

NASHVILLE SCHOOL OF LAW

STUDENT HANDBOOK



COOPER TERM
2016 - 2017

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INTRODUCTION

Welcome to Nashville School of Law. This handbook is provided to give you information that you need during the 2016-2017 Cooper Term. You are encouraged to read the entire handbook because it contains important rules, practices, policies, procedures, and schedules that every student must follow. If you have questions about any of the contents of this handbook or if you have questions about matters that are not specifically addressed in this handbook, please contact a member of the staff.

The information contained in this handbook is subject to change without notice. It is intended to serve as a general source of information for students. It is in no way intended to state contractual terms. Nashville School of Law reserves the right to modify at any time its policies, rules and procedures with respect to admissions, academic regulations, continuance in school, graduation requirements, and/or fees. The courses and the teaching personnel described in this handbook are subject to change at any time. In the event that any of the contents of this manual differ from content found in previously published admissions catalogues, student handbooks, or other materials, the contents of this manual shall control.

Students should consult the school's website, www.nashvilleschooloflaw.net, their mailboxes, their email, or TWEN, Thomson Reuters' online course management software, for announcements, updated information, grades, syllabi, and other similar information.

Check, also Facebook  and Twitter .

CONTACT INFORMATION

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4013 Armory Oaks Drive		615-256-3691 (library)
Nashville, TN 37204	FAX	615-244-2383

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EMERGENCY CONTACT INFORMATION

NSL Security Desk:		615-780-2248
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Beth McDonald	Assistant Dean for Administration	Home: 615-459-0658 Cell: 615-300-0451

ADMINISTRATION STAFF

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Pete Cantrell	Bookstore Cashier	615-256-3684

ADMINISTRATION OFFICE HOURS

Monday through Thursday 8:30 a.m. – 5:30 p.m.

2016-2017 COOPER TERM CALENDAR

July 12	Cooper Term Registration for Fourth Year Students
July 13	Cooper Term Registration for Third Year Students
July 14	Cooper Term Registration for Second Year Students
July 18-19	Cooper Term Registration for First Year Students
July 20-21	Cooper Term Late Registration and Students on Probation
July 28	Orientation (Dinner at 5:00 p.m., Orientation at 6:00 p.m.)
August 1	First day of Cooper Term classes
September 5	Labor Day - no classes
November 23	Thanksgiving Break - no classes
November 24	Thanksgiving Day - no classes
December 22	Last class before Christmas Holidays
December 23	Christmas Holidays begin
January 5	Cooper Term classes resume
April 17	Cooper Term Final Exams Begin
May 27	Cooper Term Graduation
June 9	Annual Recognition Dinner

TUITION

The total tuition for the 2016-2017 Cooper Term year is \$5,760.00 based on 12 credit hours at \$480.00 per course credit hour. The tuition may be paid in full at registration or in monthly installments with no additional charge. The \$325 registration fee and the optional \$100 ExamSoft must be paid at registration. Students who will be graduating in May 2017 must also pay a \$300 graduation fee at registration.

Students who pay the full amount of the annual tuition at registration will receive a 5% discount. If unearned tuition is refunded for any reason, the student will lose the benefit of this discount.

For students who pay their tuition in monthly installments, the first payment for the 2016-2017 Cooper Term must be paid at registration. The second Cooper Term payment will be due September 1, 2016, and the remaining Cooper Term payments will be due the first day of each month, with the final Cooper Term payment due May 1, 2017. A \$10 late fee will be applied when a tuition payment is not received by the tenth day of each month. Any student abusing the monthly payment privilege is subject to being dropped for nonpayment of tuition at the discretion of the Dean.

Students who desire to make their tuition payments using a credit or debit card, may request the school to keep their card information on file and to automatically pay their monthly payments using the card on the seventh day of each month. To take advantage of automatic monthly tuition payments, a student must complete the automatic Tuition Payment Form and

return the completed form to the office. A new form must be submitted each year. The school will not accept post-dated checks and will not provide 1098T forms.

Any student who is suspended or dismissed, who voluntarily withdraws from any courses, or who changes to audit status, remains liable for the full unpaid amount of the annual tuition. However, when warranted and in its discretion, the school may forgive any portion of the tuition which is unearned at the time of the suspension, dismissal, voluntary withdrawal, or change to audit status. The Dean must be notified in writing whenever a student voluntarily withdraws from a course or adds a course, and a non-refundable \$100 fee will be charged for each class.

With the school's permission, a student may add a class following registration. A non-refundable \$100 fee will be charged to add a class following registration.

ADVANCED LEGAL STUDIES / BARBRI

The Fourth-Year Advanced Legal Studies class has been added to the curriculum to assist students in preparing for the bar examination. This class is based on materials provided by BARBRI, a leading national provider of courses and materials used to prepare persons for state bar examinations.

The Advanced Legal Studies class is a three-hour course. In addition to the regular course tuition (\$1,440) payable to the school, the student must pay \$1,395 directly to BARBRI. The student must also pay a \$250 book deposit fee to obtain BARBRI's written materials; however, this fee will be refunded upon the return of the written materials. The payments to BARBRI entitle a student to full access to all of BARBRI's written and on-line materials during the Advanced Legal Studies class and to full access to the written and on-line materials, as well as to the regular BARBRI review classes offered prior to the February and July bar examinations.

FEES

Students are subject to the following non-refundable fees:

\$325	Registration Fee due at Registration
\$100	ExamSoft Fee due at Registration (Optional)
\$200	Late Registration Fee (For Registration after July 21, 2016).
\$ 10	Late Tuition Fee
\$100	Drop Course Fee (Per Course)
\$100	Add Course Fee (Per Course)
\$ 40	Returned Check
\$ 10	Change Status Fee (Per Course)
\$100	Makeup Exam Request Fee (Per Course)
\$300	Graduation Fee due at Registration

EXAMSOFT

The school now offers students the option of taking exams using their own laptop. This service is provided through SoftTest, a web-based service provided by ExamSoft, a leading provider of on-line testing platforms. The Tennessee Board of Law Examiners has also contracted with ExamSoft to make SoftTest available to persons taking the Tennessee bar examination. Students desiring to take advantage of this technology must pay a \$100 fee at registration. This fee entitles the student to use SoftTest in all courses where it is available during the school year. Students planning to use SoftTest should take steps to make sure that they have properly downloaded the required software and have thoroughly familiarized themselves with its use prior to taking their examinations.

