



Sturm College of Law
UNIVERSITY OF DENVER

STUDENT HANDBOOK

Revised August 2026



Sturm College of Law
UNIVERSITY OF DENVER

SCOL Student Handbook

The Sturm College of Law Student Handbook contains policies that affect the academic life of students during law school. The handbook indicates what courses you have to take, how many out-of-class credits you can take, how to drop and add courses, how exams are graded and how you can appeal a grade, what happens if your GPA drops below 2.3 and many other useful things. Students are responsible for knowing what is contained within the Student Handbook.

Links to external pages and sites appear in **boldfaced red**.

Table of Contents

1. Academic Requirements
2. Honor Codes
3. Course of Study
4. Registering for Courses
5. Examinations & Grading
6. Equal Opportunity & Title IX
7. Graduation Procedures & Honors
8. School Policies & General Law School Information
9. Student Health Information
10. Emergency Procedures

1. Academic Requirements

The Sturm College of Law awards the degree of Juris Doctor to those students who successfully fulfill the following requirements:

- Completion of ninety **(90) semester credit hours** (see below) with passing grades.
- Maintenance of the required cumulative grade point average: **a cumulative GPA of 2.3 or higher**
- **Successful completion of all required courses** (as defined in the chart that follows this section). A student who receives a grade of F in a required course must retake the course and earn a passing grade. Both grades remain on the student's transcript and are included in the student's cumulative GPA.
- **Completion of the Upper Level Legal Writing requirement.**
- **Completion of the Public Service requirement.**
- **Completion of the Experiential Coursework Requirement.** All JD students must successfully complete a curricular offering of six or more semester credit hours in any Experiential Advantage course (designated "EAC" on the schedule).
- **Completion of the Career and Professional Development Requirement.** All JD students must successfully complete 5 qualifying career and professional development sessions during the 1L year, and 2 individual career advising appointments after the 1L year.
- **Resolution of all financial obligations to the University of Denver.**
- Completion of all credit hours within **seven years** following initial matriculation at law school. Full-time students at the Sturm College of Law normally meet all JD requirements by the end of their third year. Part-time students at the Sturm College of Law normally complete all JD requirements by the end of their fourth year.
- **Ninety (90) Credit Hours** All students must complete ninety (90) semester credit hours with passing grades. Only a grade of F constitutes a failing grade for purposes of this requirement. Students receive no credit hours toward graduation for courses in which they earn a grade of F.

Credit hour definition (in accordance with ABA Standard 310):

- Each credit hour awarded for any College of Law course shall reasonably approximate at least one hour of classroom or direct faculty instruction for a fifteen-week period (or the equivalent amount over a different period of time). Most classes at the law school operate on a 13 week schedule, which works out to 55 minutes of class time per week, per credit hour.

- At a minimum, 42.5 hours of student work, classroom or direct faculty instruction and out-of-class, is required per credit hour.
- A credit hour awarded for other academic activities including directed research, simulation courses, externship fieldwork, clinical courses, law journals, and competitions, shall require the equivalent amount of student work as would be required for a credit hour under the prior two paragraphs.
- For purposes of this policy and in accordance with ABA Standards 310 and ABA Interpretations 310-1 and 310-2:
 - An “hour” of classroom or direct faculty instruction shall be at least 50 minutes;
 - this policy does not prohibit the College of Law from awarding credit hours for a course that extends over a period of time other than 15 weeks, provided that the classroom instruction or direct faculty instruction and out-of-class student work meet the minimum requirements of ABA Standards 310(b), and other College of Law.

Good Standing

All students must maintain a cumulative grade point average of at least a 2.3 to remain in good standing.

Students may check their Degree Audit on **MyDU**. Students have the responsibility to check **MyDU** carefully and to contact the Registrar’s Office if students note any discrepancy between their understanding and their Degree Audit. Students have the sole responsibility to ensure that they have completed all graduation requirements.

Required Courses

1L Curriculum

Full-Time Division

1st Year Fall: Lawyering Process I (3) and three of the following doctrinal classes: Civil Procedure, Contracts, Criminal Law, Property, Torts (4 credits each)

1st Year Spring: Lawyering Process II (3) and the remaining doctrinal classes not taken in the Fall

Part-Time Division

1st Year Fall: Lawyering Process I (3) and two of the following doctrinal classes: Civil Procedure, Contracts, Criminal Law, Property,

Torts (4 credits each)

1st Year Spring: Lawyering Process II (3) and two of the remaining doctrinal classes not taken in the Fall

2nd Year Fall: Two remaining doctrinal classes not completed 1st year, and one additional class

Other Required Courses:

All students must successfully complete the following courses in any semester prior to graduation:

- Legal Profession (3)
- Evidence (4)
- Administrative Law (3)

Other Graduation Requirements (see below):

Completion of (1) the Upper Level Legal Writing Requirement, (2) the Public Service Requirement, (3) the Experiential Coursework Requirement, and (4) the Career and Professional Development Requirement.

Public Service Requirement

All law students must satisfy the Public Service Requirement (PSR) in order to graduate. To satisfy the requirement, each student must perform a minimum of 50 hours of supervised, uncompensated, legal public service work.

You can satisfy the requirement in one of the following ways:

1. Registering for, and passing, an externship for credit at a government agency, judicial chambers, or nonprofit organization via the **Legal Externship Office**.
2. Registering for, and receiving a grade of C or better, in a clinic via the **Student Law Office**.
3. Registering for, and receiving a grade of C or better, in an eligible course. A list of eligible courses is maintained in the **Law School Bulletin**.
4. Volunteering and engaging in 50 hours of supervised, uncompensated legal work, at a government agency, judicial chambers, nonprofit organization, or private firm, as long as the work at the firm is pro bono. This is known as a Volunteer Legal Experience.

In order to satisfy the requirement via option #4, a Volunteer Legal Experience, you must abide by all rules and regulations for the Public Service Requirement indicated on our **website**. You must complete an online **student certification and evaluation form** about your volunteer experience and your supervisor, who must be licensed to practice law for at least three years, must complete an

online **supervisor certification and evaluation form** which asks for the number of hours worked (must be at least 50), the timeframe in which the work was completed, and an evaluation of the student's work. When both of these forms are completed and submitted online, at the conclusion of the relevant semester, your Degree Audit will reflect that you satisfied the PSR.

Please note: You are not required to complete the steps outlined above if you are satisfying the public service requirement via options #1, 2, or 3 above. For these options, your Degree Audit will reflect that you satisfied the PSR via a PUBL designation at the conclusion of the relevant semester.

Students are strongly encouraged to complete this requirement before their last semester of law school. For more information about the PSR, visit **this page** and/or contact the Director of Externships & Public Interest Initiatives at **law-publicinterest@du.edu**.

Upper Level Legal Writing Requirement

All law students must satisfy the Upper Level Legal Writing requirement prior to graduation. The requirement provides students additional instruction and practice in research, organization and expression.

To satisfy the requirement, each student must:

- Complete a written product of at least ten (10) pages on an appropriate legal subject determined by a professor and the student.
- Secure the professor's written comments as to the substance and style of the student's written project.
- Prepare a second draft of the written project in response to the professor's comments to the professor's satisfaction.

Students may satisfy the Upper Level Legal Writing requirement in the following ways:

1. *Advanced Legal Writing Course*

A student can enroll in and successfully complete the upper level legal writing course entitled "Advanced Legal Writing."

2. *Designated Seminar Classes or Clinics*

A student can enroll in and successfully complete a seminar that satisfies the Upper Level Legal Writing requirement. The student can also enroll in and successfully complete a clinical course that satisfies the Upper Level Legal Writing requirement. Clinics and seminars do not necessarily satisfy the Upper Level Legal Writing requirement. Students must clarify with individual professors whether the seminar or clinic will satisfy the Upper Level Legal Writing requirement. A student who elects to fulfill the Upper Level Legal Writing requirement under this option must make certain that the Registrar's Office receives certification from the professor that the

student successfully fulfilled the Upper Level Legal Writing requirement. Only after the Registrar's Office has received official certification has the student completed this graduation requirement.

3. *Directed Research Projects*

The student may enroll in and successfully complete a Directed Research Project with a full-time faculty member. If the student successfully completes a Directed Research Project that fulfills the Upper Level Legal Writing requirement, the professor must certify to the Registrar that the student has completed the Upper Level Legal Writing requirement. A student who elects to fulfill the Upper Level Legal Writing requirement under this option must make certain that the Registrar's Office receives certification from the professor that the student successfully fulfilled the Upper Level Legal Writing requirement. Only after the Registrar's Office has received official certification has the student completed this graduation requirement.

4. *Certification by Professor*

Any full-time or adjunct professor can offer a student the opportunity to complete the Upper Level Legal Writing requirement within the course taught by the professor or independently of the course taught by the professor. Upon successful completion of the Upper Level Legal Writing requirement, the professor must certify to the Registrar that the student has completed the requirement. A student who elects to fulfill the Upper Level Legal Writing requirement under this option must make certain that the Registrar's Office receives certification from the professor that the student successfully fulfilled the Upper Level Legal Writing requirement. Only after the Registrar's Office has received official certification has the student completed this graduation requirement.

Experiential Coursework Requirement

1. All law students must successfully complete a curricular offering of six or more semester credit hours that provides substantial instruction in professional skills generally regarded as necessary for effective and responsible participation in the legal profession beyond legal research, writing, and analysis.
2. Professional skills include pre-trial practice, trial advocacy, appellate advocacy, alternate dispute resolution processes, client communication, counseling, negotiation, legal document drafting, fact investigation, interaction with regulators (such as drafting of regulatory ruling requests), interviewing, law practice management, legal problem solving, recognizing

and resolving ethical dilemmas, and similar skills.

3. To fulfill this requirement, a curricular offering must provide at least one credit (700 classroom minutes) of instruction in the performance of professional skills beyond legal research, writing, and analysis, and must engage each student in multiple (more than one) hands-on skills performances that are evaluated by the instructor.
4. The College of Law Registrar shall maintain a list of courses that satisfy the Experiential Coursework Requirement on the College of Law webpage, designated as “EAC” on the course schedule. The College of Law Modern Learning Committee and Curriculum Committee shall be responsible for approving courses that satisfy the Experiential Coursework Requirement, and for periodically updating that list. Each course description for each class that satisfies the Experiential Coursework Requirement shall indicate that it does so.
5. A student may not use the same curricular offering to satisfy both the upper level writing requirement and the Experiential Coursework Requirement, unless the course has been designated as a special Carnegie Integrated Course offering by the Modern Learning Committee. Each Carnegie Integrated Course shall include a full credit hour of skills instruction in addition to assigned upper level writing.

Career & Professional Development Requirement

All JD students beginning law school in the summer 2016 semester or thereafter must complete the Career & Professional Development Requirement (the “CPD Requirement”) in order to graduate.

To satisfy the CPD Requirement, each 1L student must complete 5 sessions of their choice during the 1L year from any or all of the following core competency areas:

- Career & Academic Planning
- Interviewing and Networking
- Job Search Documents
- Professional Development
- Wellness / Personal Development

The Office of Career Development & Opportunities (“CDO”) will maintain a list of qualifying programs. Students may satisfy up to 2 of the 1L sessions through individual career advising appointments with the CDO.

In addition, each JD student must participate in at least 2 individual career advising appointments after the 1L year.

Students who have secured postgraduate employment and are no longer seeking employment may opt-out of the CPD requirement at any time by providing all ABA-required employment information to the CDO.

2. Honor Codes

Sturm College of Law Honor Code

As a law school dedicated to training ethical professionals, the University of Denver Sturm College of Law (SCOL) is committed to advancing and supporting the highest standards of professional conduct. The SCOL Honor Code serves the interests of both legal education and the legal profession by training future attorneys committed to justice, honesty, integrity, and high moral character.

