decision making and how it impacts the trial process; 6) enhancing oral and written presentation skills; 7) gaining a greater appreciation of and respect for the importance of professionalism and ethics in advocacy.

**Trial Practice: Domestic 3314**

**(2 credit hours)**

This course is designed to take the student from the initial client interview all the way through a divorce trial. Students will learn how to conduct an interview with a potential client, access the client's goals and provide objective advice. You will be taken through the discovery process, both written and oral. Topics will include types of written discovery, depositions, responding to discovery, pretrial motions, use of experts, and requests for injunctive relief. Students will engage in mock interviews and mock depositions; prepare and participate in a mock

mediation and prepare for and participate in a trial.

### **Wills 3014**

**(2 credit hours)**

Wills is an in-depth study of the Tennessee law of intestate succession, wills, and trusts. The course covers not only Wills but also intestate administration, powers of attorney and the basics of trust law. The course examines capacity to make a Will, grounds for Will contests, ; rules for properly executing attested and holographic wills; revocation, republication, integration of Wills, interpretation and construction of ambiguities in wills, lapses, and ademption and abatement of bequests.

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## **6. CLINICAL, EXPERIENTIAL, AND INTERNSHIP PROGRAMS**

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### **6.01 Experiential Learning**

The School supports and encourages experiential learning for its students. There is no substitute for experience in the practice of law. Experiential learning provides hands-on training in which students learn and practice the professional skills needed in the practice of law.

Many of the School's students are already employed in law-related fields that enable them to become familiar with the competencies and skills required to practice law effectively. For students who are not employed in a law-related field, the School encourages taking advantage of opportunities to participate in law-related activities, whether compensated or not. Internships or clerkships with practicing lawyers or judges provide invaluable opportunities to learn more about the practice of law

### **6.02 Experiential Learning Opportunities**

The experiential learning opportunities provided by the School include simulation courses, internships, clinics, and approved pro bono programs. In addition to the programs provided by the School, students are encouraged to pursue opportunities on their own.

(A) Simulation Courses. In simulation courses, the students learn lawyering

skills in a controlled setting through exercises that do not involve an actual client. The simulation courses currently offered at the School include three Trial Practice courses, Negotiation Theory & Practice, Advanced Deposition Strategy & Practice, and Public Advocacy. Students are required to take at least one of the Trial Practice courses in order to graduate.

(B) Internships. Internships provide opportunities to gain first-hand legal insight and experience outside the traditional classroom setting by working under the close supervision of a judge or an experienced attorney. Academic credit is available for selected internships.

(C) Clinics. Clinical courses such as the Wills Clinic, the Juvenile Custody Clinic, and the General Sessions Practicum course provide students with opportunities to perform legal services to clients under the close supervision of a member of the faculty or an experienced attorney.

(D) Pro Bono Activities. Pro bono programs give students the opportunity to benefit the public. Pro bono work is law-related work that is not done for academic credit or other compensation under the supervision of an experienced attorney.

Any work performed for an employer will not qualify for academic credit.

### 6.03 Tenn. Sup. Ct. R. 7 Internships

(A) Tenn. Sup. Ct. R. 7, § 10.03 permits the School's students who have completed at least one-half of their legal studies to practice law on a limited basis under the supervision of a licensed attorney. These internships require the Court's written approval and are limited to: (1) working for a legal aid program, (2) working in the office of the State Attorney General, a District Attorney General, or District Public Defender, (3) working for the general counsel of any state department or agency, and (4) working in the office of a county or municipal director of law.

(B) The activities performed by students during a Tenn. Sup. Ct. R. 7 internship must be those that require lawyering skills (such as legal research and writing,

interviewing, counseling, oral or written advocacy, or representation in court, administrative, or other hearings); public education activities relating to legal topics (such as preparing for or delivering lectures, writing informational brochures, or preparing web-based materials); or interpreting or translating law-related materials. Students may not receive monetary compensation for their work during the internship. Tenn. Sup. Ct. R. 7 internships cannot include work performed for attorneys in private practice, even if the work is pro bono.

(C) Students may receive academic credit for a Tenn. Sup. Ct. R. 7 internship. It will be treated as a one-credit-hour elective course and will be graded on a pass/fail basis. To receive credit for an internship, students must (1) perform at least 65 hours of qualifying work; (2) keep a contemporaneous journal documenting the date, time, and nature of their work; (3) provide the School with representative samples of their work; (4) receive approval of their work by the School and their supervising attorney, including a satisfactory evaluation completed by the supervising attorney; and (5) complete an evaluation of the internship.

(D) Students also may participate in a Tenn. Sup. Ct. R. 7 internship without receiving academic credit. In this circumstance, the student will not be required to pay tuition but will be required to satisfy all the performance requirements contained in subsection (C) above.

#### 6.04 Judicial Internships

In addition to Tenn. Sup. Ct. R. 7 internships, students who have completed one-half of their legal studies may earn academic credit for participating in an internship in the chambers of a state, county, municipal, or federal judge. These internships will be treated as a one-credit-hour elective course and will be graded on a pass/fail basis. To receive academic credit, students must satisfy all the performance requirements in Section 6.03(C).

#### 6.05 Tenn. Sup. Ct. R. 7 Clinics

(A) Tenn. Sup. Ct. R. 7, § 10.03 permits the School's students who have completed at least one-half of their legal studies to practice law on a limited

basis as part of an approved clinical program. The school currently offers three clinical programs approved by the Tennessee Board of Law Examiners – the Wills Clinic, the Juvenile Custody Clinic, and the General Sessions Practicum.

(B) Students may receive academic credit for participating in the Wills Clinic and the Juvenile Custody Clinic. For students desiring credit, these clinics will be treated as a one-credit-hour elective course and will be graded on a pass/fail basis. To receive credit for participating in a clinic, students must (1) perform at least 65 hours of qualifying work; (2) keep a contemporaneous journal documenting the date, time, and nature of their work; (3) provide the School with representative samples of their work; (4) receive the approval of their work by their supervising attorney and the School; and (5) complete an evaluation of their clinic experience.

(C) Students also may participate in a clinic without receiving academic credit to the extent that space is available. In this circumstance, the student will not be required to pay tuition, but will be required to satisfy all the performance requirements contained in subsection (B), unless waived by the professor.

(D) Students enrolled in the General Sessions Practicum course are not required to perform at least 65 hours of qualifying work but are required to satisfy the other requirements in subsection (B).

#### 6.06 Pro Bono Programs

The School believes that its students, like lawyers practicing in Tennessee, should aspire to share their time and talent with people of limited means, as well as the charitable and nonprofit organizations that serve them. Accordingly, the School strongly encourages its students to develop a practice of engaging in pro bono work while in law school and to carry this habit into their legal careers. The School's pro bono program is described in Section 7.

#### 6.07 Academic Credit

Students will not receive academic credit for work performed during or related to their employment.

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## 7. PRO BONO ACTIVITIES

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### 7.01 Pro Bono Service

The term “pro bono” (which is short for *pro bono publico*) is a Latin term that means “for the public good.” It has a very specific meaning to those who possess a license to practice law. Pro bono reflects a core value at the very heart of the legal profession – that lawyers are obliged to promote equal justice under the law and to provide legal services to those unable to pay for them.

Lawyers can uniquely serve their communities by sharing their time and talents with persons of limited means, as well as with the governmental, charitable, and nonprofit organizations that serve them. Accordingly, Tenn. Sup. Ct. R. 8, Rule 6.1 states that lawyers should aspire to provide at least 50 hours of pro bono services each year.

Rendering pro bono service during law school is a great way to give back to the community while gaining hands-on legal experience that enriches the student’s legal education and better prepares them for the practice of law. The School strongly encourages its students to make a commitment to engage in pro bono work while in law school and continue doing so once they have received their licenses to practice law.

### 7.02 Voluntary Pro Bono Pledge

The School invites its students to pledge that they will complete at least 50 hours of law-related volunteer work before they graduate. This pledge is voluntary, and there are no negative consequences for not making the pledge or for not completing 50 hours of qualifying work prior to graduation.

### 7.03 Qualifying Pro Bono Activities

Pro bono service is work performed for no compensation or academic credit that benefits (a) persons of limited means or other underserved communities; (b) nonprofit organizations; (c) individuals, groups, or organizations seeking to promote access to justice, including, but not limited to, the protection of civil

rights, civil liberties, or public rights; or (d) a judicial, legislative, executive, or other governmental entity. The work must be supervised by an attorney.

The following are examples of work that would qualify as pro bono activity:

- law-related work performed to benefit a 501(c)(3) nonprofit organization (or to assist in the formation of a 501(c)(3) nonprofit organization);
- working for a legal services organization;
- serving as a court-appointed special advocate (CASA);
- volunteering through the Volunteer Income Tax Assistance Program (VITA);
- working with a private attorney on a pro bono or court-appointed case;
- working in a prosecutor's or public defender's office, or for a judge, or a government agency; and
- performing legal research, drafting documents, or assisting in policy advocacy for a non-profit organization.

The following are examples of work that would not qualify as pro bono activity:

- work performed for a for-profit organization;
- volunteering for a political campaign or engaging in fundraising efforts;
- performing non-law related community service work such as volunteering for a food bank or youth organization;
- working on pro bono cases in the context of paid employment;
- performing research or otherwise assisting the School's faculty or staff.

#### 7.04 Recognition

(A) Students who fulfill their pledge and log their hours will receive a Dean's Certificate of Recognition, receive special recognition at graduation, and a notation on their transcript that they completed the School's Pro Bono Service initiative. The graduating student completing and recording the most pro bono hours also will receive a special award of excellence.

(B) In addition to recognition by the School, the Tennessee Supreme Court

honors students who perform 50 or more hours of pro bono work during their law school careers by recognizing them with the designation “Law Student for Justice.” To receive this recognition from the Court, the School must certify that the student has completed 50 or more hours of pro bono work under the provisions of Tenn. Sup. Ct. R. 8, Rule 6.1. Students who are designated as a “Law Student for Justice” will be recognized on the Court’s website and will be invited to participate in the Court’s pro bono recognition events.

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## 8. REGISTRATION AND ENROLLMENT

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### 8.01 Policies and Procedures

Current registration procedures, policies, and deadlines will be included in the registration materials provided to eligible students prior to the beginning of each academic year and posted on the School’s website. It is the student’s responsibility to consult the most current materials and to comply with all registration, add/drop, and tuition payment procedures and deadlines.

### 8.02 First-Year Students

All first-year courses are required. Enrollment and registration will occur during the mandatory two-day orientation and registration program held at the School prior to the beginning of the school year.

At this time, students will (1) sign the Roll of Candidates for a degree, (2) obtain their student identification number and card, (3) register for classes, (4) have the opportunity to purchase textbooks and other course materials, and (5) pay their tuition and fees.

Prior to the registration and orientation program, entering first-year students will receive information regarding the required first-year courses, the academic calendar, and the payment of tuition and fees. Because the Legal Skills and Values I course is taught in multiple sections beginning either at 4:45 p.m. or 8:20 p.m., students also will be given an opportunity to express their preference regarding which class they desire to attend. While the School will attempt to comply with a student’s preference, it cannot guarantee that the student will be



registered in the class of his or her choice.

### 8.03 Second-Year Students

All second-year courses are required. Students may, with the School's approval, take additional elective courses during the regular school year in addition to, but not in place of, the required second-year courses.

Second-year students register for their courses online during a two-day registration period using their SONIS account. Registration priority for the required second-year classes is based the student's cumulative grade point average. Prior to the registration period, students will receive information regarding the dates and times of the registration period, the required second-year courses, a description of the elective courses scheduled to be offered, the academic calendar, and the payment of tuition and fees. They also will receive instructions regarding the use of their SONIS accounts to register.

### 8.04 Third- and Fourth-Year Students

Third- and fourth-year students register for their required and elective courses during separate two-day registration periods using their SONIS accounts. The registration period for fourth-year students precedes the registration for third-year students. Registration priority is based on the student's cumulative grade point average.

### 8.05 Instructions for Registering Online

To register for classes online:

1. Log into your SONIS account at <https://sis.nsl.law/studsect.cfm>.
2. Follow the "Registration" link at the top of the page.
3. Select each class by clicking on the class number in the "Course Offerings" window.
4. Follow the prompts through the registration pages.

