

**2018-2019 Self Study Questionnaire – Narrative Responses
(to be used for site visits occurring in 2018-2019)**

ORGANIZATION, ADMINISTRATION

Accreditation History

1. General Information.

(a) State when the Law School was founded and the year in which it received ABA accreditation.

(b) If the Law School has separate locations, provide the date when the Council granted acquiescence to establish each separate location, including branch campuses. *Note: a separate location is a location within the United States at which the Law School offers more than 16 credit hours of the program of legal education and that is not in reasonable proximity to the Law School's main campus.*

General Information: Required Supplementary Materials

Provide the following report:

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

2. Fully-Approved Law Schools.

(a) List any matters on which the Law School is currently reporting to the Accreditation Committee or Council.

(b) If the Law School is aware of any third-party comments regarding its accreditation status since the last site evaluation, provide the Law School's response to those comments.

3. Schools Seeking Provisional Approval

Provide a thorough review of the Law School's feasibility study and reliable plan for coming into compliance with the Standards. Discuss the plan's projections for students (number and qualifications), financing the Law School operation, and the relationship between the two.

4. Provisionally Approved Law Schools

Discuss the Law School's progress toward reaching full compliance with each of the Standards. Include all matters called to the attention of the Law School in the Council's or Accreditation Committee's most recent decision letter.

5. Schools Seeking Full Approval

Discuss whether the Law School can demonstrate that it is in full compliance with each of the Standards. Include all matters called to the attention of the Law School in the Council's or Accreditation Committee's most recent decision letter. Discuss any changes made in the Law School's reliable plan for reaching full compliance.

Governance

6. Standards 201 and 201(e).

(a) State whether the Law School is public, private non-profit, or private for-profit. Identify any University or other entity with which the Law School is affiliated.

(b) Provide the name of the institutional accrediting body for the Law School or the University or other entity of which it is a part. State when the Law School or the entity of which it is a part was last reaccredited.

(c) Indicate the state licensing status of the Law School or the entity of which it is a part.

(d) If the Law School is not part of a University, describe how it is governed by a board with responsibility and authority for ensuring operation of the Law School in compliance with the Standards.

(e) If the Law School is part of a University, describe how the Law School fits within the University organization. (e.g., the reporting lines within the University).

Standards 201 and 201(e): Required Supplementary Materials

Attachment: An organizational chart of the University.

Attachment: For an independent Law School, the Law School's basic governance documents (such as a charter or institutional bylaws).

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

7. Standard 201(d).

If the Law School is part of a University or other entity, does the University or other entity have any policies that are inconsistent with the Standards? If yes, describe the policies and how they have been implemented. (e.g., policies on academic freedom, nondiscrimination, tenure)

8. Standards 201(a) and 201(c).

Describe how the Dean and the faculty have the primary responsibility and authority for planning, implementing, and administering the Law School's program of legal education, including curriculum; methods of instruction and evaluation; admissions policies and procedures; and academic standards.

9. Standard 203.

(a) Does the Dean devote full professional time to the Law School? If not, explain.

(b) Describe how the Dean has the authority and support necessary to discharge the responsibilities of the position.

(c) Does the Dean hold appointment as a member of the faculty with tenure? If not, explain.

(d) If the Dean was appointed since the last site evaluation, describe how the procedure used to select the Dean ensured meaningful involvement by the faculty or a representative body of the faculty. If there is a current dean search in progress, describe how the process to select a dean ensures meaningful involvement by the faculty or a representative body of the faculty.

Standard 203: Required Supplementary Materials

Attachment: Current resume of the Dean.

Attachment: An organizational chart of the Law School.

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

10. Standard 204.

Describe the process that was used to prepare the Law School Self Assessment, including a description of the Dean's and faculty's involvement in the processes.

Law School Finances

11 Standards 202(a), 202(c), and 202(d).

(a) Describe the Law School annual budget development and monitoring process, including which persons or groups are involved in the process.

(b) Describe the Law School's long term financial projection process, how many future years are projected, and list the key assumptions used.

(c) Explain how the Law School's current and anticipated financial resources are sufficient to allow it to operate its program of legal education.

(d) Do the Law School's financial plans for the next five years show that the Law School will be operating at a deficit during any one of those years? If yes, describe the plan or planning process (including the timeline of such a process) for managing the deficits in a way that allows the school to continue to operate its program in compliance with the Standards.

(e) Describe any significant litigation affecting the Law School or the University or other entity of which it is a part, if applicable, and summarize the applicable insurance provider, policy limits, and deductibles. Provide a summary as to how the Law School or the University will fund the deductible and any potential losses outside of the insurance policy coverage, if applicable. [Note: "significant litigation" is litigation that has the potential to negatively affect the current or anticipated financial resources available to the Law School, or the University's or Law School's accreditation.]

(f) If the University or Law School has a bond rating from a national rating agency, state the general bonding ratings since the last review.

12. Standards 202(b) and 202(e) and Interpretation 202-1.

For Law Schools that are part of a University:

(a) How is the Law School given the opportunity to present its recommendations on budgetary matters to the University administration before the budget for the Law School is submitted to the governing board for adoption? List the individual(s) responsible for University budgeting, including contact information.