Visit the [**SCOL Honor Code page**](#) for more information

University of Denver Honor Code

All SCOL students are bound by the SCOL Honor Code and deemed to have knowledge of its content. SCOL students are also subject to the University of Denver Honor Code (DU Honor Code), as well as other relevant University policies and procedures.

Visit the [**DU Honor Code page**](#) for more information

3. Course of Study

Semester System

The Sturm College of Law schedules classes on the semester system. Each Fall and Spring semester contains thirteen (13) weeks for most courses. Part-time program courses meet for 8 weeks on alternating weekends. Asynchronous and a handful of other courses may start before most full-time program courses begin in the Fall or Spring semester. The summer term contains seven (7) weeks.

Section Assignments

The Sturm College of Law assigns all incoming first year JD students to sections. Students must attend only the classes scheduled for their assigned section. First year students cannot alter assigned sections or class schedules. Full-time first year students must expect to take classes Monday through Friday from 8:00 am

until 5:30 pm and have an obligation to arrange their schedules accordingly. Part-time first year students must expect to take classes Saturday and Sunday from 8:00 am until 6:00 pm and have an obligation to arrange their schedules accordingly.

Normal Schedule

First year full-time students take fifteen (15) credit hours during the first semester and fifteen (15) credit hours during the second semester. After the first year, full-time students must complete an additional sixty (60) credits.

Full-time students generally take fifteen (15) hours per semester during the last two (2) years of law school. More than fifteen (15) hours in any Fall or Spring semester constitutes an academic overload that requires approval from the Assistant Dean of Student Affairs and a cumulative GPA that exceeds 3.0.

First year part-time students take eleven (11) credit hours each of the first two (2) semesters. After the first year, part-time students must complete an additional seventy (68) credits.

After the first year, part-time division students generally take eleven to twelve (11-12) credit hours per semester. More than twelve (12) credit hours in any Fall or Spring semester constitutes an academic overload that requires approval from the Assistant Dean of Student Affairs and a cumulative GPA that exceeds 3.0.

Online Courses

No student may take an online course for JD credit until the student has earned at least 30 credit hours of JD credits.

Academic Overload

All students must obtain the written approval of the Assistant Dean of Student Affairs to register for an academic overload. The Assistant Dean will not approve an overload in any semester or summer term for a student with a GPA 3.0 or below.

An academic overload for full-time students in any Fall or Spring semester means more than fifteen (15) credit hours. Under no circumstances can a full-time student take more than eighteen (18) credit hours in any Fall or Spring semester.

An academic overload for part-time students in any Fall or Spring semester means more than twelve (12) credit hours. Under no circumstances can a part-time student take more than fifteen (15) credit hours per Fall or Spring semester. No student will receive permission to take an overload during the first year.

During the summer term, an academic overload means more than eight (8) credit hours. Under no circumstances may a student request more than twelve (12) credit hours during the summer term. To petition for an academic overload, a student must complete an Overload Petition available [online](#).

Transfer Between Full-Time and Part-Time Divisions

A student in good standing may transfer from one division to another in August. A student must submit a written request to transfer between divisions to the Assistant Dean of Student Affairs for approval. Students can find transfer forms [online](#).

Withdrawal/Leave of Absence

Any student in good standing may request a leave of absence. Students leaving the university that plan to return to their studies at Denver Law need to meet with the Assistant Dean of Student Affairs in addition to completing a Leave of Absence form and a Withdrawal form (when appropriate). Students can elect to withdraw from classes and take a Leave of Absence for up to one year. Students must fill out a Leave of Absence form each year to be considered a continuing student at DU.

Students who receive approval for a leave of absence must comply with the law school's 84 month rule. This rule requires students to meet all of the requirements for their JD degree no later than the end of the 84th month following their initial registration.

After five years away from DU, students may no longer extend their leave of absence using this process. Students that have been away from DU for five years or more have to completely re-apply to be admitted to DU through the Office of Admission.

When a student is ready to return to Denver Law, the student must contact the Assistant Dean of Student Affairs.

Medical Leave of Absence

Students may apply for a Medical Leave of Absence in cases of serious medical conditions. Information regarding a Medical Leave of Absence can be accessed [here](#).

Employment

Each full-time student must assure that outside employment does not interfere with their academic performance or regular class attendance. Further, the Sturm College of Law shall not employ or compensate any student in excess of 280

hours per semester. The Sturm College of Law will not adjust class or course schedules or examination times to accommodate outside employment.

The Sturm College of Law strongly discourages full-time students from participation in outside employment while they engage in full-time study. First-year full-time students frequently find satisfactory grades impossible to achieve while engaged in outside employment. The faculty of the College of Law strongly urges first-year students to devote their full time to the study of law.

Part-time students may hold full-time outside employment, provided they have at least thirty (30) hours per week available for study and provided they do not take more than 15 credit hours in any Fall or Spring semester. Due to work and/or family responsibilities, part-time students are encouraged not to try to complete their law school education in less than four (4) years.

4. Registering for Courses

Registration

Each semester the Registrar's Office provides students with course information and registration procedures. Students generally register in November for the following Spring Semester and at the end of March/beginning of April for the following Summer and Fall Semesters. In order to register, students first must resolve all financial or other holds on their records. Students must register using **MyDU**. Students receive registration time tickets approximately one (1) week prior to registration. Students receive registration priority according to the number of credit hours they have completed. A more detailed description of registration procedures follows:

- **Registration Procedures**

The Sturm College of Law bases registration priorities on the number of credit hours students have earned. We divide all students into groups based on their proximity to graduation, and those students closest to graduation have top priority. Students must pay close attention to their registration time. If a student fails to register during the designated registration period, the student may not secure the courses most valuable to them.

“Earned credit hours” for registration priority purposes include the credit hours in which students currently are enrolled.

- **Wait List Registration and Policies**

If a course is closed at the time of registration, a student can automatically place themselves on the wait list for the desired course. Each course's wait lists are ranked in the order students place themselves on the wait list. When a spot in a course opens, the first student on the wait list receives an email notifying them of the open spot. The student has 24 hours to add themselves to the course. Failure to act within 24 hours will result in being dropped from the wait list, and then the next student on the wait list will be notified of the open spot.

Students must be registered for any course they wish to attend. For this reason, wait listed students are not allowed to attend classes for which they are waitlisted. Due to space limitations and equity in the management of our wait listed students, the College of Law does not accept retroactive registrations (aka "forced registrations").

Crossing Division Lines

Upon completion of the first year curriculum, students can choose to register for classes in the full-time and/or part-time division.

Dropping Courses

During the beginning of each semester, students may drop courses from their schedules and receive a full tuition refund for the dropped courses. In the Summer Semester, students have a shorter period in which to drop a course and receive a full tuition refund. If a student drops a class after the official drop/add period has expired, the law school will not refund the tuition for that class. Please see the academic calendar on the law registrar website for official dates regarding the add/drop deadlines for each semester.

Students must use MyDU to make schedule changes during the drop/add period. After the end of the drop/add period, students may drop courses (without a tuition refund) only by completion of a Drop Petition which requires the approval of the individual professor and the Assistant Dean of Student Affairs. Moreover, after the end of the drop/add period, students who drop a course will receive a "W" (withdrawal) on their transcript for the dropped course. Students can find Drop Petitions in the Registrar's Office or [here](#).

The last day of classes marks the last day that a student can withdraw from a class.

Adding Courses

During the first two weeks of a Fall or Spring Semester, students may add

courses to their schedules. Students must use MyDU to make schedule changes during this time. After expiration of the drop/add period, students cannot add a course without special permission from the Assistant Dean of Student Affairs and the approval of the individual professor. A student who wishes to add a course after the drop/add period has expired must complete an Add Petition, submit the petition to the Assistant Dean of Student Affairs, and secure permission from the Assistant Dean of Student Affairs. Students can find Add Petitions in the Student Affairs Office or [here](#).

Limitations on Out of Class Credits

Students cannot take more than a total of twenty-five (25) out-of-class credit hours from the following sources:

- Externships (limited to 15 field credits unless students successfully petition for more)
- The non-classroom component of clinical courses
- Journals
- Directed Research/Directed Experiential
- Courses in Law School Graduate Programs
- Graduate Courses Outside the Law School

Directed Research

Directed Research opportunities allow students in their second, third, or fourth years to study and write in any area of law under the supervision of a full-time faculty member. Adjunct professors cannot supervise a Directed Research project. Students may register for one (1) to three (3) credit hours of Directed Research per semester. Students may petition the Executive Associate Dean of Academic Affairs for permission to take four (4) or five (5) credit hours of Directed Research with the permission of the professor supervisor. Students can receive no more than five (5) total credits of Directed Research during law school.

Directed research projects satisfy the Upper Level Writing requirement. Students can find a Directed Research form in the Registrar's Office or [here](#). Students should complete this form, obtain the signature of the professor who has agreed to supervise the Directed Research and submit this form to the Registrar's Office. If the student is petitioning to take four or five credit hours of Directed Research, the petition should be signed by the faculty member and delivered to the Executive Associate Dean of Academic Affairs for approval.

Ordinarily, students must complete the Directed Research project during the semester for which the student registered for the Directed Research. The supervising faculty member, however, may waive this requirement in writing to

the Executive Associate Dean of Academic Affairs. The student must submit the original of their Directed Research project to the supervising faculty member for a grade, no later than the last day of exams for the semester in which the student has registered for the Directed Research.

Directed Experiential Projects

Directed Experiential Projects allow students in their second, third, or fourth years to work with a full-time faculty member on a real or simulated client matter. Adjunct faculty may not supervise a Directed Experiential Project. Students may register for one to three credit hours of Directed Experiential Project work per semester; students must petition to the Executive Associate Dean of Academic Affairs for permission to register for a Directed Experiential Project. Students may not exceed a total of 5 directed experiential credits during law school. All work on a Directed Experiential Project must be supervised by the faculty member, and the faculty member must ensure that the work is experiential and that the project provides a robust learning opportunity. A Directed Experiential Project form can be found in the Registrar's Office. Students should complete this form, obtain the approval and signature of the faculty member who has agreed to supervise the Directed Experiential Project and submit the form to the Registrar's Office.

Law Reviews and Journal Credits (Revised May 2026)

Students can earn academic credit for work on the *Denver Law Review*, *Denver Journal of International Law and Policy*, *Sports and Entertainment Law Journal*, *Transportation Law Journal*, and *Water Law Review*. Students may register for the above journals and are allowed a maximum of 6 pass/fail, out-of-class semester credit hours in total towards their JD according to the following rules: Students must engage in substantive journal work for a minimum of 42.5 hours per credit, per semester.

Staff: A student may earn up to one credit hour per semester as a staff member who verifies the accuracy of references made by authors but does not write publishable material of their own.

Writing Staff: A student may earn up to two credit hours per semester as a staff member who attempts to write a publishable article (usually case notes, comments, or surveys) and who prepares multiple drafts of such a writing.

Editor: A student may earn up to two credit hours per semester as an editor who supervises the work of staff members, performs substantive edits, and works with authors.

For law review and journal credit, the faculty advisor will evaluate the educational achievement of each student awarded credit to ensure that both the quantity and educational quality of the student's work on the law review or journal was commensurate with the number of credits awarded and comparable to the quantity and quality of work in an ordinary course or seminar carrying that same number of credits.