## 8.06 Late Registration

Late registration is defined as any registration for a new academic year that is not completed during the School's designated registration period. Any student who does not register during the designated registration period must contact the office to register. Late registration may be permitted through the second week of classes, provided all conditions set forth in the School's registration policies and procedures are met. See Section 8.01. All late registrations require a \$200 late fee in addition to the standard registration fees. Any student registering after his or her class' designated registration period forgoes the right to register in GPA order. Any absences incurred prior to registration will be counted toward the total permitted for a class.

## 8.07 Ineligibility for Registering Online During Regular Registration Period

Students will not be permitted to register during their class' scheduled registration period using the SONIS online registration system if (a) the student has a financial hold, (b) the student has been placed on academic probation or has been academically dismissed, or (c) the student has not been an active student for more than one academic year and has not had his or her records reactivated. Students will be permitted to register online or in person after any registration blocks have been cleared.

## 8.08 Registration for Summer or Special Courses

Registration for any summer or other special courses offered by the School will not be part of registration for the courses offered during the regular school year. The announcement of these courses, when offered, will include a course description and schedule and applicable registration information. Registration for these courses will be conducted online.

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# 9. DROPPING, ADDING, OR REPEATING COURSES

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## 9.01 Dropping a Course

Students may not drop a course without first obtaining permission from the

Dean or the Dean's designee. Students desiring to drop a course must submit a written request stating good cause. To be granted permission to withdraw, students must clearly demonstrate that their tuition payments are current and that one of the following circumstances exist: (a) illness or injury as verified by the student's physician, (b) serious personal or family problems, (c) necessary changes in work schedule as verified by the student's employer, (d) financial concerns resulting in a need to reduce tuition expense, or (e) call to military service. Students will not be permitted to drop a course after taking a final exam or to avoid a low grade in the course. Students who receive permission to drop a course will receive a "W" (withdraw without penalty). Students who drop a required course without permission will receive an "F." A decision to drop all courses a student is enrolled in will be treated as a voluntary withdrawal as explained in Section 11.02.

#### 9.02 Drop Period

The drop period ends before the third class meeting commences. For summer classes, the drop period ends before the second class meeting commences.

#### 9.03 Drop Fee and Liability for Tuition and Fees

Students who voluntarily withdraw from a course will be assessed a \$100 fee for each course dropped. Refunds to students who voluntarily withdraw from a course or courses are controlled by policies outlined in Section 26.07 (E), (G), and (H).

#### 9.04 Adding a Course

With the permission of the Dean or the Dean's designee, and prior to the third meeting of the class (second meeting for summer term classes), students may add a required or elective course. Classes missed before being added will be counted as absences for the purpose of the attendance policy.

#### 9.05 Add Fee and Liability for Tuition and Fees

Students who add a course will be assessed a \$100 fee for each course added.

Students also are required to pay or make arrangements to pay the full amount of the tuition for the course.

#### 9.06 Repeating Courses

Students must repeat any required course in which they received a failing grade and may repeat any other course(s) to improve the grade they received in the course. All grades received by a student, including failing grades, will be recorded on the student's transcript; however, only the highest grade received by the student in a repeated course will be included in the computation of the student's grade point average. Students who re-enroll in a course are no longer eligible for that course's top performance award.

#### 9.07 Credits for Study at Another Domestic Law School

Students who are required to repeat a course may apply for permission to enroll in a substantially similar course at another domestic law school. The application must identify the school, the instructor, and the course the student desires to take and must be accompanied by a description of the course and a current copy of the course's syllabus. The School's decision regarding the acceptability of the proposed course will be final. The student must earn a grade of C+ or higher to receive credit for the course, and the grade received for the course will not be included in the calculation of the student's cumulative grade point average or class rank.

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## 10. AUDITING COURSES

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#### 10.01 Students

Students enrolled at the School may audit any course upon payment of the tuition and fees associated with the course.

#### 10.02 Non-enrolled Persons

Persons not enrolled at the School may audit courses upon payment of the tuition and fees associated with the course. Non-enrolled auditors are limited to the following persons: (a) lawyers licensed to practice in Tennessee; (b) law

school graduates; (c) students currently enrolled at another law school; and (d) other persons specifically approved in writing by the Dean. The School reserves the right to prohibit or limit auditing of any class.

#### 10.03 Auditors Must Complete Class Work

Auditors will be held to the same standards of performance and attendance, and must complete the same work (e.g., readings and assignments) as regularly enrolled members of the class. Failure to adhere to this requirement may result in exclusion from the course. The extent of participation of auditors in a course may be limited at the discretion of the professor.

#### 10.04 Examination, Course Grade, and Credit

Auditors may take tests and examinations, including the final examination, for the course. Those who take the final examination will receive an examination grade but not a course grade. Upon request, and subject to the payment of any fee that may be required, the School will issue an official document indicating the auditor's name, course title audited, and examination grade (if any). The School will grant no credit to auditors that applies toward any degree or certificate.

#### 10.05 Continuing Legal Education Credits

Upon the payment of the fees required by the Tennessee Commission on Continuing Education, the School will submit the record of an auditor's attendance and successful completion of a course for the Commission's consideration for CLE credit. This option requires that the auditor complete any final examination for the course.

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## 11. LEAVE OF ABSENCE, VOLUNTARY WITHDRAWAL AND RE-ENROLLMENT

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#### 11.01 Leave of Absence

Students who are in good academic standing and who have completed at least one year of study may obtain a leave of absence with the permission of the Dean. Leaves are typically granted for one year. In rare circumstances, leaves may be

of longer duration. Students who do not return to school after being on leave for two consecutive academic years will be administratively withdrawn. To obtain a leave of absence, students must petition the Dean in writing and must confer personally with the Dean or the Dean's designee. Students requesting a leave of absence for medical reasons must submit a letter from their medical provider. Leaves of absence are recorded on the student's record.

#### 11.02 Voluntary Withdrawal from School

Students may voluntarily withdraw from the School by notifying the Dean in writing. Withdrawals are recorded on the student's record.

#### 11.03 Liability for Tuition and Fees

Students who voluntarily withdraw or take a leave of absence are not entitled to a refund of tuition or fees already paid to the School. See Section 26.07 for details regarding refunds.

#### 11.04 Relationship with the School

Students who voluntarily withdraw or take a leave of absence from the School are no longer considered registered students and, therefore, do not have the rights and privileges of registered students. They cannot fulfill any official requirement of the School following their withdrawal or while on leave.

#### 11.05 Eligibility for Re-enrollment

Re-enrollment following a leave of absence or a withdrawal is not guaranteed and may require compliance with conditions set by the Dean. Denial of permission to re-enroll shall not prevent a student from applying for admission as a first-year student.

#### 11.06 Application for Re-enrollment

Students seeking to re-enroll following a withdrawal or leave of absence must:

- (a) satisfy all requirements for admission, except that their LSAT exam must have been taken within five (5) years prior to the date of readmission, unless the

Dean waives such requirement; (b) pay or make satisfactory arrangements to pay all outstanding tuition and fees; and (c) pay the required application for re-enrollment fee.

#### 11.07 Graduation Requirements Upon Re-enrollment

Students re-enrolling after withdrawing or taking a leave of absence must comply with the graduation requirements of the class with whom they are scheduled to graduate. These graduation requirements may differ from those in effect at the time of the student's original enrollment.

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## 12. COMMUNICATIONS

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#### 12.01 Official School Email

The School has established email as the primary official vehicle for communication with students, faculty, and staff. Accordingly, the students are required to provide the School with the email address to which they desire official communications to be sent and to keep this information current.

The School will send communications to students by email and has the right to expect that those communications will be received and read in a timely fashion. Information sent via email has the same importance and should be responded to in the same manner as information sent in other ways. Students are responsible for accessing and reading their email messages on a regular and frequent basis, as well as notifying the School if there is any change in a student's primary email address. "Regular and frequent" is defined as almost daily, if not daily. Students will be held to have constructive notice of all school emails sent to them.

#### 12.02 Other Communication Vehicles

The School employs other communication vehicles, including its student database portal (SONIS), its website (NSL.law), social media (Twitter, Facebook, and YouTube), and the U.S. Postal Service.

(A) SONIS. Students are expected to have access to SONIS and to maintain their

email and street address in SONIS. SONIS also is used for registration, class evaluations, and posting grades. Students can access SONIS at <https://sis.nsl.law/studsect.cfm>.

(B) Website. Students are expected to check the website on a regular basis and be familiar with its contents. Class and exam schedules, career opportunities, the biannual magazine *The Torch*, as well as general news and information are updated regularly on the site. The website is accessible at [www.NSL.law](http://www.NSL.law).

(C) Social Media. The School maintains social media accounts on Facebook ([www.Facebook.com/NashvilleSchoolofLaw](http://www.Facebook.com/NashvilleSchoolofLaw)), Twitter (@NashSchoolofLaw) and YouTube. The primary purpose of the accounts is to educate and inform about the School, activities and successes of alumni, students, faculty and staff. The School may use social media as well as local television and radio for emergency announcements, such as School closings. Please refer to the School's Social Media Policy for more information about expectations regarding social media.

(D) Mass Media. The School will occasionally employ mass media, such as websites, television, radio and newspapers for emergency announcements, such as School closings.

(E) TWEN. The School requires Westlaw's TWEN (The West Education Network) as the primary vehicle for posting of class documents, including syllabi, assignments, handouts, reading materials, etc. The tool also may be used for communication with students, turning in assignments, as well as other tasks related to the study of law. Students are expected to have an accessible Westlaw account provided by the School and keep up with any materials posted for the classes they are enrolled in. Westlaw and TWEN can be accessed at [www.lawschool.westlaw.com](http://www.lawschool.westlaw.com).

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## 13. TESTING ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

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### 13.01 Purpose

The School respects the principles of the Americans with Disabilities Act [42



U.S.C.A. § 12101 *et seq.*] and the Tennessee Disability Act [Tenn. Code Ann. § 8-50-103]. It recognizes the possible need for reasonable testing accommodations for students with disabilities and will, when appropriate, provide reasonable accommodations in accordance with this policy.

### 13.02 Definition of Disability

A “disability” is a physical or mental impairment that substantially limits one or more of the major life activities of a student.

### 13.03 Definition of Reasonable Testing Accommodation

A “reasonable testing accommodation” is an adjustment or modification of the standard testing conditions that lessens the impact of the student’s disability without imposing an undue burden on the School or compromising the security and fairness of the testing process. These accommodations could include (a) preferential seating, (b) extended time to take tests, (c) private space to take tests, or (d) such other reasonable accommodations appropriate to the circumstances.

### 13.04 Procedure for Requesting Testing Accommodations

(A) It is incumbent upon the student to request and show the need for a reasonable testing accommodation. To receive a reasonable testing accommodation, a student must demonstrate that his or her impairment limits a major life activity and that the limitation of the major life activity is substantial. The determination of whether an impairment substantially limits a student’s ability to take a test is an individualized inquiry and will be made on a case-by-case basis, per student, and per academic calendar year.

(B) Students seeking such accommodation must file a request seeking accommodation within 30 days of the beginning of the school year with the School’s Librarian & Director of Recruiting & Alumni Affairs. Requests based on a new diagnosis must be made within 30 days of any such diagnosis if the request is made after the school year has already begun. The request should include:

(1) An evaluation from a licensed physician, psychiatrist, psychologist, or other similarly qualified professional that supports the student's need for the accommodation. The evaluation should be recent – within one year of the accommodation request. The evaluation may be based on testing that was performed more than 365 days prior to the evaluation. However, the School reserves the right to request more current testing when an evaluation is based on testing that is more than five years old. The evaluation should explain, in detail, the need for the specific requested accommodation. For example, if the student is requesting additional testing time, the student must submit documentation that details the basis for the requested additional time and the amount of additional time requested.

(2) A listing of any accommodations previously offered the student by other educational institutions. Such previous accommodations should be described and documented.

(3) An authorization for release of records from the medical and/or psychological authorities who have provided evaluations to the School, as well as an authorization for the School to request these records.

(C) If a request for additional testing time is based on a learning disability, the request must include a comprehensive diagnostic report. If the student is submitting a request for additional testing time based on attention deficit/hyper-activity disorder (AD/HD), the student's documentation should establish the current impact of the disability. If the student is submitting a request for additional testing time based on a psychological disability, the student's application should include a comprehensive diagnostic/clinical evaluation.