(b) Describe the manner in which the Law School obtain annually from the University an accounting and explanation for all charges and costs assessed against resources generated by the Law School and for any use of resources generated by the Law School to support non-Law School activities and central University services?

(c) Based on the relevant attachments and reports regarding the University's operating income and expenditures for the past two fiscal years and the budgeted amounts for the current year, describe any concerns regarding the long-term viability of the institution or its ability to support the Law School in accordance with the Standards.

Standard 202: Required Supplementary Materials

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

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

Attachment: 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: 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: A summary of the endowment and quasi-endowment funds (and those acting as endowments), or permanently and temporarily restricted investment funds for non-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 under which the Law School or University may access these funds.

Attachment: A summary of the Law School's current long-term debt, including debt service schedules.

Attachment: A copy of the Law School's most recent budget presentation to the University.

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

Provide the following reports:

Report: University Income/Expenses
Report: Expenditure Summary
Report: Revenue Summary
Report: Reserves

Non-Discrimination, Equality of Opportunity, Diversity and Inclusion

13. Standard 205 [Faculty and Staff].

(a) Does the Law School's nondiscrimination policy regarding faculty and staff prohibit discrimination on the basis of race, color, religion, national origin, gender, sexual orientation, age, or disability?

(b) Describe how the law school fosters and maintains equality of opportunity for faculty and staff without discrimination or segregation on the basis of race, color, religion, national origin, gender, sexual orientation, age, or disability.

(c) If the Law School has a religious affiliation or purpose, state whether it has adopted and applies policies of employment of faculty and staff that directly relate to this affiliation or purpose. If so, please describe. Describe how notice of these policies been given to faculty and staff prior to their affiliation with the Law School.

Standards 205 [Faculty and Staff]: Required Supplementary Materials

Attachment: 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.

14. Standard 205. [Students]

(a). Does the Law School's nondiscrimination policy regarding students and student admissions prohibit discrimination on the basis of race, color, religion, national origin, gender, sexual orientation, age, or disability?

(b) Explain how the Law School fosters and maintains equality of opportunity for students without discrimination or segregation on the basis of race, color, religion, national origin, gender, sexual orientation, age, or disability.

(c) If the Law School has a religious affiliation or purpose, has it adopted and applied policies of admission of students that directly relate to this affiliation or purpose? If yes, describe such policies and indicate how the school provides notice of these policies to students prior to their affiliation with the Law School. If these policies are published on the Law School's website, also provide the URL.

(d) Describe how the Law School communicates to every employer to whom it furnishes assistance and facilities for interviewing and other placement services the school's firm expectation that the employer will observe the principles of non-discrimination and equality of opportunity on the basis of race, color, religion, national origin, gender, sexual orientation, age, and disability in regard to hiring, promotion, retention, and conditions of employment. If this information is published on the Law School's website, also provide the URL.

Standard 205 [Students]: Required Supplementary Materials

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

15. Standard 206(a).

Explain how the Law School has demonstrated by concrete action a commitment to providing full opportunities for the study of law and entry into the profession by members of underrepresented groups, particularly racial and ethnic minorities, and to having a student body that is diverse with respect to gender, race, and ethnicity.

Standard 206(a): Required Supplementary Materials

Provide the following report:

Report: Minority Admissions and First-Year Class Profiles

16. Standard 206(b).

Describe the Law School's concrete actions that demonstrate the Law School's commitment to having a **full-time faculty** that is diverse with respect to gender, race, and ethnicity. Provide details of recruiting and hiring efforts for the current and previous two academic years (AALS interviews, campus or other interviews, etc., for tenured, tenure-track, and contract faculty).

17. Standard 206(b).

For the current and previous two academic years, explain how the Law School has demonstrated by concrete action a commitment to having an **adjunct faculty** that is diverse with respect to gender, race, and ethnicity. Describe the results of these efforts.

Standard 206(b) [non-full-time faculty]: Required Supplementary Materials

Provide the following report:

Report: Teaching Resources

18. Standard 206(b).

For the current and previous two academic years, explain how the Law School has demonstrated by concrete action a commitment to having a **staff** that is diverse with respect to gender, race, and ethnicity. Describe the results of these efforts.

19. Standard 207 and Interpretation 207-1.

(a) Describe the Law School's policies and procedures for assessing and handling requests for reasonable accommodations made by qualified individuals with disabilities. Indicate where in the Law School's rules and regulations those policies and procedures are published.

(b) Describe how the Law School ensures adherence to those policies and procedures.

(c) How many students have received accommodations in the current and prior two academic years?

Standard 207: Required Supplementary Materials

Attachment: Policies and Procedures for Accommodations

PROGRAM OF LEGAL EDUCATION

Rigor, Learning Outcomes, Assessments

20. Standards 301(a).

Describe how the Law School maintains a rigorous program of legal education that prepares its students, upon graduation, for admission to the bar and for effective, ethical, and responsible participation as members of the legal profession.

Standards 301(a): Required Supplementary Materials

NEW Attachment: Required Curriculum

Provide the following report:

Report #6: Curriculum Summary

21. Standards 301(b) and 302.

Describe the learning outcomes that the Law School has identified.