Externship Programs

Externships provide students with opportunities to earn academic credit while they gain practical legal experience. Students extern in corporations, criminal defense and prosecution placements, government agencies, judicial chambers, nonprofits, private firms, and more. Students must pay tuition for their approved externship credit hours just like any other course. Externships are limited to 2 to 6 credits per semester (unless in 3Ls in Semester in Practice). Students must have 22 credits to participate in an externship. Part-time students externing in their first summer should be sure to notify placements of which 1L courses they have not yet taken. Students can enroll in an externship during their 1L summer even if their G.P.A. is lower than 2.3; students can also enroll in an externship during fall/spring semesters if their GPA is below 2.3, but they must first consult with the externship director.

To ensure compliance with the ABA, both first-time externs and repeat externs will be required to engage with externship faculty to ensure they participate in ongoing, contemporaneous faculty guided reflection. First-time externs enroll in a one credit seminar; some specialty externships also have a designated seminar. No additional academic credit beyond field credit will be provided to students who are repeating an externship. Both first-time externs and repeat externs will be provided with syllabi at the beginning of each semester outlining their roles, requirements, and responsibilities as Denver Law externs. For the most up-to-date information on externships, visit the **Legal Externship Program's website** or contact **law-externship@du.edu**.

Other Law School Graduate Degree Programs

The Sturm College of Law offers graduate degrees in the following programs: Master of Science in Legal Administration, Master of Laws in American Law Practice, Master of Legal Studies, Master of Legal Studies in Environmental and Natural Resources Law and Policy, Master of Laws in International Business Transactions, and Master of Laws in Natural Resources and Environmental Law and Policy. JD Students may take up to eight (8) semester hours of approved non-JD coursework from the above programs toward their JD degrees. To seek approval, students must have a minimum JD GPA of 3.0 and submit a petition for

non-JD credit [here](#).

For more information about these and other graduate level programs at Denver Law, please visit the [Graduate Legal Studies webpage](#).

Students who complete courses in these programs and then enroll in law school cannot receive credit for the courses completed in these programs toward their JD degrees.

Students with an interest in these advanced degrees should contact the Graduate Legal Studies department.

Other University of Denver Graduate Courses

Students may take a maximum of eight (8) semester credit hours of graduate level courses in other schools or departments at the University of Denver (with the exception of the College of Professional Studies) for credit toward their JD degree under the following conditions:

1. The student must have a cumulative law school GPA of at least a 3.0.
2. Prior approval from the Assistant Dean of Student Affairs. The student must submit a petition to the Assistant Dean of Student Affairs that verifies the graduate level of the proposed course and that states how the proposed course relates to the intellectual and professional aspirations of the student. Students can find this petition in the Registrar's Office or [here](#).
3. The student may not take more than the maximum number of credits allowed per law school term, even if the course(s) is being taken on the quarter term.
4. The student has not exceeded the 25 credit out of class limit.

Law students may only register for Fall or Winter quarter courses; law students may not register for spring or summer quarter courses. Students interested in dual degrees should consult the dual degree [webpage](#). Graduate level credit hours taken in other University of Denver graduate programs count toward the maximum of (8) credit hours that law students can take outside the law school. Students may receive credit for eight (8) semester hours of non-JD credit or ten (10) semester hours of dual-degree credit, but may not receive both. Credits taken at the College of Professional Studies will not be counted towards the JD degree.

Credits from University of Denver graduate courses outside of the law school will not appear on a student's law transcript, but the courses will reduce the number

of credit hours a student must earn to graduate (i.e., a student who takes eight (8) semester hours or the equivalent in other graduate courses must earn 82 credit hours from the College of Law to meet the 90 credit hour graduation requirement.) Grades will not be factored into a student's cumulative GPA. Students who choose to take classes in other University of Denver graduate departments should consult the Financial Management Office to discuss financial aid options. Students cannot apply law scholarship funds towards non-law credits.

Dual Degree Programs

The Sturm College of Law participates in dual degree programs featuring concurrent studies in the law school and in (1) the Graduate Legal Studies department or (2) other schools and departments at the University of Denver. Law students may pursue two types of dual degrees: a **Formal Dual Degree**, where the law school and another school or department have formalized an arrangement, establishing the terms of sharing credits and in many cases the curriculum to follow; or a **Flexible Dual Degree**, where the student sets up their own program with a DU school or department not sharing a Formal Dual Degree arrangement with the law school.

These Formal Dual Degrees are offered through the **Graduate Legal Studies** department:

- JD/LLM in International Business Transactions
- JD/LLM in Global Natural Resources, Energy, and Environmental Law
- JD/LLM in Taxation
- JD/MS in Legal Administration

These Formal Dual Degrees are offered through other schools and departments at DU:

- JD/MBA (Daniels College of Business)
- JD/MPP (Korbel School of Global and Public Affairs)
- JD/MSW (Graduate School of Social Work)
- JD/MS in Healthcare Management (College of Professional Studies)
- JD/MA Economics (School of Arts, Humanities and Social Sciences)

Examples of Flexible Dual Degrees pursued in recent years by law students include:

- JD/MAIS (Korbel School of Global and Public Affairs)
- JD/MA Forensic Psychology (Graduate School of Professional Psychology)
- JD/MA Art History (School of Arts, Humanities and Social Sciences)

Upon completion of the second degree, dual degree students receive ten (10)

semester credits toward earning their JD. Typically, but not always, the second department or school will offer a similar discount in credits to earn that degree. The Sturm College of Law will not allow any student to take advantage of the ten (10) semester dual-degree credits until the second degree is completed. Students cannot be certified to take any bar examination until they have been awarded the JD degree. A dual degree student who changes their mind and decides to earn only one degree must complete the full requirements for that degree.

A dual degree student must be accepted separately to the law school and to the second school or department at DU; the student must complete and submit to the Office of Graduate Education a **Formal Dual Degree Verification form** or a **Flexible Dual Degree Verification form**; and the student must notify the law school **Registrar's Office** of their intention to earn a dual degree.

The dual degree student will complete the required first-year law curriculum before beginning studies in the second school or department. It is common for the dual degree student to apply to the second school or department during their first year of law studies. Dual degree students must follow university restrictions on simultaneous enrollment in terms of differing lengths—semesters and quarters; this is a logistical matter and does not preclude studies leading to earning a dual degree. See more information about dual degrees at the Sturm College of Law [here](#).

Transfer of Credits from Other ABA-Accredited Law Schools

The Sturm College of Law may admit students with advanced standing at another ABA-accredited law school if they have completed the proper amount of coursework and have demonstrated academic proficiency indicative of success at the Sturm College of Law.

The College of Law may approve up to 45 hours of transfer credit from another ABA-accredited law school. Only courses for which a student receives a grade of C or better will be considered for transfer.

Every transfer student must complete the required curriculum for graduation from the Sturm College of Law. In the event that a transfer student has taken a required course at the student's original school, but has not completed all of the credit hours required by the Sturm College of Law for that course, the transfer student should consult with the Registrar. The Registrar, in conjunction with the Executive Associate Dean for Academic Affairs, will determine whether the course taken at the transfer student's original school satisfies the requirements of the Sturm College of Law for that course. During consultation with the

Registrar on this issue, transfer students should provide to the Registrar the syllabus for the course and the official transcript that indicates the grade that the student earned in the course.

Transferred courses will be counted towards a student's 90 semester credit hour requirement, but grades will not be factored into the student's cumulative GPA.

Visiting Student Status

Limitation of Visiting Credits

No student can apply more than a total of thirty (30) visiting credit hours from any and all sources toward their law school degree.

Visiting Opportunities

A student in good standing at the Sturm College of Law may petition to take courses at another ABA approved law school. The petition must list the courses and course descriptions from the host school. The petition also must state legitimate reasons for the visit. The Assistant Dean of Student Affairs must approve all visiting student petitions and has the authority to deny a visiting request. Students can find a Visiting Student Petition online [here](#).

The SCOL strongly discourages students from a visit with another law school during their last semester before graduation because the SCOL will not transfer credit hours from any course in which the visiting student earns less than a C, irrespective of the student's cumulative GPA (credits received in pass/fail courses in which students receive a "pass" grade will be counted).

In order to graduate from the SCOL, students who petition to visit another law school during a Fall/Spring Semester:

- Must complete all required courses at the Sturm College of Law
- Must complete at least sixty (60) credit hours at the Sturm College of Law
- Cannot take more than eighteen (18) credit hours in one semester or more than thirty (30) total credit hours in one year at the other law school, and
- Must earn a grade of C or better in any course taken at the host school that the student wants to count toward JD credit hours at the SCOL:
the SCOL will not accept transfer credit hours for any course in which the visiting student earned a grade lower than a C (credits received in pass/fail courses in which students receive a "pass" grade will be counted).

Students who visit at another law school during a Fall/Spring Semester must submit official transcripts to the Registrar's Office each semester that show that the student remains in good standing at the host law school. A student who fails to maintain a cumulative grade point average of 2.3 at the host school must seek

readmission to the Sturm College of Law with a petition to the Examinations and Standing Committee.

Non-Sturm College of Law Study Abroad Programs

For more information on all Study Abroad, please visit the **Study Abroad website**.

Students may earn a maximum of 8 credits by enrolling in a summer study abroad law program at another institution and transferring those credits to the Sturm College of Law under the following conditions:

- The student remains in good standing with a cumulative GPA of 2.3 or above at time of application;
- The ABA has **approved** the study abroad program;
- The student submits a Petition to Study Abroad online and secures approval of coursework from the Executive Associate Dean for Academic Affairs.
- At least 50% of the credits selected by the student to take as part of their study abroad program must be in courses that are not regularly taught at the University of Denver Sturm College of Law;
- REMINDER: No student can apply more than a total of thirty (30) visiting credit hours from any and all sources toward their law school degree (see above in “Visiting Student Status” section). The maximum number of credit hours a student can apply to toward their law school degree from study abroad courses offered by another law school is 8.

At the student’s request, the Registrar’s office will provide letters of good standing (for proof of GPA) and any other required documentation, such as letters of permission.

In order to secure written approval of coursework, a student must submit a Petition, along with a brochure and/or syllabus that describes the study abroad program and its curriculum. A student may find the petition, and all instructions regarding submission of documents, **here**. A flowchart outlining the process is found **here**.

A transfer student (who has completed up to thirty (30) credit hours at another law school) may also petition to enroll in a summer abroad law program at another institution.

In order to secure credit for study abroad credit hours taken at another law school, the student must:

- Earn a grade of C or better in the course or courses taken.

- At the conclusion of the program, assure that the Study Abroad Program submits a final official transcript that confirms the credits that the student completed to the Sturm College of Law Registrar at the conclusion of the program.

The study abroad credit hours that a student earns under the above conditions count toward the student's JD degree, but the grades earned in summer abroad courses will not appear on the student's transcript and will not factor into the student's cumulative law school GPA.

Financial Aid-seeking students should consult the University of Denver Financial Management Office with respect to Consortium Agreements with various schools that offer Study Abroad opportunities and to clarify other financial aid matters.

Auditing Courses

- **Law Students**

Sturm College of Law students may audit any course in their last semester with the advance approval of the professor. Students cannot earn credit toward their law degree from audited courses, and the law school does not charge tuition for audited courses. Audited courses do not appear on student transcripts.

A student cannot convert an audited course to a course for credit after the end of the second week of classes. Likewise, a student who enrolls in a class for credit cannot convert that class to audited status after the second week of classes.

- **Non-Students**

Alumni of the College of Law may audit classes subject to classroom capacity and professor approval.

Members of the bench, practicing lawyers, and persons who work in related fields may apply as a non-degree seeking student to enroll in a course at the Sturm College of Law. Options and details can be found [here](#).

- **All Auditors**

Auditors cannot take course examinations and cannot receive academic credit for audited courses under any circumstances.