BOOKSTORE

All textbooks and other materials required for the courses taught at the school may be purchased at the bookstore during bookstore hours. The bookstore is regularly open:

Monday through Thursday 5:00 p.m. – 6:30 – p.m.

On days when registration is being held, the bookstore will be open from 9:00 a.m. to 4:00 p.m.

LIBRARY

The library contains written legal materials and computer resources to facilitate legal research, including Westlaw and LexisNexis. These materials and resources are available for the use of students, members of the bench and bar, and the public, subject to the rules and policies governing the use of the library. The library is open in accordance with the following schedule:

Monday through Thursday 8:30 a.m. – 10:30 p.m.
Friday, Saturday, and Sunday 8:30 a.m. – 6:00 p.m.

The library is closed on major holidays. You may confirm whether the library is open on the school's website.

ACADEMIC STANDARDS

Written examinations and quizzes, writing assignments, and other graded projects receive numerical grades from the professors. These numerical grades are translated into letter grades for the purpose of recording the final official grade the student receives for the class. The letter grade is the grade recorded on the student's transcript and is the grade that is used to determine grade point averages and class standing. The following table illustrates how grades are determined:

Grade Equivalents:	95-100	A	4.0
	85-94	B	3.0
	75-84	C	2.0
	65-74	D	1.0
	0-64	F	0.0

Final grades will be posted at the school and on the school's website when they are received from the professors.

GPA REQUIREMENTS

In order to be eligible to enroll in any required second-year course, a first-year student must successfully complete all required first-year courses with a cumulative grade point average of no less than 2.25. Accordingly, first-year students must:

- (1) pass all first-year courses with at least a D and
- (2) have a cumulative GPA of at least a 2.25

before being considered as a second-year student who is eligible to register for second-year courses. Any student who does not achieve a first-year GPA of 2.25 will be placed on academic probation and will be required to repeat enough first-year courses to raise their GPA to at least 2.25. Any student who is placed on academic probation and who is not able to raise his or her GPA to at least 2.25 will be academically dismissed.

Second-year students must successfully complete all required second-year courses with a cumulative grade point average of at least 2.25 to be eligible to enroll in any required third- or fourth-year course. Therefore, a second-year student must:

- (1) pass all Second Year courses with at least a D, and
- (2) have a cumulative GPA of at least a 2.25

before being considered as a third-year student who is eligible to register for any third- or fourth-year courses. Any student who does not achieve a cumulative GPA of 2.25 at the end of his or her second year will be placed on academic probation and will be required to repeat enough first-year or second-year courses to raise their cumulative GPA to at least 2.25. Any second-year student placed on academic probation who is not able to raise his or her cumulative GPA to at least 2.25 will be academically dismissed.

Third- and fourth-year students must maintain a cumulative GPA of no less than 2.25. Students with a cumulative GPA of 2.25 or higher are considered to be in good standing. Students with a cumulative GPA of less than 2.25 will be placed on academic probation. When selecting third- or fourth-year courses, students in good standing will be given priority. Students on academic probation will be given an opportunity to register for courses on a space-available basis during late registration only.

Students who have not increased their cumulative GPA to at least 2.25 after being of academic probation for one year will be academically dismissed.

Only required courses will be used to compute the cumulative GPA of first- and second-year students. All courses, including elective courses, will be used to compute the cumulative GPA of third- and fourth-year students. Students must register for and complete no less than six (6) credit hours of courses during the school year.

In order to graduate, students must successfully complete the required number of credits (48) with a cumulative GPA of at least 2.25.

APPLICATION FOR RE-ADMISSION AFTER VOLUNTARY WITHDRAWAL

A student who voluntarily withdraws from school during any academic year will not be permitted to re-enroll during the remainder of the academic year. Any student who has voluntarily withdrawn from school and who seeks re-admission must file an application for re-admission. If the student's most recent LSAT score is more than five years old at the time the application for re-admission is filed, the student will be required to register with the CAS service and to re-take the LSAT. The student will also be required to submit three new letters of recommendation.

CLASS ATTENDANCE

In order for the school to maintain approval by the Tennessee Board of Law Examiners, the school must offer a course of study based on a schedule of classes that meets minimum standards for class hours. Accordingly, class attendance is mandatory. There are no excused absences. A student who fails to attend 80% of the total class hours will be dropped from the class with no refund of tuition. A student who misses more than the allowed number of classes according to the following table will be considered to have failed to attend 80% of the total class hours for the particular class:

1 credit course	2 classes
2 credit course	4 classes
3 credit course	7 classes
Third Year Moot Court	3 classes
Fourth Year Moot Court	3 classes

Students are responsible for keeping up with their absences, and a calendar is included in this handbook to facilitate keeping up with attendance. A student who has exhausted one-half of the allowed absences will receive a warning notice from the school.

Class attendance presumes that a student has attended the entire class. Accordingly, students who enter a class significantly late or who leave significantly early will not be considered to have attended that class unless they have received prior approval from their professor. Students who attend less than 80% of a class period without approval will be deemed not to have attended the class.

The school's Honor Code prohibits dishonest acts associated with attendance, such as falsifying class rolls. Being marked present on a roll is a certification that the student attended the class. Except in the case of an emergency or with the professor's prior approval, a student who is marked present after arriving significantly late or leaving significantly early after being marked present has violated the Honor Code.

EXAMINATIONS AND OTHER GRADED ASSIGNMENTS

The school follows a policy of anonymous grading to the fullest possible extent. Accordingly, students should never place their name on written examinations or quizzes or other graded assignments that will count more than 50% toward the final course grade, unless specifically instructed to do so by their professor. Rather than using their name, students should include their student ID number on their exams, quizzes, and other graded assignments.