(D) By requesting a non-standard testing accommodation, students expressly authorize the School and its employees to discuss the accommodation with their health care providers. Students also expressly authorize their health care providers to discuss their evaluation and recommendations with the School and its employees.

(E) The Librarian & Director of Recruiting & Alumni Affairs will review a student's request for a reasonable accommodation and will promptly inform the student of the decision whether to grant or deny the request. In the event of an adverse decision by the Librarian & Director of Recruiting & Alumni Affairs, the student will have the right to petition the Dean for a review of the decision. The School reserves the right to have the requesting student evaluated by a trained professional at the School's expense. This evaluation may consist of independent diagnostic testing by a health care provider selected by the School.

(F) If the request for an accommodation is granted, the professor teaching the class or classes in which the student is enrolled will be informed that a student has been granted a testing accommodation. The student will be identified only by student number. The School, not the faculty member, will be responsible for scheduling and administering the test or tests in a manner consistent with the testing accommodations that does not delay the grading process or otherwise compromise the security and fairness of the testing process.

(G) Students are responsible for making arrangements with the office to schedule any test taken with accommodations. Accommodation tests will be administered the same day the test is administered to the class unless the School schedules them at another time for good cause.

(H) Students who receive testing accommodations must renew their request for accommodations within 30 days of the beginning of each school year.

(I) All requests for accommodation and related information will be confidential, except to the extent necessary to evaluate the student's condition to determine whether to grant an accommodation.

(J) Decisions to grant testing accommodations apply only to the testing required by the School. While the Tennessee Board of Law Examiners requests the School to provide information concerning the nature of accommodations provided to a student, the Board maintains its own testing accommodation policy. The Board's requirements and procedures for non-standard testing accommodations can be found on its website here:

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## 14. ACCOMMODATIONS FOR ASSIGNMENTS OTHER THAN TESTS

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### 14.01 Generally

In accordance with the Americans with Disabilities Act, the School will provide full and equal enjoyment of the goods, services, facilities, privileges, advantages, and accommodations in an integrated setting appropriate to the needs of the individual.

### 14.02 Assignments other than Tests for Students with Disabilities

The accommodations in Section 13 apply only to in-class testing. They do not extend to written assignments to be completed outside of class. As a general matter, accommodations will not be provided for written assignments that are due more than three (3) days after they are assigned because, in that circumstance, students will have the ability to arrange their schedule to complete the work satisfactorily. Requests for accommodations for written assignments will be considered only when students submit an evaluation and specific recommendations supporting the need for and the nature of the requested accommodations.

### 14.03 Procedure for Requesting Other Accommodations

Students seeking accommodations for written assignments shall follow the procedure in Section 13.04.

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## 15. ATTENDANCE

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### 15.01 Regular and Punctual Attendance Required

Regular and punctual class attendance is required for students in all courses. No student may miss more than 20% of the class meetings in any course. For example, a student may miss no more than

- seven classes in a three-credit hour course;
- four classes in a two-credit hour course; and

- two classes in a one-credit hour course.

There are no excused absences. Any student exceeding the maximum number of absences shall receive a failing grade. Students are permitted to continue attending classes if they have exceeded the number of permitted absences provided they are still enrolled in the School.

#### 15.02 Professorial Discretion

A professor may establish more restrictive class attendance policies if the students are notified in writing during the first week of classes. The Dean or the Dean's designee also may establish more restrictive attendance requirements for students who are on academic probation.

#### 15.03 Attending the Entire Class

Class attendance presumes that the student has attended the entire class. Accordingly, a student who, without prior permission from the professor, is tardy or who leaves class significantly early may be marked absent from that class. Generally, arriving more than 10 minutes late or leaving more than 10 minutes early is considered in violation of the policy. Habitual tardiness or early departures – even within the 10-minute guideline – may be cause for a finding of a violation of the attendance policy. If students expect to arrive late or are required to leave class early for an important familial or other reason, they should contact the professor prior to the beginning of class and explain the need to be absent for a portion of the class. If the professor approves of this request, the student will not be penalized.

#### 15.04 Unauthorized Use of Electronic Devices

Permission to use laptops computers or other electronic devices in class is at the discretion of each professor. If students are permitted to utilize such devices, use is limited to educational functions only, such as notetaking. If a professor determines that the device is being used for a purpose outside the scope of the class, the professor may mark a student absent for that class. See Section 25 for details regarding use of electronic devices.

#### 15.05 Signing the Roll

Students should not sign the class roll if they have missed a significant portion of class. It is an honor code violation to sign the roll without the professor's permission if the student arrived late for class or left class early. It is an honor code violation for a student to sign the roll for another student.

#### 15.06 Unpreparedness

A student who is present but unprepared for class may be marked absent if the professor adopts the policy in writing on the syllabus prior to the first class. A student is unprepared for class if he or she has not read the required cases or course material for that class and refuses to make an effort at briefing the case during class. A student deemed to be absent because the student is unprepared shall be so advised by the professor during or immediately after the class in question.

#### 15.07 Failure to Make a Good Faith Effort

When, in the opinion of the professor, a student enrolled in his or her course has failed to make a good faith effort to do the work assigned in the course or to make a good faith effort at regular and punctual attendance and, after reasonable warning and opportunity to correct such deficiencies, continues to fail to make a good faith effort, the professor may, in his or her discretion, take any one or more of the following steps: (a) exclude the student from further attendance in class and from taking the final examination in the course; (b) cause a final grade of F in the course to be entered on the student's record; or (c) recommend to the Dean that the student be disqualified from the School, in which case the Dean, after affording the student a reasonable opportunity to respond, may disqualify the student from the School or take other remedial action.

#### 15.08 Cancellation of School or Classes

Only the School can make decisions regarding whether School or any class is canceled. If weather or other circumstances require the cancellation of any class,

the School will make every effort to inform students of the cancelation via email, the School's website ([NSL.law](#)), social media, and Nashville-area television stations. The School takes into consideration travel conditions in a large geographic region and consults multiple sources for forecasts through the period during which classes are held, but will not make decisions based on conditions that may affect limited areas. Anytime school is in session, the School encourages students to use their own discretion to assess whether safe travel to school is likely and consider using an absence (see Section 15.01) if a student has concerns for their personal safety.

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## 16. EXAMINATIONS

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### 16.01 Anonymous Grading

All examinations will be graded using an anonymous grading system. Students will be issued confidential student numbers for use on examinations. Students shall not place any identifying information (e.g., names, Social Security numbers, etc.) on examinations. For written assignments other than examinations, a professor may, but is not required to, utilize an anonymous grading system. If the professor does not use an anonymous grading system for an assignment, students should not provide their confidential student numbers on the assignment.

### 16.02 Applicability of the Honor Code and Pledge Requirement

All examinations at the School are administered on the honor system. In accordance with Article III of the Honor Code, when students affix their confidential student number on an exam, they thereby pledge that: "On my honor, I pledge that I have neither given nor received unauthorized help on this work, and that I have followed and will continue to observe the Honor Code regarding it."

### 16.03 Use of Computers on Examinations

(A) The School offers students the ability to take in-class examinations using personal laptop computers in courses where the professor has opted to permit

the use of the Exemplify software from ExamSoft. As an alternative, students may choose to handwrite their exams. The School will provide blue books to students who choose to handwrite their exams.

(B) If a professor allows students to use laptop computers to take their examination, participating students will be required to (1) provide their own laptop computer with a licensed, supported operating system installed that meets the software vendor's minimum requirements; and (2) install and register their copy of Exemplify in accordance with the School's policies and guidelines regarding the use of laptop computers to take examinations.

(C) Students are advised to retain all digital records related to the submission of their examination until grades are posted.

#### 16.04 Unauthorized Electronic Devices

Students may not use any unauthorized electronic device (including, without limitation, any computer, mobile phone, PDA, pager, iPod, iPad or any other tablet computer, or MP3 player, Apple Watch, Fitbit, or any other device that requires a power source or emits light or sound) in any examination room or during any break while the examination is in progress. Students may not wear earphones during examinations.

#### 16.05 Schedule of Examinations

The School will publish a tentative examination schedule prior to the course registration period; however, the School reserves the right to make changes in the exam schedule as required.

#### 16.06 Rescheduling Examinations

(A) Because final examination schedules are available during registration, students are expected to take their examinations as scheduled. However, the School may reschedule an examination in the following exceptional circumstances:

(1) A student may request that an examination be rescheduled if the



scheduled examination conflicts with other very important obligations, such as family weddings or job responsibilities.

In this circumstance, the student must submit a written request to the Dean or the Dean's designee, as soon as the conflict is known but no later than thirty (30) days before the date of the examination. The request must include the details of the important obligation that prompted the request for relief. The Dean or the Dean's designee must approve the request in order to reschedule the exam. Each request will be considered on its own merits.

(2) A student may request that an examination be rescheduled when exigent circumstances, such as personal illness, severe family illness, or death in the family, arise.

In this circumstance, the student must submit a written request to the Dean or the Dean's designee as soon as the conflict is known. The Dean or the Dean's designee must approve the request in order to reschedule the exam. Each request will be considered on its own merits.

(3) If an emergency arises during an examination, the student should notify the professor or the Dean or the Dean's designee immediately.

(B) If a request to reschedule an examination is approved, the School will make arrangements with the student to take the examination. All rescheduled examinations must be taken within the week before or the week following the scheduled examination date. Students must be current on tuition in order to reschedule an exam.

(C) The School will administer rescheduled examinations only on Monday through Thursday. The examination will be administered at the School between the hours of 8:30 a.m. and 5:00 p.m. All rescheduled examinations must be completed by no later than 5:00 p.m.

(D) Students who have been permitted to take a rescheduled examination prior to the originally scheduled examination date shall not discuss the questions on

the examination or their answers with any other person. Students who have been permitted to take a rescheduled examination following the originally scheduled examination date shall not discuss the examination with students who have already taken the examination, and likewise students who have already taken an examination shall not discuss the exam with any student who has been permitted to take the examination after the originally scheduled examination date.

#### 16.07 Examination Procedure

In order to have sufficient time to sign the roll, log into the examination software, and receive instructions, students are expected to arrive at the location of an examination approximately 20-30 minutes prior to the scheduled commencement of the examination. Students are to identify their examination materials by recording only their confidential number. Students who write their answers in examination books must record their confidential number, the name of the course, and the professor's name on the front cover of each book. All examination materials, including the examination questions, will be collected at the end of the examination and returned to the professor. Answers submitted electronically will be printed by the School and given to the professor along with the examination materials.

#### 16.08 Late Arrival for an Examination

Students who arrive late for an examination without permission from the Dean or the Dean's designee will not be granted the full time for the examination and must take the exam in the remaining time scheduled.

#### 16.09 Exam Conditions

Exams will be conducted generally in accordance with the conditions prescribed in the Tennessee Board of Law Examiners General Instruction Manual, which can be found here on the BLE website: <http://www.tnble.org/>The School publishes a list of exam conditions required for school exams, which can be found here: <http://nsl.law/wp-content/uploads/2018/04/NSL-Exam->

#### 16.10 Accommodation for Students with Disabilities

The School respects the principles of the Americans with Disabilities Act and the Tennessee Disability Act and recognizes the possible need for reasonable testing accommodations for students with disabilities. The School will, when appropriate, provide accommodations in accordance with Section 13.

#### 16.11 Reviewing Examinations

Professors may make their students' examinations available for review in the School's office after all the examinations have been graded and the grades have been posted. Unless the professor specifies otherwise, exams will remain for 90 days. Students are not permitted to remove their exams from the office or to reproduce the exams in any form. Students must show their student ID to view their exam.

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### 17. GRADES AND GRADING

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#### 17.01 Grades Awarded

(A) The School awards letter grades, grades of pass/fail, "W" for withdrawal, and "I" for incomplete.

(B) Letter grades shall be assigned to all students in graded courses other than those designated as pass/fail. The letter grades assigned to examinations, papers, and other indicia of learning progress are intended to facilitate meaningful evaluation of the relative degree to which the student has achieved the course objectives and to make a relative distinction between the levels of competence demonstrated by students.

(C) All grades assigned to examinations, papers, and other indicia of learning progress rest in the sound discretion of the professor(s). The grading shall be done in a manner consistent with these policies.