22. Standard 314 and Interpretations 314-1 and 314-2.

Describe how the Law School utilizes both formative and summative assessment methods in its curriculum to measure and improve student learning and to provide meaningful feedback to students.

Provide the following on-site:

Formative and Summative Assessments and course syllabi for the previous academic year. Include a sampling and/or description of non-graded assessments and how they fit within the overall program

23. Standard 315 and Interpretation 315-1.

Explain how the Law School conducts an ongoing evaluation of its program of legal education, learning outcomes, and assessment methods.

Curriculum

24. Standard 303(a)(1).

(a) Describe how the Law School ensures that each student satisfactorily completes one course **of at least two credit hours** in professional responsibility. Describe how the course includes substantial instruction in rules of professional conduct, and the values and responsibilities of the legal profession and its members.

(b) If the Law School does not already require a course of at least two credit hours in professional responsibility, report on progress toward meeting this requirement and describe how the Law School ensures that each student who enrolled prior to Fall 2016 receives substantial instruction in the history, goals, structure, values, rules, and responsibilities of the legal profession and its members.

25. Standard 303(a)(2) and Interpretations 303-1 and 303-2.

(a) Describe how the Law School ensures that each student satisfactorily completes at least one writing experience in the first year that is faculty supervised.

(b) To demonstrate the rigor of the writing experiences, include factual detail such as class size; the number and nature of the writing assignments; opportunities for students to submit drafts, receive faculty comments, and incorporate those comments in subsequent versions of the written work; reliance on teaching assistants; use of peer assessments; and the extent of faculty supervision.

26. Standard 303(a)(2) and Interpretations 303-1 and 303-2.

(a) Describe how the Law School ensures that each student satisfactorily completes at least one additional writing experience after the first year that is faculty supervised.

(b) To demonstrate the rigor of the writing experiences, include factual detail such as class size, the number and nature of the writing assignments, opportunities to meet with the writing instructor, reliance on teaching assistants, use of peer assessments, and the extent of faculty supervision.

(c) If study outside the classroom, such as moot court, law review, or directed research, can be used to satisfy the upper-level writing requirement, explain how those experiences are faculty supervised and include opportunities for individualized assessment and multiple drafts.

27. Standard 303(b)(2) and Interpretations 303-3 and 303-4; Standard 403(b).

Describe how the Law School offers substantial opportunities for student participation in pro bono legal services, including law-related public service activities. Indicate the degree to which credit is granted for any pro bono activities and the extent to which those activities are supervised by the faculty.

28. Standard 305.

If academic credit is given for participation in the Law School's law review(s), moot court program(s), and any other competition(s), indicate for each such program how each student's academic achievement is evaluated by a faculty member.

Experiential Learning

29. Standards 303(a)(3), 303(b)(1) and 304.

(a) Explain how the Law School curriculum provides each student with an opportunity to complete one or more experiential course(s) totaling at least six credit hours. *Note: This requirement applies beginning with Fall 2016 1L students.*

(b) How does the Law School ensure that each student satisfactorily completes one or more experiential course(s) totaling at least six credit hours?

(c) For students who enrolled prior to Fall 2016, describe how the Law School ensures that each student receives substantial instruction in other professional skills generally regarded as necessary for effective and responsible participation in the legal profession. List all courses used to satisfy this requirement.

(d) Describe how the Law School ensures that no student uses a single course to satisfy more than one requirement in Standard 303(a).

(e) How does the Law School ensure that each student in a simulation, law clinic, or field placement course has successfully completed sufficient prerequisites or receives sufficient contemporaneous training to assure the quality of the student experience?

(f) Describe how the Law School offers substantial opportunities for law clinics or field placements.

30. Standard 304. [simulation courses]

If the Law School offers any simulation courses to satisfy the experiential course requirement of Standard 303(a)(3), how does it ensure that the courses meet the requirements of Standard 304 [direct faculty supervision of student performance; opportunities for performance, faculty feedback, and self evaluation; and a classroom instructional component] as well as Standard 303(a)(3)?

Standard 304: Required Supplementary Materials

Provide the following on-site:

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

31. Standard 304. [law clinics]

If the Law School offers any law clinics to satisfy the experiential course requirement of Standard 303(a)(3), how does the Law School ensure that the law clinics meet the requirements of Standard 304 [direct faculty supervision of student performance; opportunities for performance, faculty feedback, and self evaluation; and a classroom instructional component] as well as Standard 303(a)(3)?

Standard 304: Required Supplementary Materials

Provide the following on-site:

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

32. Standard 304. [field placement programs]

(a) If the Law School offers any field placements to satisfy the experiential course requirement of Standard 303(a)(3), how does the Law School ensure that the field placements meet the requirements of Standard 304 [direct supervision of the student's performance by a faculty member or site supervisor; opportunities for performance, feedback from either a faculty member or a site supervisor, and self-evaluation; a classroom instructional component, regularly scheduled tutorials, or other means of ongoing, contemporaneous, faculty-guided reflection; evaluation of each student's educational achievement by a faculty member; and sufficient control of the student experience to ensure that the requirements of the Standard are met] as well as Standard 303(a)(3)?