Professors may, but are not required, to make their graded examinations or quizzes available to students for their review. When a professor has authorized students to review their examination or quiz, the student will be permitted to do so at the office under supervision. Students reviewing an examination or quiz may not discuss any part of the examination or quiz with other students and may not make copies or photographs or take any notes regarding the exam or quiz.

MAKE-UP EXAMINATIONS

Any student who fails to take a scheduled mid-term or final examination due to an emergency must file a written request with Heather Carr for permission to take a make-up exam. This request must be made immediately and must be accompanied with a payment of \$100. Both the Dean and the professor of the course must approve the request before the student will be permitted to take the exam. If the request is approved, the school will make arrangements with the student to take the make-up exam. Unless the Dean extends the time for good cause, all make-up exams must be taken no later than one week after the date on which the exam was originally scheduled.

Make-up examinations will be administered only between the hours of 8:30 a.m. and 5:00 p.m. on Monday through Thursday. It is the student's responsibility to arrive on time. Unless otherwise approved by the Dean, all make-up examinations will be concluded at 5:00 p.m. regardless of their state of completion. Students permitted to take a make-up exam shall not discuss the exam with any other student. In addition, students who have taken the exam shall not provide a student taking a make-up exam with any information regarding the exam.

EVALUATIONS OF PROFESSORS

Prior to the end of each course, students enrolled in the course are required to evaluate the content of the course and the performance of the professor. The evaluations are mandatory, and are anonymous to encourage candor and honesty. Students who do not complete their evaluation will not receive a final grade in the course. Tabulated results of evaluations are provided to the professors after the final grades for the course have been posted.

EMPLOYMENT OPPORTUNITIES

From time to time, potential employers notify the school that they have full-time or part-time employment opportunities. At registration, students are given the opportunity to indicate their desire to be notified whenever the school receives notice of an employment opportunity. Notices of job opportunities will also be posted on the bulletin board and on the school's website.

INTERNSHIPS AND LIMITED PRACTICE OPPORTUNITIES

Experiential learning is an excellent way to learn how to practice law. Many students are already employed in a law-related field that enables them to become more familiar with the practice of law. For students who are not employed in a law-related field, the school encourages them to find and take advantage of any opportunity to engage in law-related activities, whether compensated or not. Paid and unpaid internships or clerkships with practicing lawyers and judges provide invaluable opportunities to learn more about the practice of law. While students are encouraged to pursue the opportunities on their own, the school will also assist students who are interested in these opportunities.

The Tennessee Supreme Court has made it possible for students who are in their third or fourth year of law school to practice law on a limited basis under the supervision of a licensed attorney. Tenn. Sup. Ct. R. 7, §10.03 contains the eligibility standards and limitations on these programs which are limited to (1) participating in a law school's clinical program, (2) working for a legal aid organization, (3) working in the office of the Attorney General and Reporter, a District Attorney General, or District Public Defender, or (4) working in the legal office of a state, county, or city government or agency.

Students participating in a program approved under Tenn. Sup. Ct. R. 7, § 10.03 may, but are not necessarily entitled to, receive academic credit for their work. The school will permit the student to treat an approved internship as an elective and thereby earn one credit. However, to earn one credit, the student must complete at least fifty hours of work and must satisfy the school's other requirements. Additional credit will not be awarded for work exceeding fifty hours. Students who desire to substitute this work for one of their electives will be required to pay the same tuition required for an elective course.

The school encourages students to avail themselves of the opportunity to engage in a limited practice under Tenn. Sup. Ct. R. 7, §10.03 and will assist any student who desires to pursue one of these opportunities. The procedure for participating in this program is as follows:

1. The student, either with or without the assistance of the school, identifies an eligible employer that is willing and able to serve as a supervising attorney in accordance with Tenn. Sup. Ct. R. 7, §10.03.
2. The student submits a written request to the school for permission to participate in a Tenn. Sup. Ct. R. 7, §10.03 program. This request must contain the information required by the school. If the student is seeking credit for participating in the program but has not already paid the required tuition, payment of the tuition must accompany this request.
3. If the school determines that the program and the supervising attorney meet the requirements Tenn. Sup. Ct. R. 7, §10.03 and that the supervising attorney is satisfactory, the school will request the student and the supervising attorney to agree in writing to the school's internship requirements.
4. Upon receipt of the student's and supervising attorney's written acceptance of the school conditions, the school will file a petition with the Tennessee Supreme Court requesting approval of the student and the program.
5. When the school receives the Tennessee Supreme Court's order granting the petition, it will forward a copy of the order to the student and the supervising attorney. The student may not begin actively representing clients until he or she has received the Tennessee Supreme Court's order. The order will remain in effect until the student either graduates from law school or ceases to be enrolled in law school.
6. At the conclusion of the internship, both the student and the supervising attorney are required to provide the evaluations and other materials requested by the school. A student will receive credit for the work only if the student has (1) satisfied all the requirements for the program, (2) received a positive evaluation from the supervising attorney, and (3) has submitted all the necessary documents.

HONOR CODE AND HONOR COUNCIL

The Board of Trustees has adopted an Honor Code and Honor Council Policies and Procedures. Their purpose is to promote and secure academic, extracurricular, and professional opportunities in an atmosphere of dignity and trust for each student. The keystone of the Honor Code is a system of self-regulation which requires the cooperation of each member of the law school community. All law school endeavors should be undertaken within the spirit and letter of the Honor Code and related policies.

The Honor Code applies to all students attending the Nashville School of Law. Its jurisdiction extends to all law school related endeavors undertaken by students in or from the law school, notwithstanding whether these endeavors occur at the school or elsewhere.

Each member of the law school community, including students, faculty, and staff, are responsible for the Honor Code's implementation. The Honor Council is primarily responsible for the administration of the Honor Code, as well as any of the adopted policies and procedures. Students have the responsibility to inquire of the Honor Council as to whether their conduct or anticipated conduct constitutes a violation of the Honor Code.