5. Examinations and Grading

Examination Procedures

The Registrar's Office administers examinations according to the published examination schedule. The examination schedule is organized to create as few examination conflicts as possible according to out-of-sequence rules (see section below, "Examination Changes and Out-of-Sequence Examination Rules"). A tentative final examination schedule with tentative exam days will be published early in each semester. At the end of the semester, during or just before reading week, after details are received from professors, the finalized examination schedule will be published. Students must remain in residence during the period in which they have scheduled exams. Students must arrange their work and personal schedules in order to attend their scheduled exams.

- **No Early Examinations.**

No student can take an examination before the official time scheduled for the examination. This is a policy created by the faculty and administration at the Sturm College of Law. Individual professors do not have discretion to override the policy.

- **Use of Scratch Paper on Exams**

When an exam question requires a mathematical computation, a student will be allowed to do that computation by hand, on a piece of scratch paper to be distributed to the student with the exam, and returned with the exam. Consistent with the law school's **policy** on no handwritten exams, scratch paper will not be provided to faculty for grading. Only typed answers, not any writing on the exam or scratch paper, will be provided to faculty for grading.

- **Before an In-Class Laptop Examination**

Students must download a copy of the approved software for both the midterm and final examination periods each semester. The Registrar's Office will send an email to all students via the Law School email account when the software is available for download. It is the responsibility of the student to ensure the software has been downloaded PRIOR to the start of any examination for which the use of laptop software is permitted. Registrar's Office staff will not be able to assist students in downloading in the classroom at the beginning of an examination.

After a student downloads the current version of the examination software, the student must perform a practice test. During the practice test, the software checks the computer for security and compatibility

issues. Students have the responsibility to resolve any laptop hardware or software problems before taking exams on a laptop.

Student laptops must have the capacity to access the internet in order to download the examination software and to submit answers at the completion of an exam. Students have the responsibility to ensure that they bring a power cord and a fully charged battery.

Examination software can have compatibility problems with new operating systems or older software. The Registrar's Office will notify students of known compatibility issues.

- **During an In-Class Laptop Examination**

All classroom exams are recorded. However, individual professors may issue their own policies with respect to space and page limitations.

Students must mute computer speakers during the examination period.

Secondary devices are not allowed during exams—Kindles, e-readers, iPads, dual monitors, etc. are **not** permitted. Wireless mice and keyboards are ok, but please complete a practice exam to ensure compatibility with exam software. Students must also turn off their cellphones and store cellphones somewhere other than their person during examinations.

Students are not permitted to wear smart watches during the exam.

During laptop examinations, the software automatically saves the exam answer to the laptop hard drive every few seconds. The Registrar staff can assist with recovery of the encrypted examination answers in the event of a computer failure. If a student's laptop fails during an examination, the student must immediately notify the proctor and proceed to the Registrar's Office with their laptop and examination materials. If possible, the Registrar's Office will print the answers the student has already typed and provide the student with a loaner laptop. The Registrar's Office will then place the student in a "triage" classroom or study room for the remainder of the examination. It is the responsibility of the student to address any laptop issues prior to the start of the next examination period.

At the end of the exam, students must submit exam answers electronically. The Registrar's Office will not confirm receipt of individual exams unless the student receives an error message while submitting an exam answer. If the laptop does not connect to the network during submission, an error message will appear. If a student receives such an

error message, the student must immediately notify the proctor and bring the laptop to the Registrar's Office where the staff will retrieve the exam via a USB drive. **Students are responsible for ensuring exam answers are submitted at the conclusion of each exam.**

- **After the In-Class Laptop Examination**

Students **MUST** return exam questions to the proctor. The Registrar will print laptop exam answers within two business days. If the Registrar encounters any difficulty printing an examination answer, the Registrar will notify the student and retrieve a back-up copy of the answers from the encrypted copy on the student's computer.

- **Online Exams**

Links to all take-home exams identified as "online" on the registrar's exam schedule can be found in one location:

<https://www.exam4.com/org/600>.

On this page, links are organized by professor and course. Clicking a link will lead to an index page for that exam which will contain links to the pages to pick up and submit the exam, as well as a short form to check the time the exam is due.

If general computer problems arise on the computer to be used for exams, students experiencing these problems should consult with the University Technology Services help desk ahead of time to resolve those problems. Unless specifically directed otherwise, students should not communicate with each other after the start of the exam. Students should not communicate directly with professors after the exam starts. Students should NEVER communicate exam numbers to professors. Questions regarding exam format specifics can be routed through the Registrar's Office. If students experience problems – technical or otherwise – that they feel may have affected the examination answer or the time allotted for an exam, students must contact the Registrar as soon as possible so that the issue may be documented. Be vigilant about backing up examination answer documents during the exam. Students may use a USB drive or other storage device to make a copy of the examination answer frequently. This will serve as a backup in case of a system failure.

Students concerned about possible difficulties with the online examination process should plan to take their examinations during the Registrar's Office's business hours. During those hours, Registrar's Office staff will be available to

assist them.

Students must use word processing software header or footer options to make sure that their exam number appears on EVERY page of the actual exam answer. If the Registrar's Office receives an examination answer without the exam number on every page, the staff may request that the student edit the document to provide the exam number on each page of the answer.

Students should upload only MS Word or PDF documents.

Contact Information for All Exams

Registrar's Office General Number: 303.871.6132

General email: **Law-Registrar@du.edu**

Business Hours during final exams: see the exams page.

Exam Irregularities

If a student encounters any irregularity or extenuating circumstances during an examination that interferes with the examination process, the student must **immediately** report the circumstances to the exam proctor or Registrar's Office. Such circumstances include, without limitation, an illness or a disruptive incident in the examination room. If a student fails to immediately bring such circumstances to the attention of the Registrar's Office, the student cannot later appeal the examination result based on the unreported circumstances. Once a student who has begun an exam leaves that exam for any reason (including illness) before the end of the exam administration, the student may not be allowed to resume taking the exam. Restroom breaks are allowed.

Examination Changes and Out-of-Sequence Rules

All students must take their examinations on the officially designated date and time at the officially designated place. Students should consult the examination schedule on the exams page each semester for examination times and rooms. Examination times and rooms are not necessarily the same as the time and room of the class during the regular semester.

Students must also arrange their work and personal schedules so that they can attend their scheduled examinations. If an examination must be rescheduled due to an emergency (weather, technology, etc.) the Registrar's Office will make every effort to schedule the make-up examination during the normal examination period. For this reason, students must plan to remain in residence during the entire period in which they have scheduled examinations.

No student may take an examination before the examination's officially scheduled date and/or time. This policy may not be overridden by individual

professors. A student, however, may request permission to take an examination out-of-sequence after the date and time of the original exam for the following reasons:

- 1) The student has two (2) in-class or 24-hour take-home examinations scheduled on the same calendar day, or**
 - 2) The student has three (3) in-class examinations or 24-hour take-home examinations scheduled on three (3) consecutive calendar days, or**
 - 3) The student has a conflicting academic obligation that cannot be rescheduled (e.g. moot court competition, clinic court appearance, etc.)**
 - 4) The student has serious medical reasons verified in writing by appropriate medical personnel, or**
 - 5) The student has a personal emergency supported by documentation.**
- For exam scheduling purposes, “calendar day” is defined as 12:01 AM to 11:59 PM on a single calendar day. For example, if a student has two in-class, two 24-hour take-home or one in-class and one 24-hour take-home that are both on Monday, the student could petition to reschedule one of the exams. If a student has one exam on Monday and one exam on Tuesday, the exams would not qualify for rescheduling as they are not on the same calendar day. Papers, projects and take-home or online exams with multiple-day availability do not qualify for rescheduling.

Examinations Rescheduled for Reasons One (1), Two (2), or Three (3):

Students who seek to change an examination time for reasons one (1), two (2), or three (3) above must seek permission via the out-of-sequence petition form available [here](#). If a student requests an out-of-sequence examination based on an in-class and take-home exam, the Registrar’s Office will reschedule the examination as follows: (a) in-class exams take priority - the online exam will be rescheduled; (b) if both exams are in-class or online, the exam that is scheduled second in time will be rescheduled. All exams will be rescheduled for a day and time closest to the originally scheduled exam that does not cause a subsequent out-of-sequence exam issue.

Examinations Rescheduled for Reasons Four (4) and Five (5) Above:

Students who seek to change an examination time for reason three (3) or four (4) above must seek permission from the Assistant Dean for Student Affairs by filing a **general petition form**. Personal emergencies do not include work-related responsibilities, but rather contemplate such events as a death in the family, or emergency medical situations that involve the student or family dependents. A student who seeks a rescheduled examination for reasons three (3) or four (4) must file a petition as soon as the medical situation arises or as soon as the student discovers the personal emergency. Students may be asked to provide

additional information or forms to document the request.

Students who receive permission to reschedule an examination for reasons four (4) or five (5) must complete the examination as soon as possible and preferably within the normal examination period for the particular semester. In no event may a student reschedule an examination after the beginning of the next semester. Once permission has been received from the Associate Dean for Student Affairs, the student should immediately submit an Out-of-Sequence Exam Request (available [here](#)).

A general petition must be filed with the Assistant Dean of Student Affairs for any reason other than those listed above.

ADA Student Accommodations and Additional Time for ESL International Students

ADA Accommodations

A student with documented disabilities must first request accommodations through Student Disability Services (SDS). SDS reviews and approves all documentation and accommodations. Students can find the SDS handbook and forms [here](#).

Students who receive accommodations should meet with a staff member in the Office of Student Affairs upon receiving accommodations from SDS to discuss how their accommodations are administered in the law school.

- Exam accommodations approved by SDS apply to exams less than 24 hours in length. For any exam that is 24 hours or more, exam accommodations do not apply.
- Stop the clock accommodations approved by SDS apply to any in-person or online timed exam that is 1-12 hours.

Additional Time for ESL Students

Juris Doctor (JD) Students

No additional time is available for JD students.

Non-JD Students

Non-JD students for whom English is a second language may petition the Assistant Dean of Student Affairs for additional time and/or the use of a non-legal English translation dictionary for midterm and final exams. To complete the petition, please visit the Office of Student Affairs (Suite 115).

1. Students must submit an [ESL Student Registration](#) form.

2. You will receive a response from the Office of Student Affairs after completing the ESL Student Registration form.
3. Students should download the Exam 4 software and take a practice exam prior to arriving for the actual exam.
4. The Student Affairs office will be in touch with each student about the date, time and location of exams at least 72 hours in advance. Please note that ESL exams are always on the same date.
5. If the professor changes any details about the exam, please alert the Registrar's office.

If approved for additional time, students will receive 20 minutes per hour of the exam, for any exam 5 hours or less. Additional time is only approved for the first and second semesters of study at Denver Law.

Students receiving additional time for ADA or ESL accommodations will be notified via DU Law email of the time, date, and location for each midterm or final examination. Unless students have specific ADA accommodations for a separate room, study rooms and designated classrooms are considered limited distraction environments. The Student Affairs Office may place more than one student in a suitably sized room.

Retention and Storage of Exams

The Registrar's Office will retain student exam answer documents for one year following the completion of the course. Faculty members have the option to retain these materials for one year, as well. Exam review takes place in Suite 444 the first two weeks of each semester. Students may review each exam once for no more than 30 minutes and must follow the rules for review set forth by the professor. The Registrar's Office will publish a list of which exams have been received for review on the **Exam Review page**.

Grading System

The Sturm College of Law employs a letter grade system of A-F. The grades issued in all required courses must have a median of 3.3 and a mean between 3.15 and 3.45. The grades issued in all non-required non-clinical courses with an enrollment of more than ten students must substantially conform to this mandatory curve. Substantial conformity means that grades cannot deviate more than 0.1 from the mandatory median and mean. If the grades issued in a course of more than 10 students substantially deviate from the mandatory curve, the professor must provide the Executive Associate Dean of Academic Affairs ("Associate Dean") with adequate justification for the deviation. The Associate Dean shall make the final determination of whether an adequate justification exists for the substantial deviation. If the Associate Dean

determines that adequate justification does not exist, the professor, the Associate Dean, or the Registrar shall reconfigure the grades.