(b) Demonstrate how the Law School's field placement program provides the following:

(1) A written understanding among the student, faculty member, and a person in authority at the field placement;

(2) A method for selecting, training, evaluating and communicating with site supervisors;

(3) A method of maintaining records to document the steps taken to ensure compliance with the Standard.

Standard 304: Required Supplementary Materials

Provide the following on-site:

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

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.

Distance Education

33. Standard 306 and Interpretations 306-1 and 306-2.

(a) If the Law School allows credit for distance education courses, describe:

(1) the process by which the academic content, method of course delivery, and method of evaluating student performance is approved. If this process differs from that used for reviewing other courses, explain the difference.

(2) how the Law School's technological capacity, staff, information resources, and facilities are sufficient to ensure the educational quality of distance education.

(3) how the Law School ensures that credit is granted for distance education courses only if: (i) there is opportunity for regular and substantive interaction between faculty member and student and among students; (ii) there is regular monitoring of student effort by the faculty member and opportunity for communication about that effort; and (iii) the learning outcomes for the course are consistent with Standard 302.

- (4) how the Law School ensures that a student may be granted no more than 15 credit hours of distance education toward the J.D. degree;
- (5) how the Law School ensures that a student has completed instruction equivalent to 28 credit hours toward the J.D. degree before enrolling in a distance education course; and
- (6) how the Law School has established an effective process for verifying the identity of students taking distance education courses that also protects student privacy.

(b) Describe the training or support that is provided to ensure effective teaching in distance education courses.

Studies Outside the United States

34. Standard 307 and Interpretations 307-1 and 307-2.

(a) If the Law School grants credit for student study at a foreign institution (including dual degree programs) under the *Criteria for Accepting Credit for Student Study at a Foreign Institution*, provide the statement required by Criterion I.A.3. that defines the educational objective the law school seeks to achieve in allowing students to study abroad for credit toward the J.D. degree.

(b) Describe how the Law School ensures that students do not earn credits exceeding one-third of the credits required for the J.D. degree for participating in (1) studies or activities outside the United States that are approved in accordance with Criteria as adopted by the Council, and (2) field placements outside the United States that are not held in conjunction with such programs.

Standard 307: Required Supplementary Materials

Provide the following reports:

Report: Summer/Intersession Programs for the Law School's Own Students

Report: ABA-Approved Summer/Intersession Programs

Report: ABA-Approved Semester/Year-Long Study Abroad Programs

Report: Number of Students Earning Credit Towards the J.D. Degree at a Foreign Institution

Provide the following on-site:

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.

Academic Standards and Support

35. Standard 308.

(a) Describe the Law School's policies relating to academic standards, including those for:

- (1) regular class attendance;
- (2) good standing;
- (3) academic integrity;
- (4) graduation; and
- (5) dismissal.

(b) Indicate where in the Law School's rules and regulations the policies are published.

(c) Describe how the Law School ensures adherence to those policies.

Standard 308: Required Supplementary Materials

Attachment: The Law School's applicable standards for

- (1) regular class attendance;
- (2) good standing;
- (3) academic integrity;
- (4) graduation; and
- (5) dismissal.

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

36. Standard 309(a).

(a) Describe how the Law School communicates its academic standards and graduation requirements to students.

(b) Describe how the Law School provides guidance on course selection.

37. Standard 309(b).

Describe the academic support services provided to students, including program content, goals, staffing, selection process, and efforts to evaluate the effectiveness of the program. Indicate the criteria for eligibility to participate and the criteria for mandatory participation, if any.

Academic Requirements

38. Standard 311(a) and Interpretation 311-1.

(a) Does the Law School require successful completion of at least 83 credit hours for graduation? Provide a citation and/or link to the applicable rule or policy.

(b) How does the Law School ensure that of these credits hours, at least 64 are earned through attendance in regularly scheduled classroom sessions or direct faculty instruction?

39. Standard 310.

(a) Describe the Law School's policies and procedures for determining the credit hours that it awards for coursework, including how it assesses the amount of out-of-class student work required in each course. Indicate where in the Law School's rules and regulations the policies and procedures are published.

(b) Indicate how the Law School ensures adherence to those policies. Provide examples. [See Managing Director's Guidance Memo on Standard 310 dated May 2016.]

Standard 310: Required Supplementary Materials

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

40. Standards 311(b) and 311(d) and Interpretations 311-2 and 311-3.

(a) Does the Law School require that the course of study for the J.D. degree may be completed no earlier than 24 months and, except in extraordinary circumstances, no later than 84 months after a student has commenced law study at the Law School or a law school from which the school has accepted transfer credit? Provide a citation and/or link to the applicable rule or policy. How does the Law School monitor this requirement?

(b) Indicate whether, since the last site evaluation, (1) any student has been allowed to exceed the 84-month limitation in Standard 311(b), and (2) if so, whether a statement is in the student's file. Describe any circumstances (and the documentation in the student's file) in which the Law School has allowed a student to exceed the 84-month limitation in Standard 311(b).

(c) Does the Law School prohibit the granting of credit toward the J.D. degree for course work taken prior to a student's matriculation in a law school, including for course work taken in a pre-admission program, other than credit that may be granted pursuant to Standard 505?