17.02 Grading Scale for 3L, 4L and Elective Classes

(A) Students who enrolled in any class other than those designated as 1L or 2L required courses will receive grades on the following grading scale for courses not graded on a pass/fail basis. This grading scale consists of the following letter grades, along with their numerical equivalents:

<b>Numerical Grade*</b>	<b>Letter Grade</b>	<b>Numerical Equivalent</b>
95-100	A	4.00
85-94	B	3.00
75-84	C	2.00
65-74	D	1.00
0-64	F	0.00

\*Final course grades will be rounded up at .5. For example, a grade of 94.5 becomes a 95.

17.03 Grading Scale for 1L & 2L classes for the 2018-19 Academic Year

(A) The required 1L and 2L classes not graded on a pass/fail basis for the 2018-19 academic year are:

- Constitutional Criminal Law & Procedure
- Contract Law
- Crimes
- Legal Skills & Values I
- Torts I
- Civil Procedure
- Constitutional Law
- Evidence
- Property

(B) Students enrolled or re-enrolled in required 1L or 2L classes for the 2018-19 academic year shall receive grades for courses not graded on a pass/fail basis according to the following scale. This grading scale consists of the following

letter grades, along with their numerical equivalents:

<b>Numerical Grade</b>	<b>Letter Grade</b>	<b>Numerical Equivalent</b>
98-100	A+	4.00
94-97	A	4.00
90-93	A-	3.70
87-89	B+	3.30
83-86	B	3.00
80-82	B-	2.70
77-79	C+	2.30
73-76	C	2.00
70-72	C-	1.70
65-69	D	1.00
Below 65	F	0.00

\*Final course grades will be rounded up at .5. For example, a grade of 92.5 becomes a 93.

(C) Grading definitions:

- A+ Truly exceptional understanding of the subject matter and truly exceptional mastery of the skills of the course. This is a rare grade, and it is not the case that the top student in the class will earn this grade.
- A Uniformly excellent understanding of the subject matter and excellent deployment of the skills of the course.
- A- Often excellent understanding of the subject matter and skills of the course but lacking the consistency associated with uniformly outstanding work.
- B+ Very good understanding of subject matter and skills of the course, but lacking the consistency associated with uniformly outstanding work.
- B Good understanding of the subject matter and good mastery of the skills of the course.

- B- Often good understanding of the subject matter and mastery of the skills of the course, but lacking the consistency associated with uniformly good work.
- C+ More than competent but less than good understanding of the subject matter and mastery of the skills of the course; but lacking the consistency associated with uniformly good work.
- C Minimally satisfactory and competent understanding of the subject matter and the skills of the course.
- C- Occasionally minimally satisfactory and competent understanding of the subject matter and the skills of the course, but does not consistently perform in a minimally competent manner.
- D Reflects some understanding of the subject matter and skills of the course, but less than satisfactory or consistent understanding.
- F (1) Basic failure to understand the subject matter or to master the skills of the course or (2) Failure to complete the requirements of the course in a timely fashion.

The lowest passing grade is a D.

(D) For all purposes, GPAs will be rounded to nearest hundredth decimal place. GPAs are calculated after grades are made official at the end of the course.

(E) Cumulative GPAs are calculated by dividing the numerical equivalent of the letter grade by the graded unit attempted.

The cumulative GPA for first- and second-year students will be computed based only on the grades they received in their required courses. While second-year students may be permitted to take elective courses generally offered to third- and fourth-year students, the grades they receive in these courses will not be included in the calculation of their cumulative GPA until the calculation of their cumulative GPA after they have become eligible to register for required third-year courses.

The cumulative GPA for third- and fourth-year students will be computed using

the grades the student received in all required and elective courses.

(F) The School does not use a mandatory curve in grading. That means the School does not require that a certain percentage of students will receive A's, B's, or C's, etc. However, the following is a recommended target mean grade and distribution of grades for all courses in which a letter grade is required:

Target mean numerical grade:    Between 75 and 80

Target distribution of numerical grades:

90-100 .....	0–20%
80-89.....	24–45%
70-79 .....	20–45%
69 or less .....	15%

(G) Students who have had any break in continuous studies at the School will have any previous grades factored into their GPAs using the grading scale that was in effect for that particular course when those grades were awarded.

#### 17.04 Submission of Grades

(A) Course grades for graduating students will be submitted at the time requested by the Dean. All other course grades will be submitted as soon as reasonably possible, but not more than four weeks after the date of the final examination or the final deadline for submitting required written projects. After submission to the School, these grades may not be modified except due to an arithmetical error or a specific, demonstrable grading error.

(B) Regarding a specific demonstrable grading error, it is the School's policy that a professor may not increase a grade based on an overall reappraisal of the quality of an examination or a written project after the course grade has been assigned and posted. Reappraisal of the overall quality of an examination or written project made after the identity of the student is known is unfair to the other students whose examinations or written projects were graded anonymously.

(C) No grade change will be made unless the professor has submitted a memorandum detailing the change and the specific basis for the change and this memorandum has been approved by the Dean or the Dean's designee. These changes will be approved only in rare circumstances.

(D) Grade corrections must be requested by the student no later than 15 days after the final grades for the course have been released.

(E) The person best able to evaluate a student's examination or written project is the professor who taught the course. However, in the event that a student believes that the grade given for a course is a grossly unfair assessment of his or her performance, the student may, after first consulting the professor, file a written challenge within 30 days after grades have been released. This challenge shall fully state the basis upon which relief is sought. After the professor has been afforded a reasonable opportunity to respond, the Dean or the Dean's designee shall consider the student's petition, the challenged examination or written project, and the professor's response. The challenged grade will be changed only upon a finding of gross abuse of grading discretion.

#### 17.05 Issuance of Grades

Course grades will be released by the School, not the professors. Grades are available to students whose accounts are in good standing through their individual SONIS accounts. An anonymous breakdown of the grade spread in each class is posted on the bulletin board at the School. The School will not provide grades over the telephone or by email.

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## 18. ADVANCEMENT AND GOOD STANDING

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#### 18.01 Completion of First-Year Courses and MBE-Style Exam

First-year students must earn a cumulative grade point average (GPA) of 2.25 or higher in all first-year courses in order to enroll in second-year courses. If a student fails to earn the requisite minimum GPA of 2.25, the student must retake at least six credit hours and earn the required 2.25 GPA when all grades for first-year courses are averaged. Students who fail a required course, but have



maintained a 2.25 or above GPA, must consult with the Dean or Dean's designee regarding advancement.

First-year students are required to take an exam at the end of the school year that consists of Multistate Bar Exam (MBE)-style questions in the first-year subject areas of Torts, Contracts, and Criminal Law and Procedure.

#### 18.02 Completion of Second-Year Courses and MBE-Style Exam

In order to be eligible to proceed to the third year and to enroll in any required third-year course, a second-year student must complete all required second-year courses with at least a grade of D and must have a cumulative GPA for all first- and second-year courses of 2.25 or higher.

In addition, all second-year students must take an MBE-style exam at the end of the school year that consists of questions in Civil Procedure, Constitutional Law, Evidence, and Property – the required second-year courses at the School.

#### 18.03 Completion of Third- and Fourth-Year Courses

To remain in good standing, all third- and fourth-year students must have passed all required courses and must have a cumulative GPA of 2.25 or higher.

#### 18.04 Six-Year Rule

All course work credited toward the completion of a J.D. degree must be completed no sooner than four academic years and no longer than six consecutive academic years after a student has commenced the study of law at the School or a law school from which the School has accepted transfer credit. Variance from this requirement will only be granted by the Dean or the Dean's designee in unusual circumstances, as specified under the standards and procedures set forth below.

#### 18.05 Maximum Course Load

Except for students who have received special permission from the Dean or the Dean's designee, the maximum course load is 18 credit hours in any one year,

not including summer courses. First-year students may take no more than 12 credit hours.

#### 18.06 Minimum Course Load

Except for students who have received special permission from the Dean or the Dean's designee, the minimum course load is six credit hours in any one year, not including summer courses.

#### 18.07 Variances

The Dean or the Dean's designee may grant variances from the School's maximum and minimum course load requirements. However, these variances will be granted only under special circumstances in accordance with the following standards and procedures:

(A) Prior to enrollment at the School, a variance from the first-year course load will be granted to an entering student by the Dean or the Dean's designee upon determining that the student has a disability that makes full-time study impractical or upon determining that the denial of a variance would result in a substantial hardship to the student or the student's family.

(B) After the commencement of legal education, the Dean or the Dean's designee may grant a variance from the time of completion of graduation requirements, the maximum course load or the minimum course load, or the sequence of courses if emergency, substantial hardship, or other unusual circumstances make a variance appropriate.

(C) Factors relevant to a determination of substantial hardship include, but are not limited to: the need to care for children or other family members, the effect that being required to carry a full course load will have on family income or indebtedness, or the impact that carrying a full course load will have on the student's long-term career objectives.

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## 19. PROBATION, DISMISSAL, AND SPECIAL REQUIREMENTS

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### 19.01 Maintenance of a Satisfactory Academic Record

Students must maintain a satisfactory academic record in order to be in “good standing.” To be in good standing, students must maintain a cumulative grade point average (GPA) of at least 2.25. See Section 17 for the Grading Scale.

### 19.02 Probation and Dismissal of First-Year Students

(A) Students who do not achieve a cumulative GPA of at least 1.5 at the completion of all first-year courses will be academically dismissed.

(B) Students whose cumulative GPA after completion of all first-year courses is greater than 1.5 but less than 2.25, or who fail one or more first-year courses, will be placed on academic probation.

Students placed on academic probation must meet with the Director of Academic Affairs, or the Dean’s designee, to discuss strategies and plans to improve their academic performance.

Students on probation may repeat as many first-year courses as necessary to raise their cumulative GPA for all first-year courses to at least 2.25 before they will be eligible to take second-year courses. These students must take a minimum of six credit hours per academic year and any courses in which a grade of “F” was earned must be repeated.

(C) Students who have been placed on academic probation following the completion of their first-year courses and who have been unable to increase their cumulative GPA to at least 2.25 within one school year after being placed on academic probation will be academically dismissed.

### 19.03 Probation and Dismissal of Second-Year Students

(A) Students who do not achieve a cumulative GPA of at least 1.75 following the completion of their second-year courses will be academically dismissed. Grades earned in elective courses are not factored into GPAs until registration for third-year courses is completed.

(B) Students whose cumulative GPA is more than 1.75 but less than 2.25 or who fail one or more second-year courses will be placed on academic probation. Students placed on academic probation following the completion of their second-year courses must repeat as many second-year courses as are necessary to raise their cumulative GPA to at least 2.25 before they will be eligible to begin taking required third-year courses. Grades earned in elective courses are not factored into GPAs until registration for third-year courses is completed.

(C) Students who have been placed on academic probation following the completion of their second-year courses and who have been unable to increase their cumulative GPA to at least 2.25 within one school year after being placed on academic probation will be academically dismissed.

#### 19.04 Probation and Dismissal of Third- and Fourth-Year Students

(A) Third- and fourth-year students with a cumulative GPA of 2.25 or higher are considered to be in good standing.

(B) Third-year students whose cumulative GPA is less than 2.25 or who have failed one or more required third-year courses will be placed on academic probation. Students placed on academic probation following the completion of their third year must repeat as many first-, second-, or third-year courses as are necessary to raise their cumulative GPA to at least 2.25 before they will be eligible to take required fourth-year courses. In addition, any courses in which a student earned an “F” must be repeated.

(C) Students who have been placed on academic probation during or following the completion of their third year and who have been unable to increase their cumulative GPA to at least 2.25 within one year after being placed on academic probation will be academically dismissed.

(D) Fourth-year students whose cumulative GPA following the completion of their fourth-year courses is less than 2.25, or who have failed one or more fourth-year courses and lack sufficient credits to graduate, will not be permitted to graduate and will be placed on academic probation.

(E) Fourth-year students who have been placed on academic probation during or following the completion of their fourth-year courses and who have been unable to increase their cumulative GPA to at least 2.25 within one school year after being placed on academic probation will be academically dismissed.

#### 19.05 Starting Over and Readmission

(A) Students who have been academically dismissed at the completion of their first-year courses for failure to attain a cumulative GPA of 1.5 or higher may apply to start law school again. These students must satisfy all requirements for admission as outlined in Section 1, Admissions. Students applying to start over will not receive academic credit for any of the courses taken during their earlier enrollment.