The law school uses letter grades to calculate grade point averages in a four-point numerical system. Letter grades have the following numerical values:

A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

A limited number of courses receive pass/no pass grades. When the student receives a passing grade, P, the student has performed at a standard consistent with a grade of C or better. A no pass grade, NP, indicates unacceptable performance and will not count toward the graduation credit hour requirement. Pass and no pass grades do not factor into the student's cumulative law school grade point average.

Grade Normalization

The normalized grade range for required classes will be a median of 3.3 and a mean between 3.15 and 3.45. The Executive Associate Dean for Academic Affairs will conduct normalization procedures after notification to the professor involved that the median and mean fall outside of the required range. The professor shall have two working days from the date of notification by the Executive Associate Dean for Academic Affairs to make adjustments and to resubmit final grades.

If no agreement can be reached in which the median is 3.3 and the mean falls between 3.15 and 3.45, then normalization will occur in the following manner:

1. The Associate Dean will add the same number of points to, or subtract the same number of points from, each submitted grade to ensure that the median reaches 3.3 and the mean falls between 3.15 and 3.45;
2. No student who originally received a passing grade will receive a failing grade after normalization;

3. If, statistically and technically, the median cannot reach 3.3 and the mean cannot fall between 3.15 to 3.45, the Examinations, Standing, and Readmission Committee will take immediate jurisdiction over the matter and submit a final non-appealable decision after an expedited review.
4. For classes with ten or fewer students, the faculty policy strongly encourages that all grades fall within the established median of 3.3 and the mandatory mean of 3.15 to 3.45.

Non-J.D. Student Grading Policy

All non-J.D. students (international and domestic LLM students (LLM in Taxation; LLM in American Legal Practice; LLM in International Business Transactions; and LLM in Global Natural Resources, Energy, and Environmental Law); MLS (General) and MLS (Global Natural Resources, Energy, and Environmental Law); MSLA; M Taxation; Special Status; and students from other units for transfer credit) are graded on a separate curve from J.D. students when enrolled in courses that are part of the J.D. curriculum. Faculty will assign the final grade for non-J.D. students separately from the grades of the J.D. students in the same class and may decide upon the evaluation methods appropriate for each course for the non-J.D. students.

The Sturm College of Law employs a letter grade system of A-F. If there are more than 10 non-J.D. students in a course, the grades issued to those students, evaluated independently of the J.D. students, must have a mean between 3.4 and 3.6. If the grades issued in a course for a group of more than 10 non-J.D. students substantially deviate from the mandatory curve the professor must provide the Associate Dean of Graduate and International Legal Programs (“Associate Dean of Graduate Programs”) with adequate justification for the deviation. The Associate Dean of Graduate Programs shall make the final determination of whether an adequate justification exists for the substantial deviation. If the Associate Dean of Graduate Programs determines that adequate justification does not exist, the professor, the Associate Dean of Graduate Programs, or the Registrar shall reconfigure the grades.

Note: The current J.D. grading policy applies to the remaining J.D. students in a course with a combined J.D. and non-J.D. student populations; specifically, grading is subject to current mean/median range if there are more than 10 remaining J.D. students. Dual JD/LLM students are graded in accordance with the JD Program guidelines.

Academic Standards for Non-J.D. Students Matriculating Summer Semester 2015 or After

Graduation

A student must achieve at least a 2.7 cumulative grade point average to graduate from the Sturm College of Law with any degree other than a J.D. degree. The Sturm College of Law will not graduate, and will dismiss, students who have satisfied the course requirements for graduation in non-J.D. program but have not maintained the required minimum 2.7 cumulative grade point average.

The summer semester is considered a “regular term” for purposes of evaluating satisfactory progress toward good standing.

Non-JD Academic Probation and Dismissal

A non-J.D. student who falls below 2.7 cumulative GPA after the first 9 semester credits will be issued a written warning regarding academic performance. The student’s academic progress will be monitored closely (but with no impact on merit-based aid). If the student’s GPA remains below 2.7 after 18 semester credits the student will be put on probation with an official probation letter on file and merit-based scholarships will be suspended.

A student may elect to take courses that will bring the total credits to over 24 but not more than 27 in order to remedy the deficiency and reach good academic standing (and be eligible to graduate, if enrolled in a program with a 24 credit requirement).

If a student maintains a cumulative GPA of below 2.7 during the probationary period in the immediately subsequent semester, the student will be dismissed.

If a student is dismissed and readmitted, a student cannot take more than 6 credits over the minimum program requirement to bring the cumulative GPA to 2.7; for a 24 credit program the maximum number of credits is limited to 30; for a 30 credit program limited to 36; for a 36 credit program limit is 42.

JD Academic Probation, Dismissal and Readmission Policy

Graduation

A student must achieve at least a 2.3 cumulative grade point average to graduate from the Sturm College of Law. The Sturm College of Law will not graduate, and will dismiss, students who have satisfied the course requirements for graduation but have not maintained the required minimum 2.3 cumulative grade point average.

If a student does not achieve the required 2.3 cumulative grade point average in their final term, but has otherwise completed the requirements for graduation, they will receive notification that their graduation has been delayed. Students will then have 30 days from receipt of that notification to petition the Executive Associate Dean of Academic Affairs AND the Registrar's Office to enroll in no more than 6 additional semester credit hours to raise their GPA. The Executive Associate Dean of Academic Affairs will grant the petition unless it would be numerically impossible for the student to achieve the required GPA after completion of the additional 6 credits.

All relevant deadlines related to time limits to completion of the degree and adding and dropping classes will apply. As such, if the student intends to register for the term immediately following that of intended graduation, the petition must be received no later than 7 days before the end of the add/drop period for the semester for which they intend to enroll, even if that date falls before the end of the 30 days for petition to the Executive Associate Dean of Academic Affairs. The student must receive approval for the additional courses from either the Executive Associate Dean of Academic Affairs or the Assistant Dean of Student Affairs.

A student in this situation will not be subject to the probation requirements applied to students who have not yet satisfied the course requirements for graduation. All other Sturm College of Law and University of Denver policies apply, for example rules and policies regarding leaves and absences, and time limits for completion of degrees. Students should be aware that they may not be eligible for financial aid and may want to consult with the Director of Student Financial Management at the Sturm College of Law. This section applies only to students who have fallen below a cumulative grade point average of 2.3 during their last semester before intended graduation but have otherwise completed all requirements for graduation. All other students are governed by the SCOL's general probation and dismissal policies.

Students who do not achieve a cumulative grade point average of 2.3 after completion of these additional 6 credits will not graduate and will be dismissed.

Academic Probation

All students who enter the Sturm College of Law must maintain a cumulative grade point average of at least 2.3 to remain in good standing. The Sturm College of Law will place on academic probation any student whose cumulative GPA falls below 2.3 at the end of any fall or spring semester.

Students on probation can continue in law school provided they make satisfactory progress toward good standing as described below. Any student readmitted to law school after dismissal remains on academic probation pursuant to the academic probation rules above.

Conditions of Academic Probation

The following restrictions apply to all students on academic probation:

1. A student placed on academic probation during any semester must meet with the Director of the Academic Achievement Program, the Director of the Bar Success Program, or an affiliated faculty member in either program early in the semester in which they have been placed on probation.
2. A student placed on academic probation has two consecutive semesters in which to achieve a cumulative GPA of 2.3, which will place them in good standing. During the first semester in which a student is on probation, they must make satisfactory progress toward good standing by raising their cumulative GPA by one-half the difference between the student's cumulative GPA and a cumulative GPA of 2.3.

During the second of these two consecutive semesters, the student who remains on probation must raise their cumulative GPA to 2.3 or above. A student who does not meet either of these milestones will be dismissed.

Summer terms are not considered "semesters" for purposes of satisfactory progress toward good standing. As a consequence, the SCOL does not include summer grades in a student's cumulative GPA for probation purposes until the end of the subsequent fall semester.

3. A student placed on academic probation must register for and complete a normal academic credit load each semester while on probation, which requires 12 credit hours per semester for full-time students and 8 credit hours per semester for part-time division students. A student on probation who withdraws from classes and finishes more than one semester with fewer than the required number of credits will be dismissed after the second semester in which they complete too few credits even if they meet all other requirements of probation, including reaching the required cumulative GPA unless the Executive Associate Dean of Academic Affairs determines that there was a compelling non-academic reason for the reduction in credits.

4. During fall or spring semester, a student placed on academic probation may not enroll in directed research projects, courses offered outside the Sturm College of Law curriculum, or courses graded by a different method than the usual letter grade system, with the exception of externship fieldwork and externship classes. To enroll in externship credit, a student placed on academic probation must consult with the externship faculty director to discuss possible externships prior to registration.
5. To maintain eligibility to continue in law school while on probation, a student placed on academic probation must participate in programming and requirements determined by faculty in the Academic Achievement Program and the Bar Success Program. These requirements will be on the website of the SCOL and communicated to students when they are placed on academic probation. Such requirements can be modified by faculty members in the Academic Achievement Program and the Bar Success Program, in consultation with the Executive Associate Dean of Academic Affairs. Such modifications may only be made in between terms to apply to students prospectively. Such requirements will be intended to support students and to facilitate their academic achievement. They may include required classes, diagnostic exercises, programming, and review of academic schedules. In addition, students on academic probation will be advised to engage with the Office of Student Affairs.
6. A student placed on academic probation will also be subject to the requirements of the Bar Success Program set out below.
7. Students benefit from participation in student organizations and are encouraged to take advantage of the SCOL community. However, due to the time commitment required for leadership positions in extra-curricular activities, a student placed on academic probation may not participate as an elected officer or devote substantial work to any student activity or faculty committee without the written approval of the Director of the Academic Achievement Program or the Director of the Bar Success Program.

Dismissal

A student who has completed two semesters of coursework at the Sturm College of Law, not including the Summer term, will be dismissed if their cumulative grade point average falls below 2.0 at the end of any Fall or Spring semester. In addition, consistent with University policies on Academic Dismissal, a student will be dismissed if it is numerically impossible for the student to raise their cumulative grade point average to 2.3 after completing all

other requirements for the JD degree; if it is numerically impossible for them to meet the requirements of probation; or if, in the opinion of the Executive Associate Dean of Academic Affairs, in consultation with the Academic Achievement Program, the Office of Student Affairs, the Office of Diversity, Equity, and Inclusion, and members of the faculty, as appropriate, the student is not making academic progress to finish the requirements of the degree.

Readmission Policy Applicable to All Students

On rare, exceptional occasions, the College of Law may readmit a dismissed student. Readmission is a faculty decision of the Examinations, Standing, and Readmission Committee. Because readmission is rare, the SCOL advises dismissed students to make alternative educational and career plans.

The faculty of the College of Law has established minimum academic standards. A student who fails to achieve those standards has no entitlement or right to continue their legal studies. A dismissed student bears the burden of proving to the Examinations, Standing, and Readmission Committee that they merit readmission. Such a student must present clear and convincing evidence of good cause for readmission by establishing that:

1. The student's prior academic deficiency does not indicate the student's inability to study law successfully; and
2. The reasons for the prior academic deficiency no longer exist, and the student, if readmitted, likely will graduate from the law school.

Students should note that, initially, the best evidence of 1 and 2 above ordinarily will consist of the student's prior academic record in law school. To complete the College of Law's education program, a student, if readmitted, must prove the ability to achieve grades that meet or exceed the 2.3 cumulative GPA required for good standing.