Copies of the Honor Code are provided to students at registration, and the Honor Code is posted on the school's website. Accordingly, students are presumed to be familiar with the Honor Code and the Honor Council Policies and Procedures.

ACADEMIC AWARDS

The school recognizes and celebrates exceptional academic achievement by its students. The school's highest academic honor, the Founders' Award, is presented at graduation to the student achieving the highest cumulative grade point average in his or her class. Membership in Cooper's Inn, the school's honor society, is limited to students who are in the top ten percent of their graduating class. In addition, the Moot Court Award is presented at graduation to the student whose outstanding work distinguished him or her in the Fourth-Year Moot Court program.

GRADUATION

Graduation for the Cooper Term class will take place on May 27, 2017. Students expected to graduate are required to pay a \$300 graduation fee at registration. Graduating students will receive notice of other graduation-related fees (photographs, academic regalia, and graduation announcements) later in the year.

ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES

The Nashville School of Law respects the principles of the Americans with Disabilities Act and the Tennessee Disability Act. The school recognizes the possible need for reasonable testing accommodations for students with disabilities and may, when appropriate, provide accommodations in accordance with this policy.

A disability for purposes of this policy is a physical or mental impairment that substantially limits one or more of the major life activities of a student. A reasonable accommodation is an adjustment or modification of the standard testing conditions that lessens the impact of the student's disability without imposing an undue burden on the Nashville School of Law or compromising the security and fairness of the testing process.

Types of examination accommodations include:

- Preferential seating;
- Extended time to take tests;
- Private space to take tests;
- Such other reasonable accommodations appropriate to the circumstances, provided those accommodations do not constitute an undue burden or result in unfairness of the testing process.

It is incumbent upon students to request and show the need for a reasonable accommodation during examinations. To receive a reasonable accommodation with regard to exams, a student must demonstrate that his or her impairment limits a major life activity and that the limitation of the major life activity is substantial. The determination of whether an impairment substantially limits a student's ability to take a test is an individualized inquiry and will be made on a case-by-case basis, per student, and per academic calendar year.

A student seeking such an accommodation must file a request for accommodation 30 days before the beginning of each term with the school's Director of Academic Affairs. The student's request should include:

- (1) An evaluation from a licensed physician, psychiatrist, psychologist, or other similarly qualified professional that supports the student's need for the accommodation. The evaluation should be recent – within 365 days of the accommodation request. The evaluation may be based on testing that was performed more than 365 days prior to the evaluation. However, the Nashville School of Law reserves the right to request more current testing when an evaluation is based on testing that is more than five years old. The evaluation should explain, in detail, the need for the specific requested accommodation. For example, if the student is requesting additional testing time, the student must submit documentation that details the basis for the requested additional time and the amount of additional time requested.
- (2) A listing of any accommodations previously offered the student by other educational institutions. Such previous accommodations should be described and documented.
- (3) An authorization for release of records from the medical and/or psychological authorities who have provided evaluations to the Nashville School of Law.

If the student is submitting a request for additional testing time based on a learning disability, the student's request should include a comprehensive diagnostic report. If the student is submitting a request for additional testing time based on attention deficit/hyper-activity disorder (AD/HD), the student's documentation should establish the current impact of the disability. If the student is submitting a request for additional testing time based on a psychological disability, the student's document should include a comprehensive diagnostic/clinical evaluation.

By requesting a non-standard testing accommodation, a student expressly authorizes the Nashville School of Law and its employees to discuss the accommodation with the student's health care providers. The student also expressly authorizes his or her health care providers to discuss their evaluation and recommendations with Nashville School of Law and its employees.

The Director of Academic Affairs will review the student's request for a reasonable accommodation and will promptly inform the student of the decision whether to grant or deny the request. In the event of an adverse decision by the Director of Academic Affairs, the student will have the right to petition the Dean for a review of the decision. The Nashville School of Law reserves the right to have the requesting student evaluated by a trained professional at the school's expense. This evaluation may consist of independent diagnostic testing by a health care provider selected by the school.

If the request for an accommodation is granted, the faculty member teaching the class or classes in which the student is enrolled will be informed that the school has granted a student in the class a testing accommodation. The student will be identified only by student number. The school, not the faculty member, will be responsible for scheduling and administering the test or tests in a manner consistent with the testing accommodations that does not delay the grading process or otherwise compromise the security and fairness of the testing process.

A student who receives testing accommodations must renew his or her request for accommodations before the beginning of each school year.

All requests for accommodation and related information will be confidential, except to the extent necessary for the school to evaluate the student's condition to determine whether to grant an accommodation.

This policy specifically applies to testing accommodations. It does not extend to accommodations for written assignments to be completed outside of class. As a general matter, accommodations will not be provided for written assignments that are due more than three days after they are assigned because in this circumstance, a student will have the ability to arrange his or schedule to satisfactorily complete the work. Requests for accommodations for written assignments will be considered only when the student submits an evaluation and specific recommendation supporting the need for and the nature of the requested accommodations.

A decision to grant testing accommodations applies only to testing required by the Nashville School of Law. While the Tennessee Board of Law Examiners requests the school to provide information concerning the nature of accommodations provided to a student, the Board maintains its own testing accommodation policy. The Board's requirements and procedures for non-standard testing accommodations are located in Appendix A of its Statement of Policies and Procedures (February 2015) which can be found at http://www.tnble.org/sites/default/files/policies_and_procedures_amended_jan_and_feb_2015.pdf.

TENNESSEE BAR EXAMINATION

The bar examination in Tennessee is given every year in February and July. Members of the Cooper Term class who will be graduating in May, 2017 will generally take the July, 2017 bar exam, although some members of the class may decide to take the exam at another time. Waiting too long to take the bar exam generally proves to be counter-productive.

Preparation to take the bar exam and the preparation and completion of the application to take the bar exam should begin well in advance of the exam date. If you are planning to take the July 2017 bar exam, you should log onto the Tennessee Board of Law Examiners website – www.tnble.org – if you have not already done so. You should familiarize yourself as soon as possible with the requirements for “Admission by Exam.”

