

**AMERICAN BAR ASSOCIATION**

**Section of Legal Education  
and Admissions to the Bar**

**Office of the Consultant on  
Legal Education**

321 N. Clark Street  
Chicago, IL 60654-7598  
(312) 988-6738

legaled@americanbar.org  
www.americanbar.org/legaled

**CHAIRPERSON**

Kent D. Syverud  
St. Louis, MO

**CHAIRPERSON-ELECT**

Solomon Oliver, Jr.  
Cleveland, OH

**VICE CHAIRPERSON**

Joan S. Howland  
Minneapolis, MN

**SECRETARY**

Raymond C. Pierce  
Raleigh, NC

**PAST CHAIRPERSON**

John F. O'Brien  
Boston, MA

**SECTION DELEGATES TO THE  
HOUSE OF DELEGATES**

Ruth V. McGregor  
Phoenix, AZ

Pauline A. Schneider  
Washington, DC

**BOARD OF GOVERNORS**

**LIAISON**

Thomas R. Curtin  
Morristown, NJ

**YOUNG LAWYERS DIVISION**

**LIAISON**

Carlos A. Escurel  
Detroit, MI

**COUNCIL MEMBERS**

Jane H. Aiken  
Washington, DC

Rebecca White Berch  
Phoenix, AZ

Leo A. Brooks, Sr.  
Fort Belvoir, VA

Paulette Brown  
Madison, NJ

Edwin J. Butterfoss  
Saint Paul, MN

Michael J. Davis  
Lawrence, KS

Tracy Allen Giles  
Roanoke, VA

James M. Klein  
Charleston, SC

Gregory Murphy  
Billings, MT

Cynthia Nance  
Fayetteville, AR

Jequita H. Napoli  
Norman, OK

Maureen O'Rourke  
Boston, MA

Antonio Garcia-Padilla  
San Juan, PR

Erika D. Robinson  
Columbia, SC

(Law Student Division Member)

Morgan T. Sammons  
San Francisco, CA

Edward N. Tucker  
Baltimore, MD

**M E M O R A N D U M**

**FROM:** BARRY A. CURRIER  
MANAGING DIRECTOR

**RE:** COMPLIANCE WITH REVISED STANDARD 509

**DATE:** AUGUST 2013

---

The Council of the ABA Section of Legal Education and Admissions to the Bar approved a revised Standard 509 and accompanying Interpretations at its June 2013 meeting. The revised Standard, now titled "Required Disclosures," took effect upon concurrence in this action by the ABA House of Delegates at its meeting on August 13, 2013.

This memorandum addresses the form, manner and time frame for publishing certain information as required by revised Standard 509, and provides other guidance to schools regarding compliance with the Standard. Attached is a brief chart that summarizes the requirements of the revised Standard.

While revised Standard 509 is now in effect, schools have a brief period of time until October 31, 2013 to do the work and review necessary to be sure that they are in compliance with the new requirements.

Revised Standard 509 divides the information that law schools must publish on their websites into two categories: (1) that for which the Council prescribes a particular form, manner and time frame of publication, Standard 509(b); and (2) that which schools must disclose in a readable and comprehensive manner, Standard 509(c). Each of these categories is addressed below. All information reported, publicized or distributed by a law school is subject to the overriding mandate of Standard 509(a) that it be "complete, accurate and not misleading to a reasonable law school student or applicant."

## **Standard 509(b): Required Disclosures – Form, Manner and Time Frame Prescribed by the Council**

Standard 509(b) requires schools to publish certain information on their websites “in the form and manner and for the time frame designated by the Council.” The following paragraphs address in turn these three aspects – form, manner and time frame – of 509(b).

### **1. Form of mandated disclosures**

The Council has designated three forms for the disclosures required by Standard 509(b):

- (a) the Employment Summary Report, pursuant to 509(b)(7);
- (b) the Scholarship Retention Data Worksheet, pursuant to 509(b)(3); and
- (c) the Standard 509 Information Report, pursuant to 509(b)(1), (2), (4), (5), (6), and (8).

Employment Summary Report. Schools will generate a PDF of the required report at <http://employmentsummary.abaquestionnaire.org>. A blank copy is attached. This report is derived from the data that schools submit in the annual Employment Questionnaire.