Mere identification of the reasons that a student failed to succeed accompanied by an argument that the student can perform better if readmitted will never be a sufficient basis for readmission.

The SCOL will dismiss third or fourth year students who have satisfied the credit hours and course requirements for graduation but have failed to achieve the minimum cumulative grade point average of 2.3. Only under extremely extenuating circumstance will the Committee readmit such students to law school.

Petitions for Readmission

A dismissed student may file a Petition for readmission at any time. Students whose petitions the Committee denies may submit new petitions once per year. Students who seek readmission should consult the Assistant Dean of Students and obtain all information needed to file a petition with the Examination and Standing Committee.

The petitioner must email the petition as a single .pdf file including all exhibits to the Assistant Dean of Student Affairs and the Registrar. The petitioner shall address the petition to the Chair of the Examinations, Standing, and Readmission Committee.

The petition shall include:

- The student's name, DU ID number, and contact information including email address;
- The student's transcript;
- Supporting exhibits such as transcripts of other academic work, legal writing samples, letters of recommendation from persons who know the student's academic potential;
- Medical records including evidence of treatment if medical reasons support the petition for readmission; and
- Any other documents.

Students should type the single-spaced Petition for Readmission on 8 1/2 × 11 inch paper. The Petition must contain the information set forth in the sample. The Committee does not allow personal appearances before the Committee. The student must set forth all reasons and information in support of readmission in the petition and the attached exhibits.

The faculty members of the Committee review the petition and vote to grant or deny the relief requested. The Committee will notify the student of the readmission decision by email. Students cannot appeal the decision of the Committee except to the Dean of the College of Law. The Dean may reverse the Committee's decision only if the facts clearly indicate that the record did not reasonably support the Committee's decision.

Conditions Imposed on Readmission

The Examination and Standing Committee will impose appropriate limitations or special conditions on every readmitted student. All readmitted students remain on probation and must comply with all of the conditions imposed on all probationary students. A readmitted student must give priority to repeating any

required course in which the student received an F.

The Committee may require a readmitted student to repeat all coursework. The Committee may also readmit a student with standing, which grants the student credit for completed coursework.

The SCOL includes all law school grades, including F's, in the calculation of a student's cumulative GPA. Readmitted students who repeat the entire first year provide the only exception to this policy. For these students all grades will appear on the students' transcripts, but only the grades the student earns after readmission will determine their cumulative grade point average for purposes of ranking.

Bar Success Program

The Sturm College of Law (SCOL) has implemented a Bar Success Program to help JD students improve academic performance and achieve success on the bar exam.

If a student's cumulative GPA is below 3.0 at the end of their first semester (regardless of the number of credits completed), the student must:

- meet with the Director of the Academic Achievement Program, the Director of the Bar Success Program, or an affiliated faculty member in either program early in the semester in which the student is placed in the Bar Success Program;

- participate in programming and requirements determined by the faculty in the Academic Achievement Program and the Bar Success Program. Such requirements can be modified by faculty members in the Academic Achievement Program and the Bar Success Program. Such requirements will be intended to support students and facilitate success on the bar exam for students. They may include required classes, diagnostic exercises, programming, and review of academic schedules.

If a student's cumulative GPA is below 3.0 any time after completing two semesters and before completing 57 credits, the student will be placed in the Bar Success Program and must:

- meet with the Director of the Academic Achievement Program, the Director of the Bar Success Program, or an affiliated faculty member in either program early in the semester in which the student is placed in the Bar Success Program;

- meet with the Assistant Dean of Student Affairs each semester to review their proposed academic schedule;

take Intermediate Legal Analysis in the first subsequent semester in which it is offered. Successful completion of the course is a requirement for graduation; and take Legal Analysis Strategies (LAS) in the final semester prior to graduation. Successful completion of the course is a requirement for graduation.

If a student's cumulative GPA falls below 3.0 for the first time after completing 57 or more credits, and who was not otherwise part of the Bar Success Program, the student will be placed in the Bar Success Program and must:

- meet with the Director of the Academic Achievement Program, the Director of the Bar Success Program, or an affiliated faculty member in either program early in the semester in which the student is placed in the Bar Success Program;

- meet with the Assistant Dean of Student Affairs each semester to review their proposed academic schedule; and

- take Legal Analysis Strategies (LAS) in the final semester prior to graduation. Successful completion of the course is a requirement for graduation.

If a student's cumulative GPA falls below 3.0 for the first time following their final semester of law school, they are excluded from the requirements of this Program.

Class Attendance and Examinations

Adequate student learning requires consistent class attendance. The SCOL requires all professors and adjunct professors to set a firm attendance policy. Each faculty member must make their attendance policy known to their students at or before the first day of class. A professor may refuse to allow a student to take a final examination or submit a final paper if that student has failed to attend 20% or more of the total class meetings for the semester. If the professor imposes this rule and does not allow the student to take a final exam or submit a final paper, the student receives a grade of "F" in the course.

Part-Time students in the Weekend format: a professor may refuse to allow a student to take a final examination or submit a final paper if that student has missed more than one class meeting per course.

Incompletes

The Sturm College of Law does not recognize a grade designation of "Incomplete." A student who drops a course without official permission, fails to take an examination, or fails to timely complete the required coursework, receives a grade of "F" for that class.

Repetition of Failed Classes

A student must repeat any required course in which the student obtained a grade of “F.” Students may elect to repeat any non-required course in which they received a grade of “F” or of “No Pass.” Students may not repeat a course for which they received a passing grade. Whenever a student repeats a course, the Registrar must record both grades on the student’s transcript and will use both grades to compute a student’s grade point average. A grade of “No Pass” however will not impact a student’s GPA; instead, the student simply will not receive credit for the course. A readmitted student who repeats the entire first year represents an exception to this policy.

Anonymous Grading Policy

The Sturm College of Law employs an anonymous grading system. The SCOL requires anonymous grading whenever the grade for the entire course, seminar, or exercise rests on a written examination. However, in other situations, such as faculty supervised student research, writing seminars, classroom participation credit, writing exercises, skills training, and performance courses, professors have no obligation to anonymously evaluate a student.

Whenever a professor anonymously grades any part of the course, the professor must maintain anonymity with respect to that part of the grade until the Registrar records final grades. Students who seek to discuss their performance on an examination should not contact the professor until the Registrar records the professor’s final grades.

The Registrar shall issue a final examination number to each student each semester. A student must use that number for all final examinations. The Registrar’s Office will also issue a different examination number for all scheduled mid-term examinations. The Registrar keeps all examination numbers confidential. Students have the responsibility to keep their examination numbers confidential and know their numbers at all examinations.

Receipt of Grades

The Registrar’s Office cannot release information with respect to grades. The Registrar will post grades to MyDU as soon as possible after their receipt.

Class Rank Information

The Registrar’s Office begins calculating ranking after the receipt of the last classroom grades for spring semester each year. Collecting information and the process for computing ranking may take several weeks. Please note that the honorary society, the Order of the Coif, recognizes students whose cumulative grade point average are within the top 10% of all students who graduate within

each academic year, but the Order of the Coif does not constitute an official class ranking.

Finality of Grades and Grade Grievance Policy

College of Law grades are final. The faculty do not have the authority to change grades. Students may neither argue for nor bargain for higher grades.

Computational errors are the sole exception to the policy that grades are final. If a faculty member adds $10 + 10$ and gets 15, for example, then the faculty member may and indeed should change the student's grade if the correct computation would have yielded a higher grade. Students should contact the faculty member concerning computational errors.

A faculty member may not change a grade in response to a student's argument that a particular portion of an exam should have received more points. A matter of judgment is not a computational error.

Grade Appeals to the Examinations, Standing, and Readmission

For very narrow reasons, a student who believes that a faculty member has unfairly assigned a grade may file a grade appeal with the Examinations, Standing, and Readmission Committee. The reasons that a student may file a grade petition are:

- The petitioner identified a computational error and the faculty member declined to grant relief, or the faculty member did not respond to the student's identification of the error within two months.
- The grade received resulted from the bias or prejudice of the professor against the student. If the student received the grade in a course graded anonymously, in whole or in part, and the claim of bias or prejudice relates to the anonymously graded portion of the class, the student must also provide evidence of a breach of anonymity in the anonymously graded portion of the class.
- The conditions or circumstances under which the student took the examination effectively prevented the student from communication of their answers. Any student alleging technical difficulties with exam-related software must demonstrate that they took advantage of the opportunity in advance of the examination period to practice with the software.
- The student clearly and unequivocally establishes that the grade bears no reasonable relationship to accepted and reasonable grading standards.

The Committee will never substitute the Committee's judgment for the good faith professional judgment of faculty member.

- A student may initiate a grade appeal by emailing a petition to the Registrar's Office AND to the Assistant Dean of Student Affairs. The petition must consist of a single .pdf file that includes all attachments. The student must file such a petition **within three months** after the Registrar has posted the final grade.
- A student shall address the petition to the Chair of the Examinations, Standing, and Readmission Committee, and the petition shall include:
 - The student's name, DU ID number, and contact information including email address;
 - The student's transcript;
 - The name, year, semester, and professor for the course;
 - The date the Registrar posted the grade the student is appealing;
 - A concise explanation including evidence why the student believes their appeal falls into the narrow set of reasons for grade appeals; and
 - The grade to which the student believes they are entitled.

Examinations, Standing, and Readmission Committee Review of the Petition

In response to a petition, the Committee may:

- Decide, after due deliberation, that the petition fails to state a claim, in which case the Committee shall email its written decision to the student. The student may appeal such a decision to the Dean of Sturm College of Law.
- Decide, after due deliberation, that the petition merits further inquiry. In such case the Committee shall notify, in writing, the faculty member whose grade the student has challenged and shall invite the professor to submit a written response to the petition within a reasonable period of time set by the Committee. The Committee may request the petitioner or any other person to provide any documents or information that the Committee considers useful to determine the merits of the petition. Ordinarily the Committee shall make a decision based upon written submissions. In very rare circumstances, the Committee may decide that special circumstances require a hearing. The Committee shall judge the relevance and materiality of all evidence and the Committee need not conform to the Colorado or federal rules. The Committee may reasonably limit the time for oral presentations. The Committee then shall make a decision based upon the available evidence.

The Committee will make every reasonable effort to review and issue a written response within three months after the student files the petition.

As part of their teaching methodology, a very few faculty members have innovated with a procedure that allows students to challenge grades on individual assignments and exams. Faculty members who adopt this approach must make their grading policy known to all students at the beginning of the semester and must preserve anonymity throughout the grading and re-evaluation process. Individual faculty members manage this process with no participation by the Registrar or the Examinations, Standing, and Readmission Committee.

Liberal Construction

The Committee and the Dean shall liberally construe these rules to serve the just, speedy, and fair resolution of every petition.

6. Equal Opportunity & Title IX

The University of Denver strives to create and maintain a community in which people are treated with dignity, decency and respect. The environment of the University should be characterized by mutual trust, freedom of inquiry and expression, and the absence of intimidation, oppression and exploitation. People in this community should be able to work and learn in a safe, yet stimulating, atmosphere. The accomplishment of this goal is essential to the academic mission of the University.

Therefore, the University will not tolerate unlawful discrimination, harassment, or sexual misconduct of any kind. Matters of this kind may also be prohibited by a variety of federal, state, and local laws. This policy is intended to comply with the prohibitions of all applicable anti-discrimination laws.

[View Anti-Discrimination Policy](#)

Equal Opportunity

It is the policy and practice of the University to provide equal opportunity in employment, educational activities, and other programs to all employees, students, and applicants. No person shall be discriminated against in any condition of employment or opportunity because of race, color, national origin, age, religion, disability, sex, sexual orientation, gender identity, gender expression, marital status, genetic information, or veteran status.