On Wednesday, September 7, 2016, the school and representatives of the Tennessee Board of Law Examiners and the Tennessee Lawyers Assistance Program will participate in a program related to applying for permission to take the bar exam. Attendance for this program is mandatory for all students intending to take the bar exam. Except for emergencies, persons desiring to be excused from this program must obtain the Dean’s permission by no later than Thursday, September 1, 2016.

POLICY ON MAINTAINING ACCURATE AND COMPLETE STUDENT RECORDS

Law students owe a duty of candor and honesty to the school and to the Tennessee Board of Law Examiners. The application for admission requires students to provide complete and accurate information relating to their character and fitness. The application particularly requests information regarding prior discipline by any other educational institution, prior honor code violations, prior arrests or changes regardless of disposition, prior civil legal or administrative proceedings, prior financial issues, prior substance abuse issues, and prior or current treatment for emotional, mental, or nervous disorders. Students are also expected and required to promptly notify the school of any changes in the facts contained in their application. They have a continuing obligation to promptly inform the school of any event that occurs during their enrollment that relates to their character and fitness to practice law. When in doubt, students should err on the side of full disclosure because the subsequent discovery of a failure to timely provide full and accurate information may have serious consequences with regard to the continuation of a student’s legal studies, graduation from law school, and eligibility to practice law.

When a student applies for admission to take the Tennessee bar examination, the Tennessee Board of Law Examiners will obtain a report of a complete background investigation conducted by the National Conference of Bar Examiners. The Board will also request and receive a certificate from the Dean indicating to the best of the Dean’s knowledge and belief that the student has demonstrated such reputation and character in the opinion of the law school that indicates no reasonable basis for substantial doubt that the student would adhere to the standards of conduct required of attorneys in Tennessee. The Dean must also provide to the Board full and

complete information regarding the student's character and fitness, and copies of the all materials in the student's file relating to character and fitness issues.

Issues regarding a student's character and fitness can arise when the information in a student's school record differs from the information the student provided to the Board of Law Examiners or the information obtained in the National Conference of Bar Examiners' investigation. Students have a duty to assure that their school record contains current, complete, and accurate information regarding all matters pertaining to their character and fitness. Accordingly, the school will permit students to review their record under supervision to ascertain whether it is current, accurate, and complete. The school will also permit students to submit an amendment to their record should they determine that such an amendment is warranted.

POLICY ON NONDISCRIMINATION

It is the policy of this school not to discriminate on the basis of gender, disability, race, color, religion, age, sexual orientation, or national or ethnic origin in its educational programs, employment policies, scholarships, or other school administered programs.

POLICY ON SEXUAL HARASSMENT

It is the policy of this school to maintain an atmosphere free from sexual harassment. Consistent with applicable federal and state laws, the school endorses the objective that students, employees, and instructors learn, work, and teach without sexually harassing behavior forming the basis for educational or business decisions.

Sexual harassment can be verbal, non-verbal, or physical. It consists of unwelcome sexual advances, requests for sexual favors, and other physical, visual, or verbal behavior of a sexual nature where:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;
- (2) Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual; or
- (3) Such conduct is severe and pervasive and has the purpose or effect of unreasonably interfering with an individual's academic or professional performance or creating an intimidating, hostile, or demeaning educational or employment environment.

Such sexually harassing behavior can take place in the classroom, the workplace, or through electronic media. A single isolated incident of sexual harassment may create a sufficiently severe and pervasive intimidating, hostile, or demeaning environment. The more

severe the conduct, the less the need to show a repetitive series of incidents, particularly if the harassment is physical.

This policy is not meant to restrict academic freedom. Generally, the discussion of sexual themes or topics germane to the subject matter of the course does not constitute sexual harassment. However, prohibited sexual harassment is not protected by academic freedom.

Sexual harassment is forbidden at the school, and employees, instructors, or students who engage in such conduct are subject to the full range of discipline, including termination or expulsion. Retaliation against someone for complaining about sexual harassment or for cooperating in a sexual harassment investigation will not be tolerated.

A student, employee, or instructor may submit a complaint of sexual harassment to Beth McDonald. The school shall take reasonable measures to maintain the confidentiality of information obtained during the processing of a report or complaint and shall make disclosures only on a need-to-know basis.

POLICY ON ALCOHOL AND CONTROLLED SUBSTANCES

The school prohibits the possession, use, distribution, or facilitation of distribution of alcohol, controlled substances, or drug paraphernalia by students, faculty, and staff on the school's premises. This prohibition extends to off-premises activities that are officially sponsored by the school. Alcoholic beverages may be consumed on the school's premises only at official school functions or at functions on school premises hosted by others with the written authorization of the school.

POLICY ON SMOKING

The school supports a smoke-free environment. Therefore, smoking, including the use of electronic cigarettes, is not permitted in the interior of the school's building. Smoking is permitted only in designated smoking areas in the Courtyard or in the parking lot adjacent to the faculty entrance.

POLICY ON FIREARMS

Handguns and other firearms are not permitted on the school campus at any time, except as specifically authorized by the school. Commissioned law enforcement officers who are required to carry handguns must provide their name, serial number, cell phone number, and class schedule to John Claybon, the school's Chief of Security. Chief Claybon will determine whether the student will be authorized to carry his or her handgun on the school's premises. Chief Claybon's telephone number is 615-310-1007.

POLICY ON ELETRONIC DEVICES

Students may possess and use electronic devices on school property as long as they are not disrupting a class or interfering with the education of other students. During examinations or at the direction of a professor, cellular phones, pagers, tablet computers, laptop computers, and other similar electronic devices shall be turned off and put away during a class. This restriction does not apply to the use of laptop computers being used to take an examination. However, the use of other electronic devices during an examination is prohibited both inside and outside of the classroom. Using an electronic device to attempt to contact a student while the student is taking an examination will be considered an Honor Code violation.

Students who have a compelling reason to possess an activated electronic device during an examination may obtain authorization to do so from the Dean or from the professor who is administering the exam. This authorization may be subject to reasonable conditions or limitations.