Scholarship Retention Data Worksheet. A blank copy of this worksheet is attached. In completing it, schools are instructed not to include students who met the conditions for renewal of their scholarships, but did not continue their studies, in the “# whose conditional scholarships have since been reduced or eliminated” category. Thus, a student who met the requirements for renewal of the student's scholarship at the end of the first year would not be counted in that category where the student transferred to another school, took a leave of absence or visited away for a semester or year at another school. Similarly, a student who met the requirements for renewal but lost a scholarship because of academic misconduct would not be included. Students who failed to meet the requirements for renewal after the first year but later regained a scholarship are counted in the “# whose conditional scholarships have since been reduced or eliminated.”<sup>[1]</sup>

---

<sup>[1]</sup> The Employment Summary Report is derived from the annual Employment Questionnaire, which has accompanying Definitions and Instructions. Likewise, the Standard 509 Information Report is derived from data submitted in the AQ, which also has accompanying Instructions. There is no separate document addressing the reporting requirements with respect to the Scholarship Retention Data Worksheet, therefore, they are provided here.

Standard 509 Information Report. Schools will generate the Standard 509 Information Report as a PDF in the Administrative section of the ABA Annual Questionnaire (AQ). This Report is derived from information submitted by each school in the AQ, and is identical to the “school pages” in the online ABA-LSAC Official Guide to ABA-Approved Law Schools. A blank copy of the Standard 509 Information Report is attached.

## **2. Manner of mandated disclosures**

All information that must be published on a law school’s website in compliance with Standard 509 must be posted conspicuously and in a readily accessible location. At a minimum, a school website’s home page must prominently display a way to connect directly to each of the mandated disclosures that is labeled, “ABA Required Disclosures.” That may be done most easily by a box on the home page with that title. That box must link the reader either to a place that provides all of the disclosures or a direct link to each of them. In addition, the information must be available by a link featured prominently on the main page for admissions/prospective students. Again, this link must be to a place that provides all of the disclosures or a direct link to each of them. The Employment Summary Reports must also be available by a link featured prominently on the main page for career services.

It is not sufficient for schools to post the Employment Summary Reports by providing a link to the page on the ABA’s website where schools’ Employment Summary Reports can be generated. The Reports themselves must be posted.

## **3. Time frame for mandated disclosures**

Employment Summary Report. Starting in 2014 for class of 2013 graduates and in each year thereafter, law schools must post their current and past two years’ Employment Summary Reports. The most recent three years’ data must be posted by March 15 or such other date as set by the Council. Until March 15, 2014, it is sufficient to post the most recent two years’ Employment Summary Reports.

Scholarship Retention Data Worksheet. Also starting in 2014, and in each year thereafter, law schools must post the current and past two years’ Scholarship Retention Data Worksheets. The most recent three years’ data must be posted by December 15, the date currently fixed by the Council for posting this information. Until December 15, 2013, it is sufficient to post the most recent year’s conditional scholarship

chart; and thereafter until December 15, 2014, it will be sufficient to post the most recent two years' charts. A school that does not grant scholarships that are conditional is not required to post the Worksheet, but may instead post a statement to the following effect: "The school does not award scholarships that are conditional on law school academic performance; therefore we do not post an ABA 'conditional scholarship retention worksheet.'"

Standard 509 Information Report. The most recent Standard 509 Information Report must be posted by December 15, the date currently fixed by the Council for the posting of new and current information.

### **Standard 509(c): Required Disclosures – Readable and Comprehensive**

Standard 509(c) requires schools to disclose current information on refund policies; curricular offerings, academic calendar, and academic requirements; and policies regarding transfer of credit earned at another institution. These items are not susceptible to a uniform format, and so are governed by the "readable and comprehensible" requirement. Schools should post these items in a location or locations on their websites that are readily accessible to both current and prospective students.

### **Standard 509(a): All Disclosures Must Be Complete, Accurate, and Not Misleading**

All information reported, publicized, or distributed by a law school is subject to the overriding mandate of Standard 509(a) that it be "complete, accurate and not misleading to a reasonable law school student or applicant."

Schools typically publish additional information about their programs, including additional information about the mandated disclosures discussed above. Schools also frequently provide some analysis and elaboration of the topics covered by the mandated disclosures. Any additional information, or analysis and elaboration of the mandated disclosures, must meet the "complete, accurate, and not misleading" requirements of Standard 509(a).

