Required Attachments

Question 3: Standards 201 and 201(e)

Attachment #1: An organizational chart of the University.

Attachment #2: For an independent Law School, the Law School’s basic governance documents (such as institutional by-laws).

Attachment #3: The most recent Dean’s report(s) to the President, Board of Trustees, and/or alumni, if any.

Question 6: Standard 203

Attachment #4: Current resume of the Dean.

Attachment #5: An organizational chart of the Law School.

Attachment #6: The list of current faculty committees, together with the membership rosters for each.

Questions 9 and 10: Standard 202

Attachment #7: A financial statement for the current fiscal year and audited financial statements for the previous two fiscal years, including supplementary schedules and management letters, for the Law School’s parent University or for the independent Law School or its parent.

Attachment #8: The budget for the University and the Law School for the current fiscal year.

Attachment #9: Future-year(s) budgetary projections, if available. Include Law School projections as well as University projections.

Attachment #10: The most recent budget-to-actual revenue and expenses report and the written report of the analysis of the variances, if available. Include Law School reports as well as University reports.

Attachment #11: If a Law School is part of a University, provide copies of accountings and explanations as required by Standard 202(b) for each of the current and previous two fiscal years.

Attachment #12: A summary of the endowment and quasi-endowment funds (and those acting as endowments), or permanently and temporarily restricted investment funds for not-for-profit entities, held by or on behalf of the Law School for the current and previous two fiscal years. For funds held on behalf of the Law School, identify the nature of the funds and the conditions for the Law School or University to access these funds.

Attachment #13: A summary of the Law School’s current long-term debt, including debt service schedules.
Attachment #14: A copy of the Law School's most recent budget presentation to the University.

Attachment #15: If the University or Law School has a bond rating from a national rating agency, the most recent general rating report from the agency.

**Question 12: Standard 310**

Attachment #16: The Law School's written policies and procedures for determining the credit hours that it awards for coursework.

**Question 15: Standard 312**

Attachment #17: For schools with more than one enrollment or scheduling option, class schedules for the current and preceding academic years.

**Question 32: Standard 308(a)**

Attachment #18: The Law School's applicable standards for
(1) regular class attendance;
(2) good standing;
(3) academic integrity;
(4) graduation; and
(5) dismissal.

Attachment #19: Any Law School grade distribution policy, mandatory or otherwise.

**Question 33: Standard 308(b)**

Attachment #20: The Law School's written due process policies with regard to taking action that adversely affects a student's good standing or graduation.

**Question 45: Standards 205(b) and 205(c) and Interpretations 205-1 through 205-5**

Attachment #21: A copy of the Law School's and/or University's (if the Law School is covered by the University's) nondiscrimination/EEO policy relating to faculty and staff. If the policy is located on the Law School's or University's website, also provide the URL.

**Question 49: Standard 404**

Attachment #22: Law school (as distinct from University) policies with respect to a faculty member's responsibilities in teaching, scholarship, service to the Law School community, and professional activities outside the Law School, if any.

**Question 51: Standard 405(a)**

Attachment #23: The Law School faculty handbook(s), bylaws, and constitution, if any.

Attachment #24: The Law School's academic freedom, tenure, and promotion policies and procedures.
Attachment #25: A copy of any written University or Law School policies that are different for clinical or legal writing and research faculty from those applicable to full-time tenured/tenure-track faculty.

**Question 57: Standard 501**

Attachment #26: The Law School's application for admission.


**Question 58: Standard 205**

Attachment #28: A copy of the Law School's and/or University's (if the Law School is covered by the University's) nondiscrimination/EEO policy relating to students. If the policy is located on the Law School's or University's website, also provide the URL.

Attachment #29: The published statement of equal opportunity in placement.

**Question 73: Standard 509 and Interpretations 509-1, 509-2, and 509-4**

Attachment #30: Current Law School catalog or equivalent or the URL if the catalog or equivalent is available on the web.

Attachment #31: A list of all courses that are included in the Law School's course offerings, however published, but that have not been offered during the previous two academic years and are not being offered in the current academic year.

**Question 74: Standards 509(b)(3) and 509(d) and Interpretation 509-3**

Attachment #32: Sample letters of conditional scholarship offers made to applicants in the current and past two years.