NASHVILLE SCHOOL OF LAW 2016-2017 Calendar

July 2016						
SU	M	TU	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2016						
SU	M	TU	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2016						
SU	M	TU	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2016						
SU	M	TU	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2016						
SU	M	TU	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2016						
SU	M	TU	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2017						
SU	M	TU	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2017						
SU	M	TU	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2017						
SU	M	TU	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2017						
SU	M	TU	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2017						
SU	M	TU	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2017						
SU	M	TU	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- School Closed/ Holidays
- BLE & TLAP Session with Fourth Year Students
- Registration
- First and Last Day of School
- Graduation May 27, 2017
- Final Exams Begin

COURSE REQUIREMENTS

First Year Courses:

Contracts (3 credits)
Introduction to Law and Legal Writing (3 credits)
Torts (3 credits)
Crimes (1 credit)
Constitutional Criminal Law & Procedure (2 credits)

12 Credits

Second Year Courses:

Evidence (3 credits)
Constitutional Law (3 credits)
Civil Procedure (3 credits)
Property (3 credits)

12 Credits

Third and Fourth Year Courses:

Wills (2 credits)
Estate Planning (1 credit)
Restitution and Remedies (3 credits)
Advanced Legal Writing (1 credit)
Ethics and Professionalism (1 credit)
Third Year Moot Court (0 credit)
Sales (1 credit)
Secured Transactions (1 credit)
Business Associations (3 credits)
Conflicts of Law (2 credits)
Mortgages (1 credit)
Domestic Relations (1 credit)
Advanced Legal Studies (3 credits)
Fourth Year Moot Court (0 credit)

20 Credits

Electives are offered on a rotating basis between terms. Some electives have prerequisites. Students should check Course Descriptions on the website before registration regarding prerequisites.

2016-2017 COOPER TERM CLASS/EXAM SCHEDULE

FIRST YEAR

NUMBER/COURSE	INSTRUCTOR	DAY/TIME	FIRST CLASS	LAST CLASS	LOCATION	FINAL EXAM
1034/2 Intro to Law & Legal Writing	G. Funk	Mon. 4:45 p.m.	08/01/16	04/03/17	Auditorium	04/17/17 6:30 p.m.
1034/3 Intro to Law & Legal Writing	C. Henry	Mon. 4:45 p.m.	08/01/16	04/03/17	Room 400	04/17/17 6:30 p.m.
1054 Contracts	Lewis/Harbison	Mon. 6:30 p.m.	08/01/16	04/03/17	Auditorium	04/24/17 6:30 p.m.
1034/4 Intro to Law & Legal Writing	T. Easter	Mon. 8:20 p.m.	08/01/16	04/03/17	Auditorium	04/17/17 6:30 p.m.
1034/1 Intro to Law & Legal Writing	D. Hudson	Mon. 8:20 p.m.	08/01/16	04/03/17	Room 400	04/17/17 6:30 p.m.
1144 Torts	M. Davidson	Thurs. 6:30 p.m.	08/04/16	03/30/17	Auditorium	04/20/17 6:30 p.m.
1084 Crimes	L. Dykes/G. Funk	Thurs. 8:20 p.m.	08/04/16	10/13/16	Auditorium	10/20/16 8:20 p.m.
1104 Con. Crim. Law & Proc.	L. Dykes/G. Funk	Thurs. 8:20 p.m.	10/27/16	04/06/17	Auditorium	04/27/17 6:30 p.m.

SECOND YEAR

NUMBER/COURSE	INSTRUCTOR	DAY/TIME	FIRST CLASS	LAST CLASS	LOCATION	FINAL EXAM
2094 Constitutional Law	W. Koch	Mon. 6:30 p.m.	08/01/16	04/03/17	Room 200	04/17/17 6:30 p.m.
2014 Evidence	S. Dozier	Mon. 8:20 p.m.	08/01/16	04/03/17	Room 200	04/24/17 6:30 p.m.
2034 Civil Procedure	D. Ash	Thurs. 6:30 p.m.	08/04/16	03/30/17	Room 200	04/20/17 6:30 p.m.
2084 Property	S. Fielding	Thurs. 8:20 p.m.	08/04/16	03/30/17	Room 200	04/27/17 6:30 p.m.

THIRD YEAR

NUMBER/COURSE	INSTRUCTOR	DAY/TIME	FIRST CLASS	LAST CLASS	LOCATION	FINAL EXAM
3214 Restitution & Remedies	C. Spoden	Mon. 6:30 p.m.	08/01/16	04/10/17	Room 100	05/01/17 6:30 p.m.
3014 Wills	J. Mobley	Mon. 8:20 p.m.	08/01/16	01/16/17	Room 100	01/30/17 6:30 p.m.
3124 Domestic Relations	P. Smith	Mon. 8:20 p.m.	02/06/17	04/17/17	Room 100	05/08/17 6:30 p.m.
3114 Third Year Moot Court	D. Berexa	Wed. 6:30 p.m.	09/07/16	02/15/17	Trial Courtroom	
3054/1 Advanced Legal Writing	D. Hudson	Thurs. 6:30 p.m.	08/04/16	10/13/16	Room 100	10/20/16 6:30 p.m.
3054/2 Advanced Legal Writing	D. Neal	Thurs. 6:30 p.m.	08/04/16	10/13/16	Room 400	10/20/16 6:30 p.m.
3104 Ethics & Professionalism	L. Chastain	Thurs. 6:30 p.m.	10/27/16	01/19/17	Room 100	02/02/17 6:30 p.m.
3034 Estate Planning	H. Dodson	Thurs. 6:30 pm.	02/09/17	04/20/17	Room 100	Take home exam due 05/11/17
5152 TN Constitutional Law	D. Hudson	Thurs. 8:20 p.m.	08/04/16	10/13/16	Room 100	10/20/16 8:20 p.m.
5184 Employment & Labor Law	T. Howell	Thurs. 8:20 p.m.	10/27/16	04/06/17	Room 100	04/27/17 6:30 p.m.
7007 Foundations for Success in the Law	D. Hudson	Mon. 4:45 p.m.	08/01/16	10/17/16	Room 100	

