



THE JOHN MARSHALL LAW SCHOOL

Administrative Information

1. **Teaching Schedules:** Teaching schedules are prepared on a semester basis. The tentative schedule for the next academic year is usually distributed to the faculty early one month prior to student registration.
2. **Class Rosters:** Faculty are expected to retrieve their class roster from eCommons each semester. Students have the first two weeks of a semester to add or drop classes. After that time, any student whose name does not appear on the permanent roll should be directed to see the Registrar. No student is to be admitted to class unless his/her name is included in the roster or he/she shows evidence of having completed registration by presenting his/her registration form or a statement from the Registrar's Office. If any student is close to exceeding the allowable absences in a class, the faculty member should notify the student directly. If a student has exceeded the allowable absences, the faculty member should inform the Academic Services office immediately.
3. **Attendance and Absences:** Faculty are required to take roll. Absences in excess of 25% of class sessions will result in the student's dismissal from a course. As a general policy the individual faculty member will determine the penalty, if any, for tardiness and early departures. Individual faculty may reduce the number of permissible absences after notice to the students. However, faculty must allow at least 2 absences per the religious accommodation attendance guidelines.

Professors are responsible for tracking and notifying students if any attendance issues.

4. **Grade Reporting and Examination Return:** The standards that affect grades or course credit must be:
 - a. consistent with the terms of the catalog, and ABA/AALS regulations,
 - b. in writing and distributed at the beginning of the semester, and
 - c. sufficiently clear to provide proper notice to the students of the expected conduct and possible sanctions.

The grading of examination booklets is anonymous. All booklets are numbered. The examination authorization sheets accompanying them are also numbered. Instructors should indicate the grade each booklet received by placing the individual's grade on these sheets. The identity of each student will remain anonymous until all grades of a course have been submitted by the professor. All grades are confidential.

All professors should recheck their addition for accuracy. Academic Services cannot assume this responsibility because the volume of examinations is so great. Only in case of an error in arithmetic may a grade be changed without the permission of the full-time faculty. However, any grade change, even when caused by an arithmetical error, needs the approval of the Associate Dean responsible for the decision.

If a professor is unable to grade his/her examinations because of extreme illness or other extraordinary circumstances, the examinations will be graded on a pass/fail basis by another faculty member.

Faculty members will receive notice, as always, when grades are due. The students will be advised the date grades are due for exams taken on certain dates. If the professor's grades are not in on time, Academic Services will, as always, check with the professor. Absent a reasonable excuse for not getting the grades in on time, Academic Services will post the names of those faculty members whose grades are late. Student complaints will be directed to those who are late.

Professors are required to retain all exam booklets for one calendar year after the exam date.

- 5. Counseling:** It is expected that the faculty will counsel students in connection with problems, particularly on matters of an academic nature. Faculty members should post and maintain office hours. Students who desire to change curriculum or who have conflicts or other unusual problems in their academic program should consult with the Registrar. Students who are in the bottom 30% of their class after the first year are required to consult with the Academic Achievement Director for the school.

The Financial Aid Officer serves as an adviser on financial problems, and the Business Office advises on matters related to tuition.

6. Textbook and Instructional-Material Adoption Policy

- a. **Purpose:** The federal Higher Education Opportunity Act requires The John Marshall Law School gather and communicate textbook information to students with the online class schedule when the schedule of classes at the time registration for the term opens.
- b. **Deadlines:** The Registrar, in consultation with the Dean, will establish specific textbook and instructional-material deadlines for each term. The deadlines will allow textbook and instructional-material information to be available for students when registration opens for a term. The deadlines generally will be in mid-February for the summer and fall terms and early September for the spring term. The Registrar will also set deadlines for intersession, study-abroad, and other special terms. No deadline will be less than 35 days before the first day of class. The Registrar, Associate Dean for Faculty Affairs, or Dean will send a memo to faculty members reminding them about the deadlines. Starting 21 days from any deadline, the Registrar will track compliance and update the Dean and Associate Dean for Faculty Affairs about which faculty members have not yet submitted required information.
- c. **Textbook and Instructional-Material Adoption Forms**
 - i. The Registrar will provide faculty members with a Textbook and Instructional-Material Adoption Form. Faculty members shall timely complete these forms no later than the deadlines established pursuant to Section 2 above.
 - ii. Compliance or failure to comply will be considered in a full-time professor's annual review and in any renewal decisions for adjunct faculty.
 - iii. A professor may submit a request for an exception to a textbook and instructional-material adoption deadline in writing to the Associate Dean for Faculty Affairs, with a copy to the Registrar, at least 5 days before the adoption deadline; the request must articulate a reasonable justification for the exception. A faculty member need not request an exception when a course or section is added to the course listing after the textbook adoption deadline, or when the faculty member is changed after the deadline. Instead, when a section or course is added after registration opens, or when a change in faculty member

occurs, textbook information should be provided as soon as practicable.

- d. **Conveying Information to Students:** The Registrar will work with the in-house bookstore and any JMLS staff necessary to make required textbook and instructional-material information available to students when registration for a term opens. Except in extraordinary circumstances, information should be made available to students within 35 days of the first day the class meets. Extraordinary circumstances include adding a course or changing the course faculty member within 45 days of the first day of class.
 - e. **Cost-Savings Measures:** The JMLS will encourage its in-house bookstore to provide students with information about renting textbooks; purchasing used textbooks; textbook buy-back programs; and alternative content delivery programs.
 - f. **Desk Copies:** Faculty members who need review or desk copies for the next academic year should request the books directly from the publisher. You may obtain addresses online or from the Bookstore Manager.
 - g. **Academic Freedom:** Academic freedom ensures that faculty members have the right to select, in accordance with school policy, appropriate texts and materials for the courses they are assigned to teach. Nothing in this policy is meant to infringe on that freedom.
7. **Purchases:** Faculty supplies and equipment, not available in the bookstore, must be requisitioned through the faculty secretaries.

Materials to be reproduced for class use should be ordered through the faculty secretaries. The faculty member must provide one week's advance notice when requesting the reproduction of class material.

Materials fees may be charged for some courses.

Initial requirements for texts and other student needs are ordered by the Bookstore Manager based on requirements submitted by faculty members.

8. **Teaching Aids:** For information on the technological resources offered by the Law School, please contact Internet Technology for classroom and office technology needs.

9. **Announcements:** From time to time a faculty member will find messages in his or her mailbox requesting that he or she take a few minutes of class time to make announcements or to pass out questionnaires for completion and collection before the end of the class.
10. **Class Cancellations:** Faculty members should cancel classes only in case of illness or for other good cause. Academic Services must be notified as early in the day as possible if a class must be canceled. A notice will then be posted on the monitors. Professors should also send out an e-mail to the entire class roster via eCommons, notifying students of the class cancellation. Make-up sessions should be scheduled immediately. Faculty members should not change classrooms or meeting times without prior authorization from Academic Services.
11. **Course Syllabus:** Faculty are to have their syllabus posted on eCommons no later than one week prior to a class starting.
12. **CLE Information:** At the completion of every semester Adjunct Faculty receive a CLE certificate from their affiliated Center. This certificate will be sent to your JMLS e-mail account. You will receive 14 contact hours for every course credit taught, i.e. if you teach a 2 hour course you will receive 28 CLE hours.

Cross-reference: Protocol for Awarding Accommodations to Students With Disabilities; Policy on Recording of Classes; Plagiarism Policy.

Administrative policy "Textbooks and Instructional-Material Adoption Policy" adopted March 7, 2017 replaces previous "Textbooks" and "Change in Textbooks" sections.