41. Standard 311(c).

Describe how the Law School ensures that a student is not permitted under any circumstances to enroll at any time in coursework that exceeds 20 percent of the total credit hours required by the school for graduation. Provide a citation and/or link to the applicable rule or policy.

42. Standard 312.

If the Law School has a part-time division that has received acquiescence from the Council or has more than one enrollment or scheduling option, describe how the Law School provides those students

- program of legal education;
- (ii) courses taught by full-time faculty;
- (iii) co-curricular programs;
- (iv) other educational benefits.

Non-J.D./Certificate Programs

43. Standard 313, Interpretation 313-1, and Standard 506.

(a) Does the Law School ensure that any reference to a non-J.D. or certificate program does not announce or suggest that the program is approved by the Council or "ABA-approved"?

(b) Indicate how the Law School ensures that enrollment of non-J.D. students does not interfere with the ability of the Law School to operate in compliance with the Standards and to carry out its program of legal education.

Standard 313: Required Supplementary Materials

Provide the following reports:

Report: Non-J.D. Program Enrollment

FACULTY

Faculty Size and Qualifications

44. Standard 401.

Summarize the qualifications and experience of the full-time faculty, including their academic qualifications, experience in teaching or practice, teaching effectiveness, and scholarship.

Provide the following on-site:

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.

45. Standard 402 and Definition 7.

(a) State whether full-time faculty members devote substantially all their working time to teaching, scholarship, service, and governance. Explain any exceptions.

(b) List any full-time faculty member who also has a full teaching load at another law school and describe the other teaching load.

(c) List any full-time faculty member who regularly engages in law practice or has an ongoing relationship with a firm or other business. Describe any such law practice or relationship with a firm or other business. For any faculty members noted above, describe how the Law School ensures that their outside activities do not unduly interfere with their responsibilities as full-time faculty members.

Standard 402: Required Supplementary Materials

Provide the following reports:

Report: Full-Time Faculty Profiles

Teaching Resources and Effectiveness

46. Standard 403(a).

(a) Do the reports demonstrate that the full-time faculty teach substantially all of the first one-third of each student's coursework? If not, explain.

(b) Do the reports demonstrate that the full-time faculty teach either more than half of all of the credit hours offered by the Law School or at least two-thirds of the student contact hours generated by student enrollment at the Law School? If not, explain.

Standard 403(a): Required Supplementary Materials

Provide the following reports:

Report: Teaching Resources

Report: Contact Hours and Credit Hours

47. Standard 403(b) and Interpretation 403-1.

- (a) Describe how the Law School ensures the teaching effectiveness of full-time faculty.
- (b) Describe how the Law School ensures the teaching effectiveness of non-full-time faculty.

Standard 403(b) and Interpretation 403-1: Required Supplementary Materials

Provide the following on-site:

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

Responsibilities of Full-Time Faculty

48. Standard 404(a).

- (a) Describe the Law School's policies regarding the responsibilities of full-time faculty. Indicate where the policies are published.
- (b) With respect to the responsibilities of full-time faculty, describe how the full-time faculty collectively:
 - (1) is involved in teaching, preparing for classes, being available for student consultation about those classes, assessing student performance in those classes, and remaining current in the subjects being taught;
 - (2) is involved in academic advising, creating an atmosphere in which students and faculty may voice opinions and exchange ideas, and assessing student learning at the Law School;
 - (3) is actively engaged in scholarship as defined by the Law School;
 - (4) provides service to the Law School and University, if applicable, including participation in Law School governance, curricular development, and other institutional responsibilities described in the Standards;
 - (5) provides service to the profession; and
 - (6) provides service to the public, including pro bono activities.
- (c) Indicate how the Law School ensures adherence to those policies.

Standards 404(a): Required Supplementary Materials

Attachment: 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.

49. Standard 404(b).

- (a) Describe the steps that the Law School takes to encourage faculty members to meet their responsibilities of service to the Law School, University, the profession, and the public, including participation in pro bono activities.
- (b) Describe how the Law School periodically evaluates how each faculty member discharges his or her responsibilities in teaching, scholarship, service to the Law School community, and professional activities outside of the Law School.

50. Standard 405(a).

For the current and previous two academic years:

- (a) State the names and ranks of those who have left the full-time faculty, including clinical, legal writing, and any other full-time faculty.
- (b) State the names and ranks of those who have been added to the faculty.
- (c) State the number, position, and the circumstances if offers of a faculty position have been declined.

Standard 405(a): Required Supplementary Materials

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

Attachment: The Law School's academic freedom, tenure, and promotion policies and procedures.

Attachment: 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.

51. Standard 405(b) and Interpretations 405-1 through 405-4; Standard 201(b).

- (a) State whether the Law School has an established and announced policy with respect to tenure. Briefly summarize the policy.
- (b) Describe the process for granting tenure and promotion of faculty, indicating the role of the faculty, dean, and central administration. If the Law School policy differs from that of the parent University, describe.
- (c) Since the last site evaluation, explain any situation in which the recommendation of the law faculty and the Dean relating to promotion or tenure was not followed.