FOURTH YEAR

NUMBER/COURSE	INSTRUCTOR	DAY/TIME	FIRST CLASS	LAST CLASS	LOCATION	FINAL EXAM
5014 Law Office Management	J. Kitch	Mon. 4:45 p.m.	08/01/16	10/17/16	Room 300	10/31/16 4:45 p.m.
4014 Business Associations	K. Reed-Bracey	Mon. 6:30 p.m.	08/01/16	04/10/17	Room 300	05/01/17 6:30 p.m.
4044 Sales	D. Bragg	Mon. 8:20 p.m.	08/01/16	10/17/16	Room 300	10/24/16 8:20 p.m.
4054 Secured Transactions	D. Bragg	Mon. 8:20 p.m.	10/31/16	01/23/17	Room 300	02/06/17 8:20 p.m.
5412 Technology & the Law	E. Davidson	Mon. 8:20 p.m.	02/13/17	04/24/17	Room 300	05/08/17 6:30 p.m.
4134 Fourth Year Moot Court	Davidson/Fishburn	Wed. 6:30 p.m.	08/17/16	02/15/17	Appellate Courtroom	
4154/W Adv. Legal Studies Workshop	J. Kinsler	Wed. 6:30 p.m.	02/22/17	03/29/17	Room 300	
4154 Advanced Legal Studies	J. Kinsler	Thurs. 6:30 p.m.	08/04/16	04/06/17	Room 300	05/04/17 6:30 p.m.
4084 Conflicts of Law	P. McHale	Thurs. 8:20 p.m.	08/04/16	01/12/17	Room 300	01/26/17 6:30 p.m.
4104 Mortgages	W. Turner	Thurs. 8:20 p.m.	02/02/17	04/13/17	Room 300	05/11/17 6:30 p.m.

2016-2017 COOPER TERM CLASS SCHEDULE

TIME	MONDAY	WEDNESDAY	THURSDAY
4:45 P.M.	1034/2 Intro to Law (Funk) 1034/3 Intro to Law (Henry) 7007 Found. for Success in Law (Hudson) 5014 Law Office Management (Kitch)		
6:30 p.m.	1054 Contracts (Harbison/Lewis) 2094 Con. Law (Koch) 3214 Remedies (Spoden) 4014 Business Assoc. (Reed-Bracey)	3114 Third Year Moot Court (Berexa) 4134 Fourth Year Moot Court (Davidson / Fishburn) 4154 Adv. Legal Studies Workshop (Kinsler)	1144 Torts (Davidson) 2034 Civil Procedure (Ash) 3054/1 Adv. Legal Writing (Hudson) 3054/2 Adv. Legal Writing (Neal) 3104 Ethics (Chastain) 3034 Estate Planning (Dodson) 4154 Adv. Legal Studies (Kinsler)
8:20 p.m.	1034/4 Intro to Law (Easter) 1034/1 Intro to Law (Hudson) 2014 Evidence (Dozier) 3014 Wills (Mobley) 3124 Domestic Relations (Smith) 4044 Sales (Bragg) 4054 Secured Transactions (Bragg) 5412 Tech. & the Law (Davidson)		1084 Crimes (Dykes/Funk) 1104 Con. Crim. Law (Dykes/Funk) 2084 Property (Fielding) 5152 TN Con. Law (Hudson) 5184 Emp. & Labor Law (Howell) 4084 Conflicts of Law (McHale) 4104 Mortgages (Turner)

2016-2017 COOPER TERM ACADEMIC CALENDAR

AUGUST 2016

- (M) 1 1034/2 Intro to Law & Legal Writing - Class begins 4:45 p.m. (Auditorium)
1034/3 Intro to Law & Legal Writing – Class begins at 4:45 p.m. (Room 400)
5014 Law Office Management – Class begins at 4:45 p.m. (Room 300)
7007 Foundations for Success in the Law – Class begins at 4:45 p.m. (Room 100)
1054 Contracts & Sales - Class begins 6:30 p.m. (Auditorium)
2094 Constitutional Law – Class begins at 6:30 p.m. (Room 200)
3214 Restitution & Remedies – Class begins at 6:30 p.m. (Room 100)
4014 Business Associations – Class begins at 6:30 p.m. (Room 300)
1034/4 Intro to Law & Legal Writing – Class begins at 8:20 p.m. (Auditorium)
1034/1 Intro to Law & Legal Writing – Class begins at 8:20 p.m. (Room 400)
2014 Evidence – Class begins at 8:20 p.m. (Room 200)
3014 Wills – Class begins at 8:20 p.m. (Room 100)
4044 Sales – Class begins at 8:20 p.m. (Room 300)
- (TH) 4 1144 Torts – Class begins at 6:30 p.m. (Auditorium)

2034 Civil Procedure – Class begins at 6:30 p.m. (Room 200)
 3054/1 Advanced Legal Writing – Class begins at 6:30 p.m. (Room 100)
 3054/2 Advanced Legal Writing – Class begins at 6:30 p.m. (Room 400)
 4154 Advanced Legal Studies – Class begins at 6:30 p.m. (Room 300)
 4084 Conflicts of Law – Class begins at 8:20 p.m. (Room 300)
 1084 Crimes – Class begins at 8:20 p.m. (Auditorium)
 2084 Property – Class begins at 8:20 p.m. (Room 200)
 5152 Tennessee Constitutional Law – Class begins at 8:20 p.m. (Room 100)

(W) 17 4134 Fourth Year Moot Court – Class begins at 6:30 p.m. (Appellate Courtroom)

SEPTEMBER 2016

(M) 5 **No Class – Labor Day**

(W) 7 3114 Third Year Moot Court – Class begins at 6:30 p.m. (Trial Courtroom)

(W) 7 BLE & TLAP Session with Fourth Year Students 6:30 in Appellate Courtroom
(4134 Fourth Year Moot Court will NOT meet. Attendance is Mandatory)