(B) First- and second-year students who have been academically dismissed for failure to attain or maintain a cumulative GPA of 2.25 or higher may apply for readmission. These students must satisfy all requirements for admission.

(C) Students do not have a right to be readmitted to law school. This decision is entirely within the School's discretion and will be based on individual facts and circumstances. The School may place any reasonable conditions or requirements on students seeking readmission. For students seeking readmission, other than those who were academically dismissed at the end of their first year, the School reserves the right to determine which course credits the student will receive, as well as the courses the student will be required to retake.

#### 19.06 Priority at Registration for Third and Fourth-Year Courses

Students in good standing will be given priority in the selection of all third- and fourth-year courses and will be permitted to register for courses in which space is limited on a first-come, first-served basis. Students on academic probation will be permitted to register only after the registration of students in good standing has been completed and they will register on a space-available basis only.

### 20.01 School's Commitment to Academic Support

The School is committed to providing academic support to its students. Law school is a challenging experience. Students must work hard to master the skills necessary to complete the School's curriculum.

During orientation for incoming first-year students, the School offers presentations from faculty members, graduates, and other experts on important concepts, such as outlining, briefing cases, study plans, test-taking strategies, stress-coping mechanisms, and time management. Students are encouraged to apply these principles to their studies.

The School also provides a first-year course featuring lectures that expand and reinforce many of the concepts addressed during orientation. Good study habits are important not only through law school, but also for bar exam preparation and the practice of law. It is critical for students to apply these principles during their law school careers.

### 20.02 Academic Challenges

Students encountering difficulties with their academic studies should make an appointment with the Director of Academic Affairs. The student and the Director will identify the issues having an impact on the student's performance and develop a plan for improvement.

### 20.03 Tutors

Some students may benefit from the assistance of a tutor. If a student desires the name of a tutor, the student should contact the Director of Academic Affairs. The Director will provide the student with the names and contact information of potential tutors. Tutors are independent of the School and the School does not offer endorsement of any particular tutor.

The School does not provide financial support for students to work with tutors. Any arrangement or contract worked out between students and tutors is beyond

the purview of the School. The School is not involved in any financial arrangement between students and tutors.

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## 21. AWARDS OF ACADEMIC DISTINCTION AND CLASS RANK

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### 21.01 Top Performance Award in a Course

Professors have the option of noting the student or students who earned the highest grade in each of their courses.

### 21.02 Dean's List

The School recognizes the exceptional academic achievements of its students. At the conclusion of each academic year, the Dean shall publish a "Dean's List." To qualify for the Dean's List, a student must be a full-time student (carrying 12 or more credits) and must earn a grade point average for the year that places the student in the top 20% of his or her class for the courses taken during the relevant year. Classes taken during the summer session will be calculated into GPAs at the conclusion of the following academic year. Electives will not be calculated into GPAs until after the successful completion of all required third-year courses.

### 21.03 Cooper's Inn

Graduating students whose cumulative grade point average following the completion of their studies places them in the top 10% of their graduating class are inducted as members of Cooper's Inn, the School's honor society.

### 21.04 Excellence in the Trial Practice Courses

The student whose performance is determined to be the most outstanding in each of the three Trial Practice courses shall receive an Excellence in Trial Practice Award. The professor(s) and the Dean shall select the recipient of the award in each course.

### 21.05 Founders' Award

The School's highest academic honor, the Founders' Award, is presented at

graduation to the student or students who have achieved the highest cumulative grade point average in the graduating class.

#### 21.06 Reporting of Class Rank

Class rank is reported on a student's final transcript. With the exception of the recipient of the Founder's Award, the School does not release the class rank of students to anyone other than the student. Students who have been inducted into Cooper's Inn may state on their resumes, in job interviews, or in any other context that they graduated in the top 10% of their class. All other students must not provide estimates of their class rank on resumes, in job interviews, or in any other context. Class ranks are reported only after all requirements for a J.D. have been successfully completed.

#### 21.07 Reporting of Other Awards

Notations of all awards enumerated in this section will be included in the student's official transcript records.

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## 22. EVALUATION OF COURSES

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#### 22.01 Evaluation Policy

The School surveys all students in all courses using anonymous course evaluations. The evaluation process and the release of the evaluation results are governed by the School's Student Evaluation of Courses policy, available on the School's website and as an appendix to this handbook.

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## 23. STUDENT RECORDS, TRANSCRIPTS, AND ACADEMIC DISCLOSURES

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#### 23.01 Privacy of Student Records

The School respects and follows the principles of the Family Educational Rights and Privacy Act of 1974 (FERPA), even though it is not legally required to do so. FERPA protects the privacy of educational records, defines the rights of students to inspect and review their records, and provides guidelines for the correction of inaccurate or misleading data.



### 23.02 Disclosure of Student Records

(A) For the purposes of FERPA, the School defines a “school official” as any member of the staff or faculty of the School. Furthermore, the School considers the following as directory information: student’s name, address, email address, and telephone number. Students who do not want any or all types of information to be designated as directory information must inform the School in writing no later than 10 days following the first day of enrollment. Directory information may be provided to other students enrolled in the School.

(B) The School will not disclose information concerning a student’s record to third parties unless the student provides the School with a written authorization to release the information that includes a waiver releasing the School from all liability, direct or indirect, for the release of the information. The School will release directory information to established business partners, such as WestLaw and LexisNexis.

### 23.03 Grade Information

All grades will be posted by the School when received from the professor and placed in the official records. Individual grades are available to students through their personal secure SONIS accounts online. Individual grades will not be provided over the telephone or via email.

### 23.04 Transcripts

Official academic transcripts will be issued by the School upon receiving written authorization by the student or graduate. Transcripts will not be released for students with delinquent accounts.

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## 24. STANDARDS OF STUDENT CONDUCT AND STUDENT DISCIPLINE

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### 24.01 Purpose

The School is committed to promoting an environment that supports its educational mission and preserves the health and safety of all members of its community. The purpose of the School’s Honor Code is to promote and secure

academic, extracurricular, and professional opportunities in an atmosphere of dignity, civility, and respect.

#### 24.02 Standard of Conduct

(A) Students, as present members of the School's academic community and future members of a self-regulated profession, are expected to conduct themselves with the highest degree of honesty, professionalism, integrity, and trustworthiness in their academic, personal, and professional activities.

"Academic activities" include all conduct and relationships with the School from application for admission through graduation. "Personal activities" include all conduct, whether on or off-campus, that touches or affects the School or any member or guest of the School. "Professional activities" include all conduct, whether on or off campus, while functioning in a lawyer-like capacity at any time between admission and graduation.

(B) Without regard to motive, intentional student conduct that is dishonest, evidences lack of integrity or trustworthiness, or which may unfairly infringe upon the rights or privileges of other students, faculty, staff, or guests of the school is prohibited.

(C) The fact that conduct is negligent or motivated by a benign purpose does not preclude that conduct from being intentional, as long as the student intended the act upon which the charge is based. Unintentional acts that nevertheless result in unfairness do not come within the scope of this standard but will be addressed by the School. Non-exhaustive examples of prohibited conduct include:

- plagiarism,
- cheating or assisting another student to cheat in connection with an examination or assignment;
- unauthorized breach of anonymity in connection with an anonymously graded examination or assignment;
- possession or use of unauthorized materials in connection with an

examination or assignment;

- failure to follow the instructions given for an examination or assignment, such as unauthorized communication with other students, possession or use of unauthorized material, or failure to stop work at the prescribed time;
- receiving, providing, requesting or offering to provide unauthorized information concerning a deferred examination or assignment;
- unauthorized use of another student's work;
- unauthorized use of a student's own work for multiple purposes;
- unauthorized use, concealment or removal of library books or other School property; and
- neglect or abuse with respect to a clinic client.

Prohibited conduct also includes:

- misrepresentation in connection with an application for admission to the School or for financial aid or a scholarship;
- misrepresentation in connection with a course, assignment, or competition; and
- misrepresentation on a transcript, or in connection with an application for employment or bar admission.

In addition, conduct that may be independently illegal – for example, theft, destruction, or mutilation of property; the use, transfer, possession, or sale of illegal drugs; assault, sexual harassment, and sexual assault –is prohibited to the extent that it interferes with the rights and privileges of the members of the School's community or it calls into question the student's suitability to the practice of law.

Students also are prohibited from refusing to cooperate with the Honor Council; failing to maintain required confidentiality in connection with administrative or disciplinary proceedings; failing to comply with a disciplinary sanction; and attempting or conspiring to commit a prohibited act.

These examples are provided by way of illustration only. Whether or not

particular conduct is prohibited is determined by the standard of conduct imposed under Section 24.02(B) and the Honor Code, not by whether it falls within the scope of the foregoing non-exhaustive examples.

#### 24.03 Honor Code and Honor Council Policies and Procedures

The standard of conduct in Section 24.02(B) is administered and enforced through the School's *Honor Code & Honor Council Policies and Procedures*. The School provides students with a copy of the Honor Code, as well as timely notice of amendments or revisions to the Honor Code. Students are deemed to be familiar with the standard of conduct in Section 24.02(B) and the *Honor Code & Honor Council Policies and Procedures*.

#### 24.04 Pledge

Section 4 of the Honor Code requires students to pledge that they have neither given nor received unauthorized aid on any examination or written work for which they receive a grade. Students make this pledge whenever they affix their anonymous student identification number or name to an exam or other written work.

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## 25. USE OF TECHNOLOGY IN THE CLASSROOM

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#### 25.01 Uses Consistent with the Educational Mission

The School's wireless internet and all personal electronic devices shall be used in class only for purposes that are educationally relevant and further the educational mission of the class, such as taking notes or using electronic resources as instructed by the professor.

#### 25.02 Unauthorized Uses of Personal Electronic Devices

The use of the internet or personal electronic devices during class for purposes that are not educationally relevant, such as playing games, browsing the internet, reading or sending email, or watching videos is forbidden and may result in disciplinary action, including the student being marked absent from class. Such uses interfere with the educational mission of the class because they

distract the student using these devices, as well as students seated nearby.

### 25.03 Adoption of More Restrictive Policies

A professor may establish a more restrictive policy with regard to the use of personal electronic devices in class but must provide the students written notification of this policy during the first week of classes. The Dean or the Dean's designee may establish more restrictive policies for students who are on academic probation.

### 25.04 Penalties for Unauthorized Use

The School expects each student to advance the educational mission of the School by complying with this standard. Professors and the School may take appropriate steps to address the unauthorized use of electronic devices in class when they arise. These steps include (a) giving the student an informal warning, (b) placing a formal report in the student's school record, (c) reducing the student's grade, (d) denying the student credit for the course, or (e) dismissal from the School.

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## 26. FINANCIAL MATTERS

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### 26.01 Tuition

Tuition for the 2018-2019 academic year is \$530 per credit hour.

### 26.02 Payment of Tuition

Tuition may be paid in full at the time of registration, either online or in person, or may be paid in 10 monthly installments. Students who pay their tuition in full by check, cash, or money order at the time of registration receive a 3% tuition discount. Students will lose the benefit of this discount if any portion of their tuition or fees are refunded for any reason.

For students paying tuition in installments, the first installment payment must be paid at the time of registration. The remaining installment payments are due on the first day of each succeeding month, beginning on September 1 and ending

on May 1. If payments are not received by the School by the tenth of each month in which they are due, this will put the student's account in delinquent status and a \$10 late fee will be assessed each month. The School will accept payments in cash, by check, debit card or major credit card, or through PayPal. Payments may be made online, by mail, or in person at the bookstore or administrative office. The School will not accept post-dated checks and does not provide or file IRS 1098T forms.

#### 26.03 Annual Registration Fee

In addition to tuition, students must pay a \$500 nonrefundable annual registration fee when they register. This fee defrays the cost of providing students with subscriptions to Westlaw, LexisNexis, ExamSoft's Examplify, and Microsoft Office 365.

#### 26.04 Advanced Legal Studies/BARBRI Fee

In addition to the payment of the required tuition, fourth-year students enrolled in the Advanced Legal Studies and Bar Exam Workshop courses must pay \$1784.62 directly to BARBRI (a bar examination preparation provider). This fee includes a \$250 book deposit that will be refunded upon the return of BARBRI's written materials. This fee entitles students to full access to all of BARBRI's written and online materials during these courses. It also enables students to continue using the BARBRI written and online materials following their graduation and to participate in BARBRI's regular bar review classes offered prior to the February and July bar exams. The School's refund policy described in Section 26.07 does not apply to payments students make directly to BARBRI.