52. Standard 405(b).

- (a) Indicate whether the Law School has an established and announced policy with respect to academic freedom. Provide the policy.
- (b) Indicate the extent to which the policy on academic freedom applies to all faculty members regardless of whether they are full-time, part-time or adjunct, and regardless of their status (i.e., tenure/tenure-track faculty, clinical faculty, legal writing faculty, and any others with teaching responsibilities).

53. Standard 405(c) and Interpretations 405-6 and 405-7.

- (a) Describe the Law School's system of security of position for full-time clinical faculty. Indicate if there are no clinics.
- (b) If the full-time clinical faculty do not have a system of tenure, state the length of the contracts for full-time clinical faculty and describe the process for determining whether the contracts will be renewed, including whether the contracts are presumptively renewable.

(c) If the contract system does not lead to a presumptively renewable contract of at least five years in length, describe how the Law School ensures academic freedom and note whether it is the same academic freedom as provided to tenure-track faculty.

(d) Indicate the total number of full-time clinical faculty and how many are on short-term contracts.

54. Standard 405(c) and Interpretation 405-8.

(a) Describe how full-time clinical faculty participate in Law School governance in a manner reasonably similar to other full-time faculty members, including whether full-time clinical faculty participate in and vote at faculty meetings and whether they serve on faculty committees with voting rights.

(b) Describe the non-compensatory perquisites for full-time clinical faculty.

55. Standard 405(d) and Interpretation 405-9.

Explain the steps the Law School takes to attract and retain a faculty well-qualified to provide legal writing instruction as required by Standard 303(a)(2).

STUDENTS

Admissions

56. Standard 501(a) and (b).

(a) Describe how the Law School adopts, publishes, and adheres to sound admissions policies and procedures consistent with the Standards, the Law School's mission, and the objectives of its program of legal education.

(b) Describe how the Law School's admission policies and procedures result in the admission only of applicants who appear capable of completing its program of legal education and being admitted to the bar.

(c) If the Law School's non-transfer attrition rate for a class exceeds 20%, explain.

(d) If the Law School has a pre-admission, special admission, or conditional admission program, please describe.

Standard 501: Required Supplementary Materials

Attachment: The Law School's application for admission.

Attachment: The published statement of the Law School's standards for admission.

Provide the following reports:

Report: Attrition Rates

Report: Admission and First-Year Class Profiles

57. Standard 501(c).

During the current or previous two academic years, has the Law School readmitted any student who has been disqualified for academic reasons from the Law School, or admitted any student who has been disqualified from another Law School? If so:

- (a) identify the number of students previously disqualified for academic reasons that it has readmitted or admitted;
- (b) for each student, provide the name of the student's previous law school (if admitted from another law school), law school GPA, LSAT score, and UGPA; and
- (c) state whether the student's file includes the documentation used to make an affirmative showing that the prior disqualification did not indicate a lack of capacity to complete its program of legal education and be admitted to the bar and a statement of the considerations that led to the decision.

58. Standards 502(a) through 502(c).

(a) For the current and previous two academic years, did the law school admit to its J.D. degree program only students with a bachelor's degree awarded by an institution that is accredited by an accrediting agency recognized by the United States Department of Education?

(b) If not, indicate the number of students admitted under the exceptions to Standard 502(b):

(1) students who completed three-fourths of the credits leading to a bachelor's degree as part of a bachelor's degree/J.D. degree program if the institution is accredited by an accrediting agency recognized by the United States Department of Education:

(2) graduates of an institution outside the United States if the law school assures that the quality of the program of education of that institution is equivalent to that of institutions accredited by an accrediting agency recognized by the United States Department of Education:

(c) If the law school admitted to its J.D. degree program any student who did not satisfy the requirements of Standard 502(a) or (b), describe the extraordinary circumstances that clearly demonstrate that each such student has an aptitude for the study of law. For every such admission, does the law school include a statement of the considerations that led to the admission decision in the admittee's file?

59. Standard 502(d) and Interpretations 502-1 and 502-2.

Describe the processes used to ensure that within a reasonable time after a student registers, the Law School has on file the student's official transcripts verifying all academic credits undertaken and degree(s) conferred. Does the law school's policy ensure that all transcripts are received no later than October 15th?

60. Standard 503 and Interpretation 503-3.

(a) Describe any admissions test used in place of the LSAT as permitted by Interpretation 503-3 to assess an applicant's capability of satisfactorily completing the Law School's educational program and how the Law School uses the test results.

(b) Explain how the Law School uses the LSAT or other test results in a manner that is consistent with the current guidelines regarding proper use of the test results provided by the agency that developed the test.

Standard 503 and Interpretation 503-3: Required Supplementary Materials

Provide the following report:

Report: Non-LSAT Admissions

61. Standard 504.

(a) Provide the URL where the Law School publishes on its website the statement on qualifications for admission to the bar as required by Standard 504. Does the Law School application for admission include the required statement? [See Attachment: Application for Admission]

(b) Describe the additional steps the Law School takes, as soon after matriculation as is practicable, to apprise entering students of the importance of determining the applicable character, fitness, and other requirements for admission to the bar in each jurisdiction in which they intend to seek admission to the bar.

62. Standards 505.

(a) Does the Law School admit students with credit for courses completed at another law school approved by the Council? If yes, does the Law School ensure that the courses were taken as a J.D. degree student?