[View Equal Opportunity Policy](#)

Title IX

The University prohibits discrimination on the basis of sex, including sexual misconduct, in its educational programs and activities. The University is committed to complying with Title IX of the Education Amendment Act of 1972

and ensuring that the University's education programs and activities are operated in a manner consistent with applicable federal law, regulations, and provisions. [View Title IX Policy](#)

7. Graduation Procedures & Honors

Prospective Graduates

Candidates for graduation are responsible for submitting the University of Denver Graduation Intent Form:

- Please log on to **MyDU**
- Navigate to the Student tab
- Select "Click here to expand the MyWeb menu" in Banner Self Service
- Select "Student"
- Select "Student Records"
- Select "Apply to Graduate" (toward the bottom of the list)
- Follow the prompts to complete the form

Students need to submit this form by the last day of classes of the preceding term. For example, if you are graduating at the end of spring semester in May, you need to submit your graduation application by the last day of classes of the fall semester. Students are responsible for knowing about all JD requirements at the University of Denver Sturm College of Law and for successfully completing those requirements prior to the date of graduation.

Commencement Ceremonies

The College of Law holds commencement ceremonies in May; attendance is optional. Students who have met graduation requirements in December or are graduating in August are welcome to participate in the following May ceremonies. Under special circumstances, with the approval of the Assistant Dean of Student Affairs, a JD candidate within 5 credit hours of completing the degree may walk in a commencement ceremony. Students who participate in commencement exercises are required to rent and wear the appropriate regalia available from the vendor.

We also organize an acknowledgment reception each December to celebrate our December graduates. December graduates are welcome to attend both the December acknowledgement reception and May commencement.

Graduation Honors

Order of the Coif

The Order of the Coif is an honorary scholastic society, the purpose of which is to encourage excellence in legal education by fostering a spirit of careful study, recognizing those who as law students attained a high grade of scholarship, and honoring those who as lawyers, judges, and teachers attained high distinction for their scholarly or professional accomplishments.

Students eligible for election must have attained a grade record ranking in the upper 10 percent of all students in their graduating class.

Order of the Coif recipients are notified of their admittance into Order of the Coif after final graduation rankings are released.

8. School Policies & General Law School Information

Information on Sturm College of Law Official School Policies, including the law school's alcohol policies, can be found [here](#). Ricketson Law Building Policies & Information can be found [here](#). For DU's University-wide policies, which govern all SCOL policies, click [here](#).

9. Student Health Information

Health and Counseling Center

The Health and Counseling Center is an on-campus, comprehensive outpatient health and counseling facility where students and their partners may obtain a wide range of evaluation and treatment services. The HCC is staffed by a variety of healthcare professionals including physicians, nurse practitioners, physician assistants, psychologists, social workers, and other professionals.

For an appointment, or additional information regarding the Health and Counseling Center or payment options please

visit <https://studentaffairs.du.edu/health-counseling-center>. You may also call 303-871-2205.

University of Denver Health Insurance Requirement

DU policy requires that all students enrolled for at least eight credit hours must maintain comprehensive health insurance coverage. Students are required to

participate in the DU Student Health Insurance Plan unless they can prove they have adequate insurance coverage from another health insurance plan which will remain in effect throughout the entire academic year in which the student is enrolled.

Payment of Premium and Period Coverage

The Student Health Insurance Plan is automatically assessed to your bill when you are enrolled in at least eight credit hours. If you meet the University's health insurance requirements with your own plan, you have the option to waive.

Visit <https://studentaffairs.du.edu/health-counseling-center> for additional information regarding DU student insurance coverage or call us at 303-871-2205.

Health and Counseling Fee

The University of Denver assesses a Health and Counseling Fee (HCF) to support the operation of a comprehensive health and counseling center on campus.

Payment of the Health and Counseling Fee gives students access to affordable and convenient healthcare right on campus.

The Health and Counseling Fee will appear automatically on your tuition bill when you have registered for eight or more credits. The Health and Counseling fee entitles students to a variety of benefits with low or reduced copayments. Services include unlimited medical and primary care visits; annual gynecology office visits; many lab tests, therapeutic injections, inhalation treatments, allergy shots and other services. The fee also provides up to ten counseling visits per year for students whose mental health needs can be served in the HCC.

Fee For Service

As a DU student, you are eligible to receive services at the Health and Counseling Center even if you don't participate in the Student Health Insurance Plan or if you have waived the Health and Counseling Fee.

The Health and Counseling Center does not bill third party health insurance other than the Student Health Insurance Plan. If you have waived the Health and Counseling Fee and have outside insurance, you will be expected to pay for the full cost of the visit and services. You will then be given a receipt, which you can submit to your insurance company. Beware that the HCC doesn't serve as a participating provider in any outside health insurance plan, so your reimbursement may be lower than you would expect.

10. Emergency Procedures

Emergency Notification System

Timely and accurate information regarding an emergency can be the difference between life and death. The Office of Emergency Preparedness and Fire Safety maintains an Emergency Notification System capable of pushing out emergency messages to everyone affiliated with the University of Denver in a very short period of time. We expect every student, staff, and faculty member to utilize the Emergency Notification System.

Points of Contact

- **Email:** Every member of the DU community will receive an email when the system is utilized.
- **Telephone:** Members of the DU community have the option to register a telephone number with the system to receive a telephone call with an automated message when the system is used.
- **Text message:** Members of the DU community also have the option to register a mobile device capable of receiving text messages with the system to receive a text message when the system is used. This is generally regarded as the best way to reach you in an emergency.

When the System is Used

- An impending emergency situation
- An actual emergency situation
- Updates regarding a current emergency situation
- School closures due to weather or other circumstances

To sign up for the Emergency Notification System, see the link on the Campus Safety Website <https://www.du.edu/campusafety/emergency-preparedness>, or go directly to **MyDU** – MyWeb – Personal Info – Notification Preferences.

In addition to the emergency notification system, the law school administration will send a message to all students and all employees providing notification and reminding all students and employees to ensure they are using the emergency notification system.

Summary of Emergency Procedures

Active Shooter

1. If outside the building: get to locked room, turn off lights, hide, call 911.

2. If inside the building: exit if possible, call 911; if exit is not possible, seek refuge in locked room; call 911
3. If inside your room: escape if possible, hide, play dead, or overpower the attacker with force

Fire

1. Pull fire alarm.
2. Notify Campus Safety – x13000 or 303-871-3000
3. Close doors, windows, use nearest exit
4. Do not use elevator
5. Walk beyond flower garden if exiting west; to Evans Avenue if exiting south; to Asbury Avenue if exiting east

Tornado

1. Go to interior room
2. Move away from windows
3. Do not exit building until warning sirens stop

Bomb Threats

1. Call Campus Safety – x13000 and 911
2. Coordinate with Campus Safety to search premises
3. Complete bomb threat report

Hailstorm

1. Do not leave the building
2. Move away from windows
3. If outside, look for cover

Earthquake

1. Take cover under table/desk
2. Move with table, hold legs
3. If outdoors, stay in open space

Work Place Violence

1. Call Campus Safety – x13000
2. Locate ‘safe’ area
3. Warn other occupants
4. Stay calm – DO NOT confront aggressor

Emergency Contact Information

- Campus Emergency: 911 then 303-871-3000
- Off-Campus Emergency: 911
- DU Department of Campus Safety: 2130 South High Street
- Campus Safety Non-Emergency (Inquiries, escorts): 303-871-2334
- Campus Safety Toll Free: 1-844-268-6594
- Anonymous Tip Line: 303-871-3130
- Parking and Traffic: 303-871-3210

- Health and Counseling Center: 303-871-2205

Basic Emergency Plan

Medical Injury or Illness

In the event of an accident or serious illness to an employee, student, or visitor:

- If life threatening – call 911, then Campus Safety (303-871-3000).
- If not life threatening, call Campus Safety Emergency 303.871.3000 to report the injury or illness. If necessary, Campus Safety will contact the Fire Department and/or ambulance. (Campus Safety has a direct link to 911 and will dispatch DCS Officers immediately).

Stay on the line while the dispatcher speaks with 911. Be able to provide the dispatcher with the following information:

- Your name and phone number
 - Building name
 - Building address
 - Floor or location of emergency
 - Any details available on the accident or illness (i.e., name of person requiring emergency services.)
-
- DO NOT move the injured or ill person. Try to make them comfortable.
 - Have someone meet DCS or other emergency personnel at the main entrance. Only if qualified, provide First Aid as needed or find a qualified assistant.
 - Assist DCS with obtaining a full report of the accident or illness.

If Work-Related, follow the same steps as above. In addition:

Go to designated provider. You must be treated by DU's designated provider to be covered for medical costs under the Worker's Compensation law.

- Designated providers:
 - Student Health Services, Ritchie Wellness Center (3rd floor north), 871-2205.
 - For a life-threatening emergency or occurrence after normal business hours, go to:
 - Swedish Medical Center
501 E. Hampden Avenue
 - University Hospital (Urgent Care)
Colorado Boulevard & 9th Avenue
 - Porter Adventist Hospital
2525 South Downing Street

- Rose Medical Center
4567 East 9th Avenue
- Submit the following information to Risk Management within 24 hours:
 - Employee's first report of injury
 - Supervisor's report of injury
 - Please note that injury report forms are found on the website :
<https://www.du.edu/risk/injuries>
 - Fax completed report to Loss Control Manager at 303.871.4455 or x14455
 - Please call 303.871.2354 or x12354 with questions or visit
<https://www.du.edu/risk/injuries>

Disaster & Emergency Situations

Disasters and emergencies affecting large areas and many people can sometimes develop quickly. Flash floods and earthquakes, for example, can strike with little or no advance warning. There are certain things you can learn and do, which will help you get ready for, and cope with, almost any type of emergency. Perhaps the most basic thing to remember is to keep calm and take time to think.

Your State Office of Emergency Preparedness will activate warning signals in the affected areas. Whenever a major storm or other peacetime disaster threatens, keep your radio and/or television set tuned to those channels that will enable you to hear weather reports and forecasts (issued by the National Weather Service), as well as other information and advice that may be broadcast by your local government.

Use your telephone only to report important disaster events to authorities and DU Campus Safety. If you tie up the telephone lines simply to get information, you may prevent emergency calls from being completed.

Stay away from disaster areas and follow the advice and instructions from the building's emergency response team. Your building response team will direct you if evacuation is required. In the event you are instructed to evacuate, remain calm. Close all doors as you leave and proceed to the nearest practical fire stairwell and form a straight evacuation line. Following the instruction of the safety representative on your floor, proceed down the stairwell keeping to your right so that emergency personnel may use the stairwell. Request help for persons with disabilities from emergency personnel. Do not return to the evacuated floor or building until so instructed by the Fire Department or authorized DU personnel.