#### 26.05 Graduation Fee

In addition to the tuition and fees in Sections 26.02, 26.03, and 26.04, fourth-year students who complete the Notice of Intent to Graduate form are required to pay a \$350 fee to defray the cost of graduation.

## 26.06 Nonrefundable Fees

Students may be subject to the following nonrefundable fees:

- \$200 Late Registration Fee
- \$200 Orientation Fee (incoming 1Ls only)
- \$100 Add Course Fee (per course)
- \$100 Drop Course Fee (per course)
- \$100 Replace Course Fee (one drop, one add in same transaction)
- \$100 Makeup Exam Fee (per exam)
- \$10 Late Tuition Payment Fee
- \$40 Returned Check Fee

## 26.07 Refunds of Tuition and Fees

(A) Tuition Agreement. Prior to the beginning of each school year, all students are required to sign a tuition agreement containing the School's tuition and refund policies. The School's current policies regarding tuition and fees also are disclosed on the School's website.

(B) Requests for Refunds. Refunds of tuition and fees are available only upon written request within 30 days of the notice of withdrawal. Students considering withdrawing from school are encouraged to meet with the Assistant Dean for Administration to obtain information and assistance in completing the required paperwork.

(C) Refunds Prior to the School Year. A full (100%) refund of tuition and refundable fees will be made only under the following conditions: (1) the student's withdrawal from the School after registration but prior to the first day of classes; (2) the School's granting a student a leave of absence after registration but prior to the first day of classes; or (3) the cancellation of a class by the School.

(D) Refunds during the School Year. Students who withdraw from the School or who are granted a leave of absence prior to completing 60% or less of the course are entitled to a prorated refund of the unused portion of their prepaid tuition

and refundable fees. The amount of this refund will be based on the percentage of the number of classes that have not been held as related to the total number of classes in the course. For example, if the student paid \$1,060 to enroll in a two-credit hour course (22 classes) and then withdraws after completing 11 classes, the student would receive a 50% refund calculated as follows:

$$\$1,060 \text{ tuition} \times 11 \div 22 \text{ classes} = \$530.$$

Students who withdraw from the School, or who are granted a leave of absence, after completing 61% or more of any course shall not receive a refund and shall be charged 100% of tuition and fees. The School may, in its discretion, provide prorated refunds to students who have completed 61% or more of a course in exceptional circumstances, such as a student's death or incapacitating injury, or withdrawals required by employment or military service.

Students who withdraw from the School or who are granted a leave of absence will not be permitted to re-enroll if there is any outstanding balance of tuition or fees on their account.

(E) Refunds for Dropped Classes. Students who voluntarily withdraw from a course after the drop deadline are not entitled to a refund of tuition or fees already paid to the School and are liable to the School for the entire amount of tuition and fees applicable to the course that remain unpaid at the time of withdrawal. The Dean may excuse withdrawing students from the obligation to pay all or any portion of their outstanding tuition and fees applicable to the dropped course. Students who have paid tuition in full will receive a refund for any class dropped before the drop deadline. The School, in its discretion, may provide pro-rated credits for those students who are on a monthly payment plan and dropped a class before the deadline. See Section 9, Dropping, Adding, or Repeating Courses for details about dropping courses.

(F) Dismissals. Dismissals for any reason are treated the same as withdrawals for refund purposes.

(G) Students Receiving Veterans' Benefits. Refunds of tuition and fees for students receiving veterans' benefits will be calculated in compliance with the



applicable federal regulations and guidelines, based on the ratio of the number of instructional days completed by the student to the total number of instructional days in the course or courses..

(H) Payment of the Refund. The School will pay or credit all refunds due in a reasonable and timely basis within the maximum time frame established by federal guidelines when applicable. In most circumstances, refunds will be paid or credited within 30 days following the date upon which the student's withdrawal has been determined.

#### 26.08 Nonpayment of Tuition or Fees

Students who are delinquent in the payment of their tuition or fees or who default on any of their financial obligations to the School will not (a) have access to their grades or transcripts, (b) be permitted to register for classes, or (c) be allowed to graduate. In accordance with the policies of the Tennessee Board of Law Examiners, a student's delinquency in any financial obligation to the School will be noted on the "Dean's Certification of Character and Fitness" portion of the Law Degree Verification Form.

#### 26.09 Textbooks and Course Materials

The cost of textbooks and other course materials is not included in tuition. The cost for books and other required course materials varies between approximately \$700 and \$1,200, depending on the courses for which a student is registered. Required textbooks and course materials are available at the bookstore. The School does not offer used textbooks for sale.

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## 27. FINANCIAL ASSISTANCE

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#### 27.01 Financial Assistance

The School's tuition rates and scholarships help students pursue their dreams without amassing significant debt. The School does not participate in any state or federal government student loan program and does not provide nor file IRS 1098T forms. As a courtesy to our students, the School will assist in deferring

existing student loans by writing a letter to the lending agency certifying the student is enrolled and attending classes. The School does not guarantee this communication will defer existing loans. The School is not authorized to complete the actual deferment forms and does not have an Office of Postsecondary Education identification number. If a loan provider denies a student's request for deferment, the student may consider forbearance, and should contact the provider for more information.

### 27.02 Veterans' Benefits

The School thanks our veterans for their service and sacrifices for our country. Throughout our history, the School has made the study of law accessible to many men and women who have served in our armed forces. Accordingly, the School encourages eligible students to apply for educational benefits from the Department of Veterans Affairs through one of the many educational programs offered by the VA. The School fully complies with the policies and procedures for these programs. The Post-9/11 GI Bill program (Chapter 33) is one of the most frequently used VA benefits. Information regarding eligibility, including rate tables and a benefits calculator, is provided by the VA at <http://www.gibill.va.gov>.

### 27.03 Scholarships

The School provides scholarships that are awarded on the basis of need or merit, or both. These scholarships are made available with endowed funds, generous gifts from graduates and supporters of the School, and general funds of the School. They are awarded only to students who are in good standing.

Scholarships are awarded on a year-to-year basis. They are provided either as a credit against a student's account or as a direct payment to the student. Unless the donors have specified otherwise, the Scholarship Committee selects the scholarship recipients and determines the amount of the scholarship.

Students may apply for a scholarship between October 1 and October 30, 2018, by submitting a letter to the Dean explaining the basis for their request. The

Scholarship Committee will review the applications and notify the students of their decision in December 2018.

In addition to the scholarships available from general School funds, the following endowed scholarships are currently available.

(A) JO ANN FENTERS MEMORIAL SCHOLARSHIP. The Jo Ann Fenters Memorial Scholarship was established in 2016 using funds from her estate to provide financial assistance to deserving students at the School.

(B) JUDGE CHARLES GILBERT SCHOLARSHIP. The Judge Charles Gilbert Scholarship was established by members of his family to provide financial assistance to a second-year law student who excelled in the first-year Crimes course.

(C) CHIEF JUSTICE CHARLES O'BRIEN SCHOLARSHIP. The Chief Justice Charles O'Brien Scholarship was established by his family to provide financial support to deserving students at the School.

(D) TULLEY SCHOLARSHIP. The Tulley Scholarship was established to provide financial assistance to the student who earns the highest cumulative grade point average in all first-year courses. Receipt of the scholarship is conditioned on recipient's agreement to comply with the conditions required by the donor.

#### 27.04 Outside Scholarships

Students may qualify for scholarships by researching and applying for outside grants and scholarships. The School encourages students to seek out local, state, and national opportunities for these grants and scholarships. Free scholarship listings can be found at [www.brokescholar.com](http://www.brokescholar.com); [www.fastweb.com](http://www.fastweb.com); [www.petersons.com](http://www.petersons.com); and [www.unigo.com](http://www.unigo.com).

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## 28. BAR ADMISSION

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### 28.01 Eligibility for the Tennessee Bar Exam

The School's graduates are eligible to apply for permission to take the Tennessee

Bar Exam. The exam is given twice a year, in February and July. The purpose of the exam “is to enable applicants to demonstrate to the Board [of Law Examiners] that they possess the knowledge, skills and abilities basic to competence in the profession, which are subject to testing.” (Tenn. Sup. Ct. R. 7, §4.01.)

Students wishing to take the Tennessee Bar Exam should consult the websites of the Tennessee Board of Law Examiners (the Board) [www.tnble.org](http://www.tnble.org) and the National Conference of Bar Examiners [www.ncbex.org](http://www.ncbex.org) for information on completing the bar application and preparing for the bar exam.

The Board explains how to apply for the bar exam on its website at [www.tnble.org/tnlaw/first-time/how-to-apply](http://www.tnble.org/tnlaw/first-time/how-to-apply). The Board also provides answers to a series of Frequently Asked Questions that help explain the process and the rules for the exam: [www.tnble.org/faq](http://www.tnble.org/faq). Students should pay close attention to the rules of the exam. Failure to follow these rules can result in dismissal from the exam or a delay in receiving one’s results.

## 28.02 Bar Examination

Beginning with the February 2019 bar examination, the Tennessee Board of Law Examiners will begin using the Uniform Bar Examination (UBE) prepared by the National Conference of Bar Examiners. The UBE consists of three parts: (1) the Multistate Bar Exam (MBE), (2) six essay questions (MEE), and (3) two Multistate Performance Test (MPT) questions.

The MBE consists of 200 multiple choice questions from seven different subject areas: (1) Civil Procedure (federal); (2) Constitutional Law; (3) Contracts; (4) Criminal Law and Procedure; (5) Evidence; (6) Property; and (7) Torts. There are 25 questions from each of these seven subject areas that comprise the 175 live questions that count toward an applicant’s score on the MBE. The remaining 25 questions are pre-test questions. Applicants are not told which questions are the pre-test questions. Thus, applicants should approach all questions with the same rigor.

The essay portion of the Tennessee Bar Exam consists of six questions. These questions can cover any of the following subjects:

- Business organizations (Agency and Partnership; Corporations and Limited Liability Companies);
- Civil procedure (United States);
- Commercial transactions (Articles 1, 2, and 9 of the Uniform Commercial Code);
- Conflicts of law;
- Constitutional law (United States);
- Criminal law and procedure;
- Contracts (including Article 2 of the Uniform Commercial Code);
- Evidence;
- Family law;
- Real Property;
- Remedies;
- Secured Transactions (including Article 9 of the Uniform Commercial Code);
- Torts; and
- Trusts and estates.

The School offers a required course in every subject tested on the Tennessee Bar Exam.

The MPT requires students to draft an objective memo, a persuasive memo or brief, a client letter or another legal document in 90 minutes. It tests an applicant's ability in legal analysis, fact analysis, problem solving, resolution of ethical dilemmas, organization and management of a lawyering task, and communication.

### 28.03 MPRE Examination

To become a licensed attorney in Tennessee, applicants also must take and pass another exam called the Multistate Professional Responsibility Examination

(MPRE). The MPRE consists of sixty (60) multiple choice questions. The current passing score for the MPRE in Tennessee is 82.

The MPRE is given in March, August, and November. Students with questions regarding the MPRE should visit [www.ncbex.org](http://www.ncbex.org) or contact LSAC at 215-504-3886 or email [MPREinfo@LSAC.org](mailto:MPREinfo@LSAC.org).

#### 28.04 Character and Fitness Requirements

In addition to the bar examination itself, applicants must demonstrate to the Board that they possess the requisite degree of character and fitness to practice law. The bar exam application contains detailed questions requiring full and accurate answers. In addition to the materials that applicants must submit, the Board requires law schools to submit a Law Degree Verification form providing information regarding the applicant's completion of the requirements for graduation and the information the applicant provided to the School regarding his or her character and fitness. The form specifically directs the School to state whether the applicant failed to disclose or provided late disclosures of information relating to his or her character and fitness. The Board questions discrepancies between disclosures to the Board and disclosures to the School.

#### 28.05 Duty of Candor

The Board requires bar applicants to adhere to the duty of candor and to furnish required information upon request. (Tenn. Sup. Ct. R. 7, § 3.08.) The rules require applicants to "fully respond to all inquiries." An applicant must not provide false information on his or her bar application. Providing false information is grounds for the Board to prohibit an applicant from taking the exam. (Tenn. Sup. Ct. R. 7, §3.09.)