The following direction is provided regarding the publication of additional information, analysis and elaboration. Any analysis or elaboration of the data that Standard 509 mandates must be placed in the same portion(s) of the school's website as the mandated disclosures or with prominent links to them. Further, any analysis or elaboration of the data must come after the information that is published in the form and manner designated by the Council. Finally, the display of the analysis and elaboration of the data may not be more conspicuous or prominent than the display of the mandated disclosures.

On a different, but related topic, the Council does not require schools to post graduate salary data, and it has not prescribed the form, manner or time frame to govern the publication of such information. Revised Standard 509 omits the previous Interpretation 509-3, which stated: “Any information, beyond that required by the Council, regarding graduates’ salaries that a law school reports, publicizes or distributes must clearly identify the number of salaries and the percentage of graduates included in that information.” This Interpretation was deleted because the Council recognized that there are a variety of facts and circumstances that may be essential to ensuring that graduate salary information is complete, accurate and not misleading. It was not deleted because stating the number of salaries reported and the percentage of the graduates that this report represents is not important in that regard. Therefore, the matter can be effectively regulated only by the central mandate of Standard 509 that any information that a law school reports, publicizes or distributes must be complete, accurate and not misleading. This area is a special challenge for both schools and the accreditation process, particularly given the multiplicity of employment categories that schools must now report. Because graduates’ salary data can so easily be misleading, schools that publish salary information have been directed to take special care to ensure that it complies with the “complete, accurate, and not misleading” requirements of Standard 509.

## Standard 509 Summary Chart

<b>Mandated Disclosure</b>	<b>Form</b>	<b>Manner</b>	<b>Time Frame</b>
Employment data, Standard 509(b)(7)	Employment Summary Report	Posting on law school web page must be: conspicuous; readily accessible; with prominent way to find info from law school home page. Posting of info also on admissions/prospective students main page and on career services main page.	At least 3 years of data; most recent year posted by March 15
Conditional scholarship data, Standard 509(b)(3)	Scholarship Retention Data Worksheet	Posting on law school web page must be conspicuous; readily accessible; with prominent way to find info from law school home page. Posting of info also on admissions/prospective students main page.	At least 3 years of data; most recent year posted by December 15
All other 509(b) required disclosures, Standard 509(b)(1), (2), (4), (5), (6), (8)	Standard 509 Information Report	Posting on law school web page must be: conspicuous; readily accessible; with prominent way to find info from law school home page. Posting of info also on admissions/prospective students main page.	At least 1 year of data; posted by December 15
Refund policies; curricular offerings, academic calendar and academic requirements; transfer of credit policies, Standard 509(c)	N/A	Posting on law school web page must be: readable and comprehensive; readily accessible.	Current

**EMPLOYMENT SUMMARY FOR 2013 GRADUATES**

EMPLOYMENT STATUS	FULL TIME LONG TERM	FULL TIME SHORT TERM	PART TIME LONG TERM	PART TIME SHORT TERM	NUMBER
Employed - Bar Passage Required	#	#	#	#	#
Employed - J.D. Advantage	#	#	#	#	#
Employed - Professional Position	#	#	#	#	#
Employed - Non-Professional Position	#	#	#	#	#
Employed - Undeterminable	#	#	#	#	#
Pursuing Graduate Degree Full Time					#
Unemployed - Start Date Deferred					#
Unemployed - Not Seeking					#
Unemployed - Seeking					#
Employment Status Unknown					#
Total graduates					#

LAW SCHOOL/UNIVERSITY FUNDED POSITIONS	FULL TIME LONG TERM	FULL TIME SHORT TERM	PART TIME LONG TERM	PART TIME SHORT TERM	NUMBER
Employed - Bar Passage Required	#	#	#	#	#
Employed - J.D. Advantage	#	#	#	#	#
Employed - Professional Position	#	#	#	#	#
Employed - Non-Professional Position	#	#	#	#	#
Total Law School/University Funded Positions	#	#	#	#	#

EMPLOYMENT TYPE	FULL TIME LONG TERM	FULL TIME SHORT TERM	PART TIME LONG TERM	PART TIME SHORT TERM	NUMBER
Law Firms					
Solo	#	#	#	#	#
2 - 10	#	#	#	#	#
11 - 25	#	#	#	#	#
26 - 50	#	#	#	#	#
51 - 100	#	#	#	#	#
101 - 250	#	#	#	#	#
251 - 500	#	#	#	#	#
501 +	#	#	#	#	#
Unknown size	#	#	#	#	#
Business & industry	#	#	#	#	#
Government	#	#	#	#	#
Public Interest	#	#	#	#	#
Clerkships - Federal	#	#	#	#	#
Clerkships - State & local	#	#	#	#	#
Clerkships - Other	#	#	#	#	#
Education	#	#	#	#	#
Employer type unknown	#	#	#	#	#
Total	#	#	#	#	#