OCTOBER 2016

(TH) 13 3054/1 Advanced Legal Writing – Last Class
 3054/2 Advanced Legal Writing – Last Class
 1084 Crimes – Last Class
 5152 Tennessee Constitutional Law – Last Class

(M) 17 5014 Law Office Management – Last Class
 4044 Sales – Last Class
 7007 Foundations for Success in the Law – Last Class

(TH) 20 1084 Crimes – Final Exam – 8:20 p.m. (Auditorium)
 3054/1 Advanced Legal Writing – Final Exam – 6:30 p.m. (Room 100)
 3054/2 Advanced Legal Writing – Final Exam – 6:30 p.m. (Room 400)
 5152 Tennessee Constitutional Law – Final Exam – 8:20 p.m. (Room 100)

(M) 24 4044 Sales – Final Exam – 8:20 p.m. (Room 300)

(TH) 27 3104 Ethics & Professionalism – Class begins at 6:30 p.m. (Room 100)
 1104 Con. Crim. Law & Procedure – Class begins at 8:20 p.m. (Auditorium)
 5184 Employment & Labor Law – Class begins at 8:20 p.m. (Room 100)

(M) 31 5014 Law Office Management – Final Exam – 4:45 p.m. (Room 300)

4054 Secured Transactions – Class begins at 8:20 p.m. (Room 300)

NOVEMBER 2016

(W) 23 **No Class – Thanksgiving Break**

(TH) 24 **No Class – Thanksgiving Break**

DECEMBER 2016

(TH) 22 Last Class before Holiday Break

(F) 23 **Holiday Break Begins**

JANUARY 2017

(TH) 5 Classes Resume

(TH) 12 4084 Conflicts of Law – Last Class

(M) 16 3014 Wills – Last Class

(TH) 19 3104 Ethics & Professionalism – Last Class

(M) 23 4054 Secured Transactions – Last Class

(TH) 26 4084 Conflicts of Law – Final Exam - 6:30 p.m. (Room 300)
(4154 Advanced Legal Studies will not meet)

(M) 30 3014 Wills – Final Exam – 6:30 p.m. (Room 100)
(3214 Restitution & Remedies and 4014 Business Associations will NOT meet)

FEBRUARY 2017

(TH) 2 3104 Ethics & Professionalism – Final Exam – 6:30 p.m. (Room 100)
4104 Mortgages – Class begins at 6:30 p.m. (Room 300)

(M) 6 3124 Domestic Relations – Class begins at 8:20 p.m. (Room 100)
4054 Secured Transactions – Final Exam – 8:20 pm. (Room 300)

(TH) 9 3034 Estate Planning – Class begins at 6:30 p.m. (Room 100)

- (M) 13 5412 Technology and the Law - Class begins at 8:20 p.m. (Room 300)
- (W) 15 3114 Third Year Moot Court – Last Class
4134 Fourth Year Moot Court – Last Class
- (W) 22 4154/W Advanced Legal Studies Workshop – Class begins at 6:30 (Room 300)

MARCH 2017

- (TH) 30 1144 Torts – Last Class
2034 Civil Procedure – Last Class
2084 Property – Last Class
- (W) 29 4154/W Advanced Legal Studies Workshop – Last Class

APRIL 2017

- (M) 3 1034/2 Intro to Law & Legal Writing – Last Class
1034/3 Intro to Law & Legal Writing – Last Class
1034/4 Intro to Law & Legal Writing – Last Class
1034/1 Intro to Law & Legal Writing – Last Class
1054 Contracts & Sales – Last Class
2094 Constitutional Law – Last Class
2014 Evidence – Last Class
- (TH) 6 5184 Employment & Labor Law – Last Class
1104 Con. Crim. Law & Procedure – Last Class
4154 Advanced Legal Studies – Last Class
- (M) 10 3214 Restitution & Remedies – Last Class
4014 Business Associations – Last Class
- (TH) 13 4104 Mortgages – Last Class
- (M) 17 1034/2 Intro to Law & Legal Writing – Final Exam – 6:30 p.m. (Auditorium)
1034/3 Intro to Law & Legal Writing – Final Exam – 6:30 p.m. (Room 400)
1034/4 Intro to Law & Legal Writing – Final Exam – 6:30 p.m. (Auditorium)
1034/1 Intro to Law & Legal Writing – Final Exam – 6:30 p.m. (Room 400)
2094 Constitutional Law – Final Exam – 6:30 p.m. (Room 200)
3124 Domestic Relations – Last Class
- (TH) 20 1144 Torts – Final Exam – 6:30 p.m. (Auditorium)

2034 Civil Procedure – Final Exam – 6:30 p.m. (Room 200)
3034 Estate Planning – Last Class

(M) 24 1054 Contracts & Sales – Final Exam – 6:30 p.m. (Auditorium)
2014 Evidence – Final Exam – 6:30 p.m. (Room 200)
5412 Technology and the Law – Last Class

(TH) 27 1104 Con. Crim. Law & Procedure – Final Exam – 6:30 p.m. (Auditorium)
2084 Property – Final Exam – 6:30 p.m. (Room 200)
5184 Employment & Labor Law – Final Exam – 6:30 p.m. (Room 100)

MAY 2017

(M) 1 3214 Restitution & Remedies – Final Exam – 6:30 p.m. (Room 100)
4014 Business Associations – Final Exam – 6:30 p.m. (Room 300)

(TH) 4 4154 Advanced Legal Studies – Final Exam – 6:30 p.m. (Room 300)

(M) 8 3124 Domestic Relations – Final Exam – 6:30 p.m. (Room 100)
5412 Technology and the Law – Final Exam – 6:30 p.m. (Room 300)

(TH) 11 3034 Estate Planning – Final Take Home Exam Due
4104 Mortgages – Final Exam – 6:30 p.m. (Room 300)

(SAT) 27 Graduation – Renaissance Nashville Hotel Ballroom

JUNE 2017

(FRI) 9 Annual Recognition Dinner - Renaissance Nashville Hotel Ballroom

7/5/16