#### 28.06 Continuing Duty of Disclosure

Students have a continuing duty to promptly disclose information to the School relative to character and fitness questions on their application to law school while enrolled as a student. This continuing duty extends to periods when classes are not in session. Disclosure should be made promptly in writing to the

Dean or the Dean's designee. Failure to disclose post-admission conduct responsive to the character and fitness questions on the School's application for admission may result in revocation of admission, suspension or dismissal from the School, denial of a Law Degree Verification form, or revocation of a degree. Failure to disclose post-admission conduct that is responsive to the application questions also may adversely affect a student's ability to obtain admission to the Tennessee bar.

#### **28.07 Amendments to Previously Filed Applications**

Students may file written amendments to their law school application at any time. These amendments must be signed by the student. Amendments involving an omission from a previously filed application or amendment to an application must include an explanation for the omission.

#### **28.08 Consideration of Post-Application Information**

The School will consider post-application information relating to character and fitness in the same way it considered the information submitted on an original application. Any material misrepresentation or omission may result in revocation of admission, suspension or dismissal from the School, denial of a Law Degree Verification form, or revocation of a degree.

#### **28.09 Responsibility for Registering with the Board of Law Examiners**

Students are responsible for researching the registration process, the filing deadlines, and the fee requirements. It is the student's responsibility to be aware of all requirements for admission to the bar. Students are encouraged to review the process described on the Board of Law Examiner's website.

#### **28.10 Advanced Legal Studies**

Advanced Legal Studies is a required three-credit course that students take in their fourth year. This course is designed to teach upper-level analytical thinking and writing for the bar exam and for the practice of law. Students sharpen their skills through a review of selected topics within major Multistate Bar Exam

subjects. Through the use of problems and exercises in a bar exam format, students become familiar with techniques for answering multiple choice questions from the MBE (Multistate Bar Exam), MPT (Multistate Performance Test). This course is restricted to fourth-year law students enrolled at the School. This course is not a substitute for a commercial bar preparation course.

#### 28.11 Bar Exam Workshop Class

The School also requires students successfully complete the Bar Exam Workshop course before graduation. This three-credit course will focus on test-taking strategies and practice exercises for the writing portion of the bar exam, including essay questions and MPT questions. This course serves as a supplement to Advanced Legal Studies and will assist students in bar preparation. Like Advanced Legal Studies, this course is not a substitute for a commercial bar preparation course and is open only to fourth-year law students enrolled at the School.

#### 28.12 BARBRI

The School uses materials from BARBRI, a leading commercial bar preparation course, in both the Advanced Legal Studies and Bar Exam Workshop classes. The School encourages students to participate actively in the BARBRI summer bar exam preparation course following their graduation. The BARBRI course begins in late May and ends in early July. The School has found that students who complete BARBRI practice exercises perform better on the bar exam than students who perform a limited number of the BARBRI practice exercises.

#### 28.13 Practice Bar Exams

The School requires students who have completed the first-year curriculum to take a practice bar exam consisting of MBE-style questions on Criminal Law and Procedure, Contracts, and Torts. The School also requires students who have completed the second-year curriculum to take a practice bar exam consisting of MBE-style questions on Civil Procedure, Constitutional Law, Evidence, and Property. Students should take these practice bar exams seriously, because they



offer an early indicator of student performance on the MBE.

#### 28.14 Supplemental Bar Exam Courses

The School may offer supplemental bar exam courses twice a year before the February and July bar exams if there is sufficient interest. These classes are held on Saturday mornings and feature instruction on the MBE, MPT, and essay writing. Students who desire additional preparation should consider these supplemental courses.

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## 29. FACILITIES AND PARKING

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### 29.01 Location

The Nashville School of Law is located in Nashville, Tennessee, one of the South's most vibrant and exciting cities. *Travel + Leisure* magazine ranks Nashville among the top 50 "Best Places to Travel," and Nashville is one of the top 10 friendliest cities in the United States. In 2017, Nashville was ranked the third best city for job seekers in general, and in 2016, Nashville and Middle Tennessee were ranked among the top 25 places for law school graduates.

Located in the 100 Oaks section of Nashville at 4013 Armory Oaks Drive, the School's campus is five miles from downtown Nashville. It is easily accessible by taking the Armory Drive exit off I-65 and offers convenient access to I-440, I-24 and I-40, the other interstates serving Nashville.

### 29.02 Facility

The School is housed in a modern 33,000-square-foot facility. This space contains five classrooms, a law library, a trial courtroom including a jury room and judge's chambers, an appellate courtroom (including a robing room), a student commons, a student break room, a bookstore, a faculty lounge, and the administrative offices and boardroom.

### 29.03 Hours of Operation

The School and library are open Monday through Thursday from 8:30 a.m. to

10:30 p.m. and on Friday, Saturday, and Sunday from 8:30 a.m. to 6:00 p.m. Administration office hours are 8:30 a.m. to 6:30 p.m. on Monday and Thursday when classes are in session; 8:30 a.m. to 5:30 p.m. on Tuesday and Wednesday. The administrative offices are closed on Friday. The School, library, and administrative offices are closed on major holidays. Current information regarding openings and closings and special events is available on the School's website.

#### 29.04 Parking

The School has over 400 parking spaces available for students, faculty, and staff in a well-lighted parking lot adjacent to the school building. Parking is free.

#### 29.05 Facility Reservations

The School's classrooms and courtrooms are available to rent when not in use for educational purposes. Persons desiring to reserve space at the School should contact the Assistant Dean for Administration Beth McDonald at 615.256.3684 or [beth.mcdonald@NSL.com](mailto:beth.mcdonald@NSL.com).

#### 29.06 Smoking and Tobacco Use Policy

(A) The School has a vital interest in maintaining a healthy and safe environment for its students, faculty, staff, and visitors while respecting individual choice about smoking and the use of tobacco. Accordingly, it is the School's policy to restrict but not prohibit smoking and the use of tobacco on the facilities and grounds occupied by the School.

(B) For the purpose of this policy, "smoking" is defined as inhaling, exhaling, burning, carrying or possessing any lighted tobacco product, including cigarettes, cigars, pipe tobacco, and any other lighted tobacco product. "Use of tobacco" is defined as the personal use of any tobacco product, whether intended to be lit or not, which shall include (1) smoking, (2) the use of an electronic cigarette or any other device intended to simulate smoking, and (3) the use of smokeless tobacco, including snuff, chewing tobacco, and smokeless pouches and the use of unlit cigarettes, cigars, and pipe tobacco. Tobacco

products do not include nicotine patches, nicotine gum, nicotine lozenges, or any other tobacco cessation products.

(C) Smoking and the use of any tobacco product is strictly prohibited with the exception of limited designated areas in which smoking and the use of tobacco products is permitted and private vehicles parked in the School's parking lot. Smoking and the use of tobacco products are not permitted within 25 linear feet of the entrance doors to the school or in the courtyard adjacent to the entrances to the library and administrative offices. The areas where smoking and the use of tobacco products is permitted are adjacent to the faculty entrance door and to the outside entrance door adjacent to Room 300 and the trial courtroom. Anyone smoking or using tobacco products is expected to dispose of any waste in appropriate containers outside the building.

(D) This policy applies to all students, faculty, staff, volunteers, consultants, contractors, and visitors.

#### 29.07 Alcohol and Controlled Substances Policy

The School prohibits the possession, use, distribution, or facilitation of distribution of alcohol, controlled substances, or drug paraphernalia by students, faculty, and staff on the School's premises. Alcohol may be served and consumed within the School's premises only at official School functions or at functions hosted by others with the written authorization of the School. This prohibition does not apply to off-premises functions officially sponsored by the School.

#### 29.08 Firearms Policy

Handguns and other firearms are not permitted on the School's premises, except as specifically authorized by the School. Commissioned law enforcement officers who are required to carry handguns must provide their name, serial number, mobile phone number, and class schedule to John Claybon, the School's Chief of Security. Chief Claybon will determine whether the student will be authorized to carry his or her handgun on the School's premises. Chief

Claybon may be reached at 615.310.1007.

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## 30. SECURITY

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### 30.01 Security Staff

The School's security staff is on duty during the evening classes and on weekends and holidays when the library is open. The security desk is located at the main entrance to the School in the student commons outside of the library. The telephone number at the security desk is 615.780.2275.

### 30.02 Video Surveillance

The interior of the School, as well as exterior areas adjacent to the School and the parking lot, are monitored with video surveillance at all times.

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## 31. NSL LIBRARY POLICIES

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### 31.01 About the Law Library

The Ingram Library serves the School's students, faculty, staff, and graduates as well as the general public. The library holds more than 21,000 printed volumes. It also contains computers that provide access to additional materials available through Westlaw and LexisNexis.

### 31.02 Days and Hours of Operations

The School library is open seven days a week. Its hours of operation are as follows:

Monday – Thursday            8:30 a.m. – 10:30 p.m.

Friday – Sunday                8:30 a.m. – 6:00 p.m.

The library closes on most major holidays and when the administrative offices close due to inclement weather. Closures will be posted in the building, on the School's website, and via social media. All library patrons are required to sign in with their name when entering the library.

### 31.03 Acceptable Use of Public Computers

The library's computers are available to students, faculty, bar members, and the public. They may be used for student classwork and legal research. Students are prohibited from using the School's network or computers for activities that violate the School's Honor Code or other policies delineated in this Handbook. The computers may not be used by students, faculty, or staff for any compensated activity.

### 31.04 Library Privileges for Students – Student Access

All students have access to both LexisNexis and Westlaw. Students receive login instructions at the School's student orientation and accounts remain active throughout a student's enrollment at the School, plus six months beyond graduation.

### 31.05 Library Privileges for Patrons – Patron Access

Every library patron has access to Westlaw through our Patron Access program. Graduates, members of the bar, and the public may conduct legal research on Westlaw at no cost. Printed pages from Westlaw cost \$.10 per page and double-sided documents count as two pages. Printed pages will be available for pick up at the Reference Desk.

### 31.06 Use of Mobile Phones and Other Electronic Devices

The use of any electronic device that emits sound that can be heard by other patrons is strictly prohibited in the library. This includes vibrating devices if they disturb other patrons, or sound from headphones if other patrons can detect the noise. Talking on mobile phones is prohibited in the library. As you enter the library, please silence your mobile phone to avoid disturbing other patrons.

### 31.07 Food and Drink Policy

The library's food and drink policy is intended to preserve the library materials, computer equipment, and furnishings and to maintain a clean, safe, and

comfortable environment for all patrons. Food and beverages are not permitted in the computer room. In other areas of the library, patrons may consume beverages as long as they are in containers with tops, lids, or caps. Food, with the exception of hot, noisy, smelly, or messy foods, also may be consumed. The library staff reserves the right to require patrons to remove food from the library if their food consumption is disturbing the study environment for other library patrons. Failure to comply may result in loss of library privileges or other disciplinary action. Please discard all wrappers and empty containers, clean up after yourself, and report any food or beverage spills to library staff.

### 31.08 Study Room Policy

The study rooms in the library are available for use by the School's students, faculty, and staff for law-school-related purposes. Other patrons may use a study room with the Librarian's permission, but must vacate the room if a student, faculty member, or staff member desires to use the room. Faculty members and student organizations may reserve a study room in advance. In all other circumstances, the rooms are available to students on a first-come-first-served basis each day.

### 31.09 Intellectual Property

All copyrighted information retrieved from the library's printed or electronic resources must be used in compliance with applicable copyright and other laws. Copied material must be properly attributed.

### 31.10 Checking out Materials (Non-Circulating)

The books in the School's law library are not available for check-out.

### 31.11 Printing

Students and faculty may use the library's printers to print class-related materials at no charge. Students may print other materials for \$.10 per side of a page. Other patrons may utilize the library's printers, when available, at a cost of \$.10 per side of a page.

### 31.12 Copier

The library's copying machine is available at a cost of \$ .15 per page.

### 31.13 Reference Policy for Public Patrons

Public patrons of the library may request limited assistance from the library staff. The staff may not provide legal services of any kind. For example, staff may not conduct legal research, draft or assist in the drafting of a legal document, or interpret legal documents, cases, or statutes. However, the library staff may provide general assistance regarding the use of the library's computers, help locate specific legal references, or provide general guidance regarding the use of Westlaw.