EMPLOYMENT LOCATION	STATE	NUMBER
State - largest employment		#
State - 2nd largest employment		#
State - 3rd largest employment		#

Employed in foreign countries	#
-------------------------------	---

- **Employed – Bar Passage Required.**

A position in this category requires the graduate to pass a bar exam and to be licensed to practice law in one or more jurisdictions. The positions that have such a requirement are varied and include, for example, positions in law firms, business, or government. However, not all positions in law firms, business, or government require bar passage; for example, a paralegal position would not. Positions that require the graduate to pass a bar exam and be licensed after beginning employment in order to retain the position are included in this category. Judicial clerkships are also included in this category.
- **Employed – J.D. Advantage.**

A position in this category is one for which the employer sought an individual with a J.D., and perhaps even required a J.D., or for which the J.D. provided a demonstrable advantage in obtaining or performing the job, but which does not itself require bar passage or an active law license or involve practicing law. Examples of positions for which a J.D. is an advantage include a corporate contracts administrator, alternative dispute resolution specialist, government regulatory analyst, FBI agent, and accountant. Also included might be jobs in personnel or human resources, jobs with investment banks, jobs with consulting firms, jobs doing compliance work in business and industry, jobs in law firm professional development, and jobs in law school career services offices, admissions offices, or other law school administrative offices. Doctors or nurses who plan to work in a litigation, insurance, or risk management setting, or as expert witnesses, would fall into this category, as would journalists and teachers (in a higher education setting) of law and law related topics. It is an indicator that a position does not fall into this category if a J.D. is uncommon among persons holding such a position.
- **Employed – Professional Position.**

A position in this category is one that requires professional skills or training but for which a J.D. is neither required nor a demonstrable advantage. Examples of persons in this category include a math or science teacher, business manager, or performing arts specialist. Other examples include professions such as doctors, nurses, engineers, or architects, if a J.D. was not demonstrably advantageous in obtaining the position or in performing the duties of the position.
- **Employed – Non-Professional Position.**

A position in this category is one that does not require any special professional skills or training.
- **Short-term.**

A short-term position is one that has a definite term of less than one year. Thus, a clerkship that has a definite term of one year or more is not a short-term position. It also includes a position that is of an indefinite length if that position is not reasonably expected to last for one year or more.

A position that is envisioned by the graduate and the employer to extend for one year or more is not a short-term position even though it is conditioned on bar passage and licensure. Thus, a long-term position that is conditioned on passing the bar exam by a certain date does not become a short-term position because of the condition.
- **Long-term.**

A long-term position is one that does not have a definite or indefinite term of less than one year. It may have a definite length of time as long as the time is one year or longer. It may also have an indefinite length as long as it is expected to last one year or more. The possibility that a short-term position may evolve into a long-term position does not make the position a long-term position.
- **Full-time.**

A full-time position is one in which the graduate works a minimum of 35 hours per week. A full-time position may be either short-term or long-term.
- **Part-time.**

A part-time position is one in which the graduate works less than 35 hours per week. A part-time position may be either short-term or long-term.

Submitted On

Last Updated



# Generic University - 2013 Standard 509 Information Report

321 N. Clark St.  
Chicago, IL 60654  
Phone: ###-###-####  
Website: aba.org

ABA  
Approved  
Since  
####



## The Basics

Type of school  
Term  
Application deadline  
Application fee  
Financial aid deadline  
Can first year start other than fall?