Active Shooter

If a hostile intruder/active shooter is OUTSIDE your building:

- Get to a room that can be locked; close and lock doors and windows
- Turn off the lights
- Get everyone down on the floor so no one is visible from outside of the room
- Call 911 and answer the dispatcher's questions
- Stay in place; calls from unfamiliar voices may be the attacker attempting to lure you out
- Do not respond to any voice commands until you are sure that they are from a Police Officer or a Campus Safety Officer

If a hostile intruder/active shooter is INSIDE your building:

- If it is safe to do so, exit the building immediately
- Notify anyone you may encounter that they should exit the building immediately
- Call 911 and answer the dispatcher's questions
- If exiting the building is not possible, take the following actions:
 - Go to the nearest room or office
 - If you are locked out of all rooms, seek refuge in the nearest restroom, lock yourself in a stall, stand on the toilet, and keep calm
 - Close and lock the door and/or block it with furniture
 - Cover any windows
 - Call 911 and answer the dispatchers questions; if you cannot speak, keep the line open
 - Keep quiet and act as if no one is in the room; silence all cell phones
 - DO NOT answer the door
 - Stay in place
 - Do not respond to any voice commands until you are sure they are from a Police Officer or Campus Safety Officer

If a hostile intruder/active shooter ENTERS your office or classroom:

- Remain calm
- Dial 911; if you cannot speak keep the line open
- Try to escape if you are able
- If escape is impossible, you must take action to survive!
- Try to hide
- Play dead
- Attempt to overpower the attacker with force; use anything at your disposal and fight for your life

- If someone other than yourself acts to overpower the attacker it is recommended that you assist; the more people involved will increase the success of overpowering the attacker

If a hostile intruder/active shooter LEAVES your area:

- Close and lock the door and/or block it with furniture
- Call 911 if you have not already done so
- DO NOT answer the door
- Do not respond to voice commands until you are sure that they are from a Police Officer or Campus Safety Officer

If you decide to flee during a hostile intruder/active shooter situation:

- Make sure you have an escape route and plan in mind
- Do not attempt to carry anything while fleeing
- Do not attempt to remove injured people
- Move quickly
- Keep your hands up; high and visible
- Follow the instruction of any Police Officers or Campus Safety Officers you encounter

What to expect from responding police officers:

- Police Officers responding to an active shooter situation proceed immediately to the area in which shots were last heard. Their purpose is to stop the shooting as quickly as possible. The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow after areas have been secured.
- Understand that the police will be treating all those they encounter as possible suspects. When you encounter the police:
 - Remain calm
 - Do as the officers tell you
 - Put down and bags or packages you may be carrying
 - Keep your hands up and visible at all times
 - If you know where the hostile intruder/active shooter is, tell the officers
- Once out of harm's way, remain at whatever assembly point authorities designate
- Do not leave until you have been interviewed and released

Fire Procedures

Any attempt to fight a fire should be limited to the discharge of one handheld fire extinguisher, if properly trained. Know in advance where fire extinguishers are located throughout the building. Also determine in advance, the nearest exit to

your work location and the route you will follow to reach that exit in the event of an emergency. Establish an alternate route to be used in the event your first route is blocked or unsafe to use (i.e., heavy smoke).

Should you encounter heavy smoke, the smoke may camouflage the exit signs above the doors. If you know in advance how many doors you will have to pass, you can then crawl or crouch low with your head below the smoke (watching the base of the wall) and count the doors you pass so you will know when you reach the exit door.

Immediately leave your area, closing all doors behind you. Immediately call Campus Safety at 871-3000, x13000 as Campus Safety is in direct contact to the Fire Department. Report the following information:

- Street address
- Nearest cross street
- Suite number
- Other pertinent information about the fire emergency

Should your clothes catch on fire – **STOP...DROP...ROLL**

Bomb Threats

If you receive a bomb threat, remain calm and:

- Write down the number from which the call is coming
- Write down the exact time of the call
- Write down as accurately as possible the statements made by the caller
- Listen to the voice to determine the sex, age, accent, speech impediments, tone, etc. Note any distinguishing features.
- Listen for background noises
- Quietly signal for someone else to listen on the line, if possible
- Do not hang up; stay on the line as long as possible; wait for the caller to hang up
- Keep the caller talking and ask as many questions of the caller as you can, including:
 - When will the bomb go off? How much time remains?
 - Where is the bomb located?
 - What does it look like?
 - What kind of bomb is it?
 - How do you know about the bomb?
 - Why was it placed here?
 - Who are you?

- What is your name?

Call Campus Safety immediately at 303-871-3000.

Stay in place and refrain from touching objects, open doors or cabinets, or searching for the bomb. Have your notes ready for responding officers when they arrive.

Suspicious Packages

If you have any reason to believe that a letter or parcel is suspicious, DO NOT take a chance, call Campus Safety immediately at 303-871-3000.

- DO NOT touch the package or object
- DO NOT tamper with the package or object
- DO NOT attempt to move the package or object
- DO NOT open the package or object
- DO NOT put the package or object in water or an enclosed space such as a drawer or box
- Isolate the package or object and evacuate the area

Characteristics of Suspicious Packages

- Special deliveries, foreign mail, or air mail
- Restrictive markings such as “Confidential” or “Personal”
- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Misspelled words
- Stains or discoloration on the package
- Excessive weight
- Rigid, lopsided, or uneven envelopes
- Protruding wires or foil
- Excessive tape or string
- Visual distractions such as illustrations
- No return address

Utility Failures

These may include electrical outages, plumbing failure/flooding, gas leaks, ventilation problems, elevator failures, etc.

For your personal safety, in the event of a utility failure:

- Remain calm
- Immediately notify Campus Safety at 303-871-3000 and/or Facilities Management at 303-871-2200 (during business hours)

- If the building must be evacuated, activate the building's Fire Alarm and follow the instructions in the "Fire and Evacuation" section
- Unplug all electrical equipment and turn off light switches
- Use a flashlight; do not light candles or use other open flames for lighting
- Elevators:
 - If passengers are trapped in an elevator, advise them to stay calm and tell them you are getting help
 - If it is safe for you to stay in the building, stay near the passengers until assistance arrives
 - If you are inside an elevator when it stops, use the emergency phone or call button to report your situation
 - Do not attempt to climb out of the elevator

Tornado Procedures

If you receive notification of a tornado in your area or you see one, take the following actions:

- Go to a underground parking, or lower floor, or seek shelter in an interior room without windows; avoid rooms that are exposed to the outside.
- Listen for reports on television and radio stations
- Avoid:
 - Top floors of buildings
 - Areas with glass windows or doors
 - Auditoriums, gymnasiums, cafeterias, or other areas with large, free-span roofs
- If out in the open:
 - Do not wait out the storm in your car, attempt to outrun the tornado by driving perpendicular to its path
 - Move away from the path of the tornado
 - Seek shelter in a sturdy building
 - If no buildings are available, lie face down in the nearest depression, ditch, ravine, or culvert; cover your head with your hands and stay there until the storm has passed

Earthquake

- Stay away from large windows, shelving systems, or tall room partitions
- Get under a desk, table, or door arch
- If none of these is available, move against an interior wall and cover your head with your arms
- Remain under cover until movement subsides
- After the shaking stops, survey your immediate area for trapped or injured persons and ruptured utilities (water, gas, etc.)

- If damage has occurred in your area or there are injured people, inform Campus Safety at 303-871-3000 immediately
- If it is safe to do so, remain at your location and await further instructions from University personnel
- If out in the open:
 - Stay in an open area away from buildings, power lines, trees, and roadways
 - If in a car, pull over and stop. Do not park under an overpass or near a building
- After an earthquake:
 - Put on enclosed shoes to protect against glass and debris
 - If the power is out, use a flashlight. Do not use open flames
 - Be alert for safety hazards such as fire, electrical wires, gas leaks, etc.
 - Check on others
 - Give or seek first aid
 - Evacuate if the building seems unsafe or if instructed to do so
 - DO NOT use elevators
 - Be prepared for aftershocks
 - Cooperate with emergency personnel

Criminal Activity

If you observe a crime in progress or behavior that you suspect is criminal, immediately notify Campus Safety 303-871-3000.

Be prepared to provide as much of the following information as possible:

- What is the person doing?
- How many people are involved?
- Has anyone been injured?
- Where is it happening?
- Physical and clothing description of those involved
- Are weapons involved?
- If a vehicle is involved, vehicle description, license plate number and direction of travel.

DO NOT approach or attempt to apprehend the person(s) involved.

Stay on the phone with the dispatcher until officers arrive and provide additional information as it becomes available or as the situation changes.

Personal Safety

DO NOT WALK ALONE AT NIGHT! Walk with a friend or request a Campus Safety Escort (303-871-2334).

Bicycles

- Always use bicycle racks. They are provided all over the campus for your use. Always lock with a U-lock.
- All bicycles parked at campus bike racks should be registered with Parking Services. Registration is free and can be accomplished at the Campus Safety Center, Parking Office between the hours of 9:00 a.m. and 5:00 p.m. (Monday – Friday). Keeping your bill of sale and a color photograph is also helpful.

Car Security Tips

- Decrease the risk of thefts by removing all valuable personal property from sight (i.e., watches, textbooks, purses or wallets, tap deck radar detectors, CD's, etc.).
- Secure all doors and windows.
- Install an audible security alarm system on your vehicle.
- Park your vehicle in a well-lighted area.
- Participate in Operation Identification. Mark your property with your own personal I.D. number. Contact Campus Safety at 303.871.2334 to borrow an electric marking pencil.
- Never hide a key on the exterior of your car.
- Always keep your keys in a secure place.
- Mark your Social Security number on your car somewhere out of sight (wheel well or trunk).
- Always look inside and around your car before getting into it.
- Report any suspicious or abandoned cars to DU Campus Safety immediately.
- Report any theft or tampering to DU Campus Safety immediately. Be prepared to give your vehicle registration information as well as any other details that might help determine the time of the incident.

Personal Property Protection

Record serial numbers, account numbers, model numbers, brand names, and descriptions of valuables, credit cards, etc. Keep a duplicate copy in a separate location.

- Personal property, purses, briefcases, etc. should never be left unattended, not even for a short time. Wallets and purses should be locked in a desk or drawer when not carried.
- Always lock your office when you leave.
- Never loan equipment, property, or keys to people you don't know well or to people who have no right to use them.
- Leave expensive items at home.
- Never keep large amounts of cash or checks in your office.

- Report stolen property immediately to DU Campus Safety.

Guidelines for the Emergency Evacuation of Persons with Disabilities

Persons with disabilities may need assistance during an emergency evacuation.

- Never attempt to carry someone down stairs unless there is imminent threat of injury or death. The use of improper carrying techniques can result in injury to all persons involved. If possible, notify rescue personnel of the whereabouts of a disabled person as well as the disability involved.
- Disabled individuals can be evacuated through any of the handicap accessible entrances on the first floor of the Law building.
- If a disabled individual is unable to move or be moved to the first floor, they should be taken immediately to any one of the stairwells in the building. Each floor has adequate space to accommodate numerous people and is equipped with a sign on the inside of the stairwell, which notes 'Area of Rescue Assistance'. A call box is also located on each floor of the stairwell in order to notify rescue personnel of the need for assistance and the individual's location.
- Persons who are profoundly deaf cannot hear alarms. If deaf persons are known to be in a specific area of a building, and no sign language interpreter is with them, write on a piece of paper "fire drill – follow me." Do not expect them to "lip read". Safety Department Officers and fire officials will "sweep" the building including restrooms where persons who are deaf may be located. If there is a probability that there is a deaf person in the building whose whereabouts is unknown, notify Safety Department Officers and other emergency personnel at once.
- Assistance dogs (for the blind, deaf, or mobility limited) may become disoriented or panic during an emergency evacuation, especially if it is dark or smoky. Note that these animals have been trained to cope with similar situations, but fear may override training. Be aware that both the person and the animal may need help, but always volunteer assistance rather than taking over immediately. If there is imminent danger of serious injury or death, the person is the primary concern. Do not attempt to evacuate an uncontrollable animal. If possible, leave the animal in a room and close the door. Let Fire and/or the Safety Department officials know the whereabouts of the animal, so they can initiate rescue efforts.
- If someone experiences a sudden, acute medical condition that causes immobilization, such as a seizure, heart attack, etc. during an evacuation, notify officials at once. Assistance may be given by a person(s) at the scene unless there is imminent danger of injury or death to the person(s)

providing assistance. Once Safety or Fire officials reach the immobilized person, the “assistant(s)” should evacuate the building immediately.