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## 32. BOOKSTORE

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### 32.01 Location and Hours of Operation

During the academic year, the bookstore is regularly open Monday, Wednesday, and Thursday from 5:00 to 6:30 p.m. It is also open during select times during orientation and registration, as well as other times as announced.

### 32.02 Books and Merchandise

All textbooks and other materials required for the courses offered at the School are available for purchase at the bookstore. The school sells all materials for a competitive price. A wide variety of NSL-branded merchandise is available at the bookstore.

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## 33. STUDENT SERVICES

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### 33.01 Purpose

The School respects all the members of its community and celebrates their achievements. The law school experience extends beyond the classroom and can be very challenging and sometimes demanding. To promote better quality of life, the School supports the academic and personal needs of all enrolled students.

### 33.02 Services

The School provides the following services to its students:

- (A) Advice, informal counseling, and referrals on academic and personal matters;
- (B) Programs to promote health and wellness;
- (C) Orientation for first-year students;
- (D) Introduction to Law sessions for first-year students;
- (E) Academic support programs, including tutorials and exam support;
- (F) Assistance with finding personal tutoring services;
- (G) Opportunities for students to connect with other law students and the legal community;
- (H) Support for officially recognized student organizations;
- (I) Assistance with disability accommodations;
- (J) Advice on bar exam applications, eligibility, and bar admission requirements;
- (K) Distribution of course evaluations;
- (L) Posting of employment opportunities;
- (M) Graduation; and
- (N) Providing verified student and graduate records.

### 33.03 Student Organizations

The student organizations currently recognized by the School include: the Honor Council, the Sports and Entertainment Law Society, NSL Legal Aid Society, and the Christian Legal Society.

### 33.04 Law-Related Organizations

Various professional law organizations offer student membership at a



discounted price – and sometimes for no cost at all. The School encourages students to review information provided throughout the year in the student break room area, visit informational tables hosted on occasion by the various organizations, or seek out groups that may be of interest.

By virtue of their enrollment at the School, students become student members of the Tennessee Bar Association. Other organizations that regularly participate in informational sessions at the school include Lawyers' Association for Women – Marion Griffin Chapter, Tennessee Lawyers' Association for Women, and Tennessee Trial Lawyers' Association.

Most counties or geographical regions in the state have bar associations. There also are bar associations and organizations dedicated to other interests, such as the Napier-Looby Bar Association and the Tennessee Association of Criminal Defense Lawyers.

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## 34. SEXUAL AND GENDER-BASED HARASSMENT

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### 34.01 Objective

It is the School's policy to maintain an atmosphere free from sexual and gender-based harassment. Consistent with applicable federal and state laws, the School endorses the objective that students, employees, and faculty learn, work, and teach without harassing behavior forming the basis for educational or business decisions.

### 34.02 Policy

Sexual and gender-based harassment is forbidden at the School. Employees, faculty members, and students who engage in such conduct subject themselves to the full range of discipline, including termination or expulsion. Retaliation against someone for complaining about sexual or gender-based harassment or for cooperating in a sexual or gender-based harassment investigation will not be tolerated. This policy is not meant to restrict academic freedom. Generally, the discussion of sexual or gender-based themes or topics germane to the subject matter of the course does not constitute harassment. However,

prohibited sexual or gender-based harassment is not protected by academic freedom.

### 34.03 Definitions

(A) “Sexual harassment” is unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic, or physical conduct of a sexual nature, when: (1) submission to or rejection of such conduct is made either explicitly or implicitly a condition of an individual’s employment or academic standing or is used as the basis for employment decisions or for academic evaluation, grades, or advancement (quid pro quo); or (2) such conduct is sufficiently severe, persistent, or pervasive that it interferes with or limits a person’s ability to participate in or benefit from the School’s educational or work programs or activities (hostile environment).

Quid pro quo sexual harassment can occur whether a person resists and suffers the threatened harm, or the person submits and avoids the threatened harm. Both situations could constitute discrimination on the basis of sex.

A hostile environment can be created by persistent or pervasive conduct or by a single severe episode. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment. Sexual violence, including rape, sexual assault, and domestic and dating violence, is a form of sexual harassment. In addition, the following conduct may violate this Policy:

- Observing, photographing, videotaping, or making other visual or auditory records of sexual activity or nudity, where there is a reasonable expectation of privacy, without the knowledge and consent of all parties;
- Sharing visual or auditory records of sexual activity or nudity without the knowledge and consent of all recorded parties and recipient(s);
- Sexual advances, whether or not they involve physical touching;
- Commenting about or inappropriately touching an individual's body;
- Requests for sexual favors in exchange for actual or promised job

benefits, such as favorable reviews, salary increases, promotions, increased benefits, or continued employment;

- Lewd or sexually suggestive comments, jokes, innuendoes, or gestures;  
or
- Stalking

Other verbal, nonverbal, graphic, or physical conduct may create a hostile environment if the conduct is sufficiently persistent, pervasive, or severe so as to deny a person equal access to the School's programs or activities.

Whether the conduct creates a hostile environment may depend on a variety of factors, including: the degree to which the conduct affected one or more person's education or employment; the type, frequency, and duration of the conduct; the relationship between the parties; the number of people involved; and the context in which the conduct occurred.

(B) Conduct will be considered "unwelcome conduct" if a person (1) did not request or invite it and (2) regarded the unrequested or uninvited conduct as undesirable or offensive. That a person welcomes some sexual contact does not necessarily mean that person welcomes other sexual contact. Similarly, that a person willingly participates in conduct on one occasion does not necessarily mean that the same conduct is welcome on a subsequent occasion. Whether conduct is unwelcome is determined based on the totality of the circumstances, including various objective and subjective factors. The following types of information may be helpful in making that determination: statements by any witnesses to the alleged incident; information about the relative credibility of the parties and witnesses; the detail and consistency of each person's account; the absence of corroborating information where it should logically exist; information that the person alleged to have engaged in unwelcome conduct has been found to have harassed others; information that the person complaining of unwelcome conduct has been found to have made false allegations against others; information about the complainant's reaction or behavior after the alleged incident; and information about any actions the parties took immediately following the incident, including reporting the matter to others. In

addition, when a person is so impaired or incapacitated as to be incapable of requesting or inviting the conduct, conduct of a sexual nature is deemed unwelcome, provided that the person alleged to have engaged in unwelcome conduct should have known of the person's impairment or incapacity. The person may be impaired or incapacitated as a result of drugs or alcohol or for some other reason, such as sleep or unconsciousness. An alleged perpetrator's impairment at the time of the incident as a result of drugs or alcohol does not, however, diminish his or her responsibility for sexual or gender-based harassment under this policy.

(C) "Gender-based harassment" is verbal, nonverbal, graphic, or physical aggression, intimidation, or hostile conduct based on sex, sex-stereotyping, sexual orientation, or gender identity, but not involving conduct of a sexual nature, when such conduct is sufficiently severe, persistent, or pervasive that it interferes with or limits a person's ability to participate in or benefit from the School's education or work programs or activities. For example, persistent disparagement of a person based on a perceived lack of stereotypical masculinity or femininity or exclusion from an activity based on sexual orientation or gender identity also may violate this policy.

#### 34.04 Confidentiality

A variety of resources are available at the School and elsewhere to assist those who have experienced gender-based or sexual harassment, including sexual violence. Individuals considering making a disclosure to the School should make sure they have informed expectations concerning privacy and confidentiality. The School is committed to providing all possible assistance in understanding these issues and helping individuals to make an informed decision.

It is important to understand that, while the School will treat the information it has received with appropriate sensitivity, School personnel may nonetheless need to share information with those responsible for stopping or preventing sexual or gender-based harassment. Such reporting is necessary for various

reasons, including to ensure that persons possibly subjected to such conduct receive appropriate services and information; that the School can track incidents and identify patterns; and that, where appropriate, the School can take steps to protect the School's academic community.

This reporting by School officials will not necessarily result in a complaint. Rather, the School will assess the information and then determine what action, if any, will be taken. Information will be disclosed in this manner only to those at the School who, in the judgment of the Dean or Assistant Dean have a need to know. Should individuals desire to discuss an incident or other information only with persons who are subject to a legal confidentiality obligation or prohibition against reporting, they should request School officials to provide the contact information for those persons. The Dean and Assistant Dean are available to discuss these other resources and to assist individuals in making an informed decision.

#### 34.05 Complaint Procedure

Reports or complaints of sexual or gender-based harassment should be submitted to Assistant Dean for Administration Elizabeth A. McDonald. Dean McDonald may be contacted by emailing [beth.mcdonald@NSL.law](mailto:beth.mcdonald@NSL.law) or by calling 615.780.2241.

If Dean McDonald is unavailable or if the individual wishes to submit a report or complaint to another School official, the individual may submit the report or complaint to Dean William C. Koch, Jr. Dean Koch may be contacted via email at [bill.koch@NSL.law](mailto:bill.koch@NSL.law), or by calling 615.780.2242.

Any written correspondence may be sent to Dean Koch or Assistant Dean McDonald at 4013 Armory Oaks Drive, Nashville, Tennessee 37204-4577.

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## 35. NONDISCRIMINATION STATEMENT

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In keeping with its long-standing traditions and policies, the School considers students, employees, applicants for admission or employment, and those seeking access to its programs on the basis of individual merit. The School does

not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity, national or ethnic origin, age, status as an individual with disability, protected veteran status, genetic information, or other protected classes under law. For additional information regarding the School's policy on sexual or gender-based harassment, please see the specific policy on sexual and gender-based harassment.

The School official responsible for coordinating compliance with this Nondiscrimination Statement is Elizabeth A. McDonald, Assistant Dean for Administration. Dean McDonald may be contacted by emailing [beth.mcdonald@NSL.law](mailto:beth.mcdonald@NSL.law) or by calling 615.780.2241.

If Dean McDonald is unavailable or if the individual wishes to submit a report or complaint to another School official, the individual may submit the report or complaint to Dean William C. Koch, Jr. Dean Koch may be contacted via email at [bill.koch@NSL.law](mailto:bill.koch@NSL.law), or by calling 615.780.2242.

Any written correspondence may be sent to Dean Koch or Assistant Dean McDonald at 4013 Armory Oaks Drive, Nashville, Tennessee 37204-4577.

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## 36. WAIVER OF POLICIES

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### 36.01 Dean's Authority to Consider Waiver

For good cause, the Dean may waive policies and regulations, provided that the quality of the student's academic program is not impaired and the waiver is consistent with the goals and objectives of the School.

### 36.02 Requirement of a Written Petition

Students seeking a waiver of a policy, regulation, or procedure must submit a written petition via email or letter to the Dean requesting the waiver and explaining the reasons for seeking the waiver.

### 36.03 Requirement that the Exception Be in Writing

No exception to a policy, regulation, or procedure shall be allowed unless approved in writing by the Dean and documented in the student's file.

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## 37. RESERVATION OF RIGHTS

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### 37.01 Reservation of Rights

In keeping with the School's educational mission, the information, policies, procedures, regulations, and requirements contained herein are continually being reviewed, changed, and updated. While every effort will be made to communicate changes promptly, the School reserves the right at any time to alter any of its rules, regulations, and policies without notice. Nothing herein may be considered to be an offer to contract or a contract between the School and students or prospective students. The School reserves the right to expand, delete, or otherwise modify its rules, regulations, and policies, including, but not limited to: (1) the admission and retention of students, (2) the curriculum or course of study, (3) the course offerings or content, (4) the academic calendar, (5) the granting of credits or degrees, or (6) the fees or charges whenever changes are determined to be desirable or necessary.

### 37.02 Student Acknowledgements

Students are responsible for keeping informed of the School's official policies and procedures and for meeting all relevant requirements.

By accepting admission and enrolling at the School, students acknowledge: (1) that they understand that the School is not accredited by the American Bar Association, (2) that they are subject to the School's rules, regulations, and policies, (3) that the School's rules, policies, and regulations are subject to change without notice, and (4) that the granting of the degree and the certification of eligibility to sit for the Tennessee bar examination is solely within the power and discretion of the Dean.

### 37.03 Severability

If any rule, policy, or procedure, or any part thereof, is held to be invalid or unconstitutional, the remaining provisions shall, wherever possible, be severable.