(b) Does the Law School admit students with credit for courses completed at a law school in the United States that is not approved by the Council?

(1) If yes, does the Law School ensure that the non-ABA-approved law school has been granted the power to confer the J.D. degree by the appropriate governmental authority in the non-ABA approved law school's jurisdiction or that the non-ABA approved law school's graduates are permitted to sit for the bar examination in the jurisdiction in which the non-ABA approved school is located?

(2) How does the Law School determine that the studies at the non-ABA approved law school were toward a J.D. degree and that the content was such that credit would have been granted toward degree requirements at the admitting school?

(3) What is the maximum number of credits allowed for courses completed at a non-ABA-approved law school?

(c) Does the Law School admit students with credit for courses completed at a law school outside the United States?

(1) If yes, how does the Law School determine that it would have granted credit toward satisfaction of J.D. requirements for courses completed at the foreign law school?

(2) What is the maximum number of credits allowed for courses completed at a foreign law school?

(d) Does the Law School admit students with credits for credit hours earned in an LL.M. or other post-J.D. program offered by the law school?

(1) If yes,

(i) Explain how the school determines that the credit hours earned were pursuant to successful completion of a J.D. course or courses while the student was enrolled in a post-J.D. program.

- (ii) Does the Law School have a grading system for LL.M. or other post-J.D. students in J.D. courses that is comparable to the grading system for J.D. degree students in the courses?
- (2) What is the maximum number of credits allowed for credit hours earned in an LL.M. or other post-J.D. program?

Bar Passage

63. Standard 316.

Describe the Law School's bar passage results.

Standard 316: Required Supplementary Materials

Provide the following reports:

Report: First-Time Bar Passage

Report: Ultimate Bar Passage

Student Services

64. Standard 507 and Interpretations 507-1, 507-2, and 507-3.

(a) Describe how the Law School takes reasonable steps to minimize student loan defaults, including provision of debt counseling at the inception of a student's loan obligations and again before graduation.

(b) For Law Schools not affiliated with a University, provide the student loan default rates for the current and previous two academic years.

(c) For Law Schools not affiliated with a University, is the school in full compliance with Title IV of the Higher Education Act? Explain any areas of non-compliance, indicating the date from which the institution has been out of compliance. State the result of all financial or compliance audits and program reviews since the last site evaluation.

65. Standard 508.

Describe how the law school provides all its students, regardless of enrollment or scheduling option, with basic student services, including maintenance of accurate student records, academic advising and counseling, and financial aid and debt counseling. If the law school does not provide these student services directly, describe how its students have reasonable access to such services from the university of which it is a part or from other sources.

66. Standard 508.

Describe how the Law School provides career counseling to assist students in making sound career choices and obtaining employment.

Standard 508: Required Supplementary Materials

Provide the following report:

Report: The Employment Summary

Consumer Information

67. Standard 509 and Interpretations 509-1, 509-2, and 509-4.

(a) Does the Law School have a link on its home page titled “ABA Required Disclosures,” as required by the Managing Director’s Guidance Memo on Standard 509 dated July 14, 2014? Does that link direct the reader to a page that includes all of the disclosures (or a direct link to each of the disclosures) required by Standard 509?

(b) Provide the URLs for the locations on the Law School’s website where the following information is published:

- (1) Standard 509 Information Report;
- (2) Employment Summary Reports; and
- (3) The information required by Standard 509(c).

(c) Describe how the Law School obtains, verifies, publicizes, and distributes consumer information that is complete, accurate, and not misleading to a reasonable law school student or applicant.

(d) Indicate whether the Law School makes public its status as a law school approved by the Council and whether it does so accurately, including the name and contact information of the Council. [Council of the Section of Legal Education and Admissions to the Bar of the American Bar Association, 321 North Clark Street, Chicago, IL 60654, 312-988-6738.]

Standard 509 and Interpretations 509-1, 509-2, and 509-4: Required Supplementary Materials

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

Attachment: 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.

Provide the following reports:

Report: Financial Aid Report

Report: The Standard 509 Information Report

68. Standards 509(b)(3) and 509(d) and Interpretation 509-3.

Indicate whether and how the Law School distributes Scholarship Retention Data to each applicant being offered a conditional scholarship at the time the scholarship offer is extended.

Standards 509(b)(3) and 509(d) and Interpretation 509-3: Required Supplementary Materials

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

69. Standard 510.

(a) Describe the Law School's student complaint policy, including appeal rights, if any, for complaints implicating the Law School's compliance with the Standards. Indicate where the Law School's complaint policy is published.

(b) Indicate whether the Law School maintains a record of the complaints submitted during the most recent accreditation period and maintains a record of the resolution of the complaints.

Provide the following on-site:

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

LIBRARY AND INFORMATION RESOURCES

70. Standards 601(a)(1), 601(a)(2), 601(a)(4), and 605 and Interpretation 605-1.

Briefly describe the services provided by the law library to demonstrate that the library provides the sufficient range of support to enable the law school to carry out its mission; that the law library has a responsive relationship with the faculty, students, and administration of the law school; and that the law library remains informed on and implements as appropriate technological and other developments affecting the library's support for the law school's program of legal education.