**Question 82: Standard 604 and Interpretation 604-1**

Attachment #33: Law Library Organizational Chart

**Question 85: Standard 606(d)**

Attachment #34: Collection Development Plan

**Question 88: Standard 702(a) and Interpretation 702-3**

Attachment #35: Floor plans, maps, or similar guides of all Law School facilities that will assist site team members while on-site.

**Question 90: Standard 702 and Interpretations 702-1 and 702-2**

Attachment #36: A copy of the lease documents for any portion of the facilities used for Law School programs that are subject to a lease.
**Required Reports**

**Question 1: General Information**

Report #1: J.D. and non-J.D. Enrollment

**Questions 9 and 10: Standard 202**

Report #2: University Income/Expenses
Report #3: Expenditure Summary
Report #4: Revenue Summary
Report #5: Reserves

**Question 17: Standards 301 and 303; and Question 22: Standard 303(b)(1)**

Report #6: Curriculum Summary


Report #7A: Summer/Intersession Programs for the Law School’s Own Students
Report #7B: ABA-Approved Summer/Intersession Programs
Report #7C: ABA-Approved Semester/Year-Long Study Abroad Programs
Report #7D: Number of Students Earning Credit Towards the J.D. Degree at a Foreign Institution

**Question 32: Standard 308(a)**

Report #8: Non-transfer Attrition Rates


Report #9A: Non-J.D. Program Enrollment
Report #9B: Non-J.D. Students Enrolled in J.D. Courses

**Question 39: Standard 401**

Report #10: Faculty Profiles – All

**Question 40: Standard 402, Interpretation 402-1, and Definition 7**

Report #11: Teaching Resources

**Question 43: Standard 403(a)**

Report #12: Student Contact Hours – Full-Time and Part-Time Faculty
Report #13: Faculty Summary

**Question 46: Standard 206(b) [full-time faculty]**

Report #14: Faculty Recruitment
Question 47: Standard 206(b) [non-full-time faculty]
Report #11: Teaching Resources

Question 57: Standard 501
Report #8: Non-transfer Attrition Rates [see also question 32]
Report #15: Admission and First-Year Class Profiles
Report #16: Student Listings – All Entering Students

Question 59: Standard 206(a)
Report #17: Minority Admissions and First-Year Class Profiles

Question 62: Standard 503 and Interpretation 503-3
Report #18: The 503-3 report from the current Annual Questionnaire

Question 65: Standard 316
Report #19: First-Time Bar Passage Reports

Question 66: Standard 316
Report #20: (if applicable): Ultimate Bar Passage Reports

Question 71: Standard 508
Report #21: The Employment Summary

Question 73: Standard 509 and Interpretations 509-1, 509-2, and 509-4
Materials Required On-site

Question 17: Standards 301 and 303

Assessments and course syllabi for the previous academic year.

Question 24: Standard 304(a)

For any simulation course, a syllabus or other document demonstrating compliance with Standard 304(a).

Question 25: Standard 304(b)

For any law clinic, a syllabus or other document demonstrating compliance with Standard 304(b).

Question 26: Standard 304(c)

For any domestic field placement program, provide a syllabus or other document demonstrating compliance with Standard 304(c).

Any manuals or instructions developed for the training of site supervisors involved with field placement programs.

A list of all current academic year field placement site supervisors with addresses, emails, and phone numbers.

Question 27: Standard 304(c)

For any field placement program outside the United States, provide a syllabus or other document demonstrating compliance with Standard 304(c).

Any manuals or instructions developed for the training of site supervisors involved with field placement programs.

A list of all current academic year field placement site supervisors with addresses, emails, and phone numbers.

Question 31: Standard 307

Copies of individual written plans required by Criterion I.A.4.(b) of the Criteria for Accepting Credit for Student Study at a Foreign Institution for the current and previous two academic years.

Question 39: Standard 401

A copy of the current resume/CV for every full-time faculty member, including scholarship and service.

Copies of scholarship produced by the faculty for the current and previous two years academic years.
**Question 44: Standard 403(b) and Interpretation 403-1**

Student evaluations of faculty for the two most recently completed academic years.

**Question 75: Standard 510**

Copies of complaints from the most recent accreditation period that implicate the Law School’s compliance with the Standards.