## GPA and LSAT Scores (calendar year\*\*)

	Total	Full-Time	Part-Time
Number of apps	#	#	#
Number of offers	#	#	#
Number of matrics	#	#	#
75% GPA	##	##	##
Median GPA	##	##	##
25% GPA	##	##	##
75% LSAT	#	#	#
Median LSAT	#	#	#
25% LSAT	#	#	#

## Tuition and Fees (academic year\*)

	Resident	Non-Resident
Full-Time	\$ #	\$ #
Part-Time	\$ #	\$ #
Tuition Guarantee Program		

## Grants and Scholarships (academic year\*)

	Total		Full-Time		Part-Time	
	#	%	#	%	#	%
Total number of students	#	#	#	#	#	#
Total number receiving grants	#	#	#	#	#	#
Less than 1/2 tuition	#	#	#	#	#	#
Half to full tuition	#	#	#	#	#	#
Full tuition	#	#	#	#	#	#
More than full tuition	#	#	#	#	#	#
75% grant amount			\$ #		\$ #	
Median grant amount			\$ #		\$ #	
25% grant amount			\$ #		\$ #	

## Living Expenses (academic year\*)

Estimated Living Expenses for singles

Living on Campus	\$ #
Living Off Campus	\$ #
Living at Home	\$ #

## J.D. Enrollment and Ethnicity (academic year\*)

	Men		Women		Full-Time		Part-Time		First-Year		Total		J.D. Deg Awd
	#	%	#	%	#	%	#	%	#	%	#	%	
Hispanics of any race	#	#	#	#	#	#	#	#	#	#	#	#	#
American Indian or Alaska Native	#	#	#	#	#	#	#	#	#	#	#	#	#
Asian	#	#	#	#	#	#	#	#	#	#	#	#	#
Black or African American	#	#	#	#	#	#	#	#	#	#	#	#	#
Native Hawaiian or Other Pacific Islander	#	#	#	#	#	#	#	#	#	#	#	#	#
Two or more races	#	#	#	#	#	#	#	#	#	#	#	#	#
Total Minority	#	#	#	#	#	#	#	#	#	#	#	#	#
White	#	#	#	#	#	#	#	#	#	#	#	#	#
Nonresident Alien	#	#	#	#	#	#	#	#	#	#	#	#	#
Race and Ethnicity Unknown	#	#	#	#	#	#	#	#	#	#	#	#	#
Total	#	#	#	#	#	#	#	#	#	#	#	#	#



ABA  
Approved  
Since  
####

**Curriculum (academic year\*)**

	Full-Time	Part-Time
Typical first-year section size	#	#
Number of classroom course titles beyond first-year curriculum	#	
Number of upper division classroom course sections		
Under 25	#	
25 - 49	#	
50 - 74	#	
75 - 99	#	
100+	#	
Number of positions available in simulation courses	#	
Number of simulation positions filled	#	#
Number of positions available in faculty supervised clinical courses	#	
Number of faculty supervised clinical positions filled	#	#
Number of field placement positions filled	#	#
Number of students who enrolled in independent study	#	#
Number of students who participated in law journals	#	#
Number of students who participated in interschool skills competitions	#	#
Number of credit hours required to graduate	#	

**Faculty and Administrators (calendar year\*\*)**

	Total		Men		Women		Minorities	
	Spr	Fall	Spr	Fall	Spr	Fall	Spr	Fall
Full-Time	#	#	#	#	#	#	#	#
Other Full-Time	#	#	#	#	#	#	#	#
Deans, librarians & others who teach	#	#	#	#	#	#	#	#
Part-Time	#	#	#	#	#	#	#	#
Student faculty ratio	#.# to #							

**Non-Transfer J.D. Attrition (academic year\*)**

	Academic	Other	Total	
	#	#	#	%
1st year	#	#	#	#
2nd year	#	#	#	#
3rd year	#	#	#	#
4th year	#	#	#	#

**Transfers (academic year\*)**

Transfers In	#
Transfers Out	#

**Bar Passage Rates (February and July 2012)**

First Time Takers: #

Jurisdiction	Takers #	Passers #	Pass % ##	State % ##	Diff % ##
	Reporting % ##	Avg. School % ##	Avg. State % ##	Avg. Pass Diff ##	

**Bar Passage Rates (February and July 2011)**

First Time Takers: #

Jurisdiction	Takers #	Passers #	Pass % ##	State % ##	Diff % ##
	Reporting % ##	Avg. School % ##	Avg. State % ##	Avg. Pass Diff ##	

**Bar Passage Rates (February and July 2010)**

First Time Takers: #

Jurisdiction	Takers #	Passers #	Pass % ##	State % ##	Diff % ##
	Reporting % ##	Avg. School % ##	Avg. State % ##	Avg. Pass Diff ##	

\* "Academic year" refers to the 2011 - 2012 academic year. \*\* "Calendar year" refers to the 2012 calendar year.