71. Standard 601(a)(3).

Describe how the law library, working with the Dean and the faculty, engages in a regular planning and assessment process, including written assessment of the effectiveness of the library in achieving its mission and realizing its established goals.

73. Standards 601(b).

Describe how the Law School provides, on a consistent basis, sufficient financial resources to the law library to enable it to fulfill its responsibility of supporting the Law School and to realize its established goals. Explain any exceptions as well as any significant changes since the last site evaluation.

72. Standards 602, 601(a)(3), and 603(b) and Interpretation 602-1.

To whom does the library director report? Does the law school have sufficient administrative autonomy to direct the growth and development of the law library and its resources; to determine library policy, the selection and retention of personnel, the provision of library services, and the development and maintenance of the collection; and to determine and administer the budget for the law library as part of and in the same manner as the law school's budget.

73. Standard 603 and Interpretation 603-1.

(a) Is the law library administered by a full-time director whose principal responsibilities are managing the law library and providing information resources in appropriate formats to faculty and students?

(b) Describe the process for the selection and retention of the director of the law library, including whether the Law School determines the selection and retention of the director.

(c) Does the director of the law library have a law degree and a degree in library or information science? If not, describe how the director has knowledge of and experience in law library administration sufficient to support the program of legal education and enable the Law School to operate in compliance with the Standards.

(d) Does the law library director hold a law faculty appointment? If not, explain.

(e) Describe the extent to which the law library director has security of faculty position.

74. Standard 604 and Interpretation 604-1.

Briefly summarize the expertise and number of library staff to establish that the library has staff sufficient in number and expertise to provide appropriate services to the law school.

Standard 604 and Interpretation 604-1: Required Supplementary Materials

Attachment: Law Library Organizational Chart

75. Standards 606(a), 606(b), and 606(c) and Interpretations 606-1 and 606-2.

Briefly describe the library's collection to establish that the library has a core collection of essential materials and a collection that effectively supports the law school's curricular, scholarly, and service programs, prepares students for effective, ethical and responsibility participation in the legal profession.

76. Standard 606(d).

Describe the method of formulating and periodically updating the law library's collection development plan. When was the library's collection development plan last reviewed and updated?

Standard 606(d): Required Supplementary Materials

Attachment: Collection Development Plan

Facilities, Equipment, and Technology

77. Standard 701.

(a) Describe the technology available to support the teaching, scholarship, research, service, and administrative needs of the students, faculty, and staff of the Law School. Include hardware and software resources and technology infrastructure.

(b) Describe the technology staff support and the space for staff operations.

(c) Describe the financial resources available to the Law School to maintain and, as appropriate, adopt new technology.

(d) When was each Law School building constructed? If a law school building has been remodeled or enlarged since the last inspection, state the date(s) and describe generally the work done.

78. Standards 606(e) and 702(a) and Interpretation 702-3.

Describe how the Law School provides the following:

(a) suitable class and seminar rooms in sufficient number to permit reasonable scheduling of all classes, skills offerings, and seminars;

(b) a law library that is suitable and sufficient in size, location, and design in relation to the Law School's programs and enrollment to accommodate the needs of the Law School's students and faculty and the law library's services, collections, staff, operations, and equipment, including suitable space and adequate equipment to access and use information in whatever formats are represented in the collection;

(c) suitable and sufficient space for staff providing support services, including student support services, to the program of legal education;

(d) office space for full-time faculty members that is suitable and sufficient for faculty research, class preparation, and faculty-student conferences;

(e) sufficient space for part-time faculty members to conduct faculty-student conferences;

(f) suitable and sufficient space for equipment and records;

(g) sufficient and suitable space for conducting any in-house clinical programs, including confidential space for client interviewing, working on and discussing client cases, and security for client files;

(h) suitable and sufficient space for students and faculty for quiet study and research; and

(i) suitable and sufficient space for group study and other forms of collaborative work.

Standard 702(a) and Interpretation 702-3: Required Supplementary Materials

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

79. Standards 702(b), and 702(a)(5).

(a) Do all facilities and equipment meet all applicable health and safety codes? If not, describe any plans to address these deficiencies and the time frame in which they will be addressed.

(b) Describe any part of the Law School facilities that does not provide reasonable access and accommodations to persons with disabilities consistent with applicable law. Describe any plans to address any deficiencies and the time frame in which they will be addressed.

80. Standard 702 and Interpretations 702-1 and 702-2.

(a) If all or part of the facilities used by Law School programs are not owned free and clear (e.g., leased, subject to a mortgage, pledged as security), describe the terms of occupancy, including the overall lease or financing terms, duration, lease renewal terms, conditions, and termination or foreclosure provisions.

(b) If any of the Law School's facilities are not under the exclusive control and reserved for the exclusive use of the Law School, explain how and by whom the facility is controlled. Describe how the arrangements permit the proper scheduling of all Law School classes and all other Law School activities, and indicate who schedules classes or other activities.

(c) If some of the Law School facilities are used by others, state generally the hours per week of such use, indicating day and night use separately.

Standard 702 and Interpretations 702-1 and 702-2: Required Supplementary Materials

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