

Faculty Meeting
School of Law
August 16, 1982
Conference Room
12:00 noon

MINUTES

Present: Browde, Deloria, Desiderio, J. Ellis, W. Ellis, Fink, Flickinger, Goldberg, Hermann, Johnson, MacPherson, Martinez, Minzner, Muir, Parnall, Ragsdale, Scales, Schwartz, Simson, Stelzner, Taylor, Teitelbaum, Utton, Weihofen, Winograd; Student Representative Duarte; Camp

Dean Desiderio called the meeting to order; minutes of the meeting of July 21, 1982, were approved.

Faculty will find in their mailboxes an Orientation Schedule for beginning students. Faculty is invited to all programs. Introduction of faculty will be on Wednesday, August 18, at 1:00 p.m.

Also in the mailboxes will be Committee Assignments, as well as a memo with regard to paid representation of clients and consulting arrangements.

Dean requests each faculty member to submit a list of projects employing research assistants and work-study students. He also requests that the faculty comply with deadlines for Incomplete grades, as outlined and adopted at the faculty meeting of April 13, 1981, and contained in the "Important Information" booklet distributed to students.

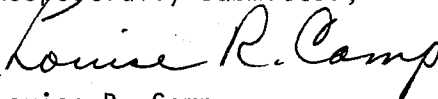
Dean also spoke of plans for a Board of Visitors.

Matters of probations and suspensions were then voted upon. Continued on probation were: Joe Sedillo, Antoinette Houle, Tom Narcomey, and Beatrice Garduno.

Petitions to remain in law school submitted by Judy Bodo and Connie Garcia were denied. Dean was authorized to look into the situation of Ms. Garcia, then to make recommendations regarding her returning for the spring semester.

Meeting adjourned. (Schedule of faculty meetings is being put in mailboxes.)

Respectfully submitted,



Louise R. Camp
Sec'y

PROCEDURES FOR EXAMINATIONS AND PAPERS

Scheduled Examinations--Incompletes

It is the policy of the Law School that examinations are to be taken at the times specified. The Dean or Associate Dean, with the concurrence of the Faculty members, may permit a student for sufficient reason to take an examination at a later date. Sickness of the student or death in the immediate family is presumed to be sufficient reason.

A student who cannot take an examination on the specified dates [for reasons other than an emergency] should give notice of such to the Dean or the Associate Dean and to the Registrar of the Law School. Notice should normally be given at least three days before the last day on which the particular examination is given.

A student shall receive the grade of "Incomplete" for an examination which is missed after obtaining permission. The "Incomplete" shall be removed prior to the last day of the examination period of the next semester. Failure to remove the "Incomplete" by that time will result in the grade of "F" for the course. If the examination is taken prior to the last day of the examination period of the next semester, the "Incomplete" shall be removed and the student shall receive the grade of "Credit," "D," or "F."

A student shall receive the grade of "Incomplete" for an examination which is missed after obtaining permission. The examination shall be taken within forty days of the close of the examination period. In exceptional circumstances, a student may petition the Dean or Associate Dean for a later examination date, which shall not be later than the last day of the next succeeding examination period (i.e., for fall semester examinations, the last day of the following spring examination period; for spring and summer examinations, the last day of the following fall examination period). Failure to remove the "Incomplete" by that time will result in the grade of "F" for the course. If the examination is taken after the regularly scheduled examination dates within the examination period but before expiration of the extended period, the "Incomplete" shall be removed and the student shall receive the grade of "Credit," "D," or "F."

A student who misses an examination without first obtaining permission shall receive the grade of "F" for that course. The student shall have the right to petition the Dean or Associate Dean to show cause why he or she should be given the grade of "Incomplete." The Dean or Associate Dean, with the concurrence of the particular faculty member, shall decide whether the reason for missing the examination was serious enough to allow the student to receive the grade of "Incomplete" instead of "F."

For purposes of computing GPA and cumulative GPA, any courses with the grade of "Incomplete" shall not be considered unless the period to remove the grade has run. In that case the "Incomplete" will be treated as an "F."

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In exigent circumstances, a student may be permitted to take an examination before the scheduled examination dates. A student requesting permission to take an examination early shall give notice and reason of such to the Dean or Associate Dean and the Registrar of the Law School at least one week before the date he or she wishes to take the examination. The Dean or Associate Dean, with the concurrence of the particular faculty member, may grant permission to the student to take such examination at the earlier date.

If a student does take the examination at an earlier date, he or she shall receive the grade of "A," "B," "C," "D," or "F."

II. Papers

Papers must be submitted by the date set by the particular faculty member which should not be later than one week after the last day of the examination period. A professor may grant a student permission to submit a paper at a later date if he or she believes that the paper topic necessitates such. In all other cases, the procedures for missing examinations are to apply whenever a student is not able or does not submit the paper at the specified date.

A student who has obtained permission to submit a paper at a date later than one week after the last day of the examination period shall receive the grade of "Incomplete" for the course or seminar. The "Incomplete" must be removed no later than the last day of the next semester in which the student enrolls or at an earlier date if specified by the professor. If the student fails to submit a paper within this period, he or she shall receive the grade of "F" for the course or seminar. If the student does submit a paper within the period, he or she shall receive the grade of "A," "B," "C," "D," or "F" for the course or seminar.

Papers must be submitted by the date set by the particular faculty member which should not be later than one week after the last day of the examination period. Extensions may be granted for emergency purposes under the same conditions employed for examinations. In addition, a professor may grant a student permission to submit a paper at a later date if he or she believes that the paper topic necessitates such.

A student who has obtained permission to submit a paper at a date later than one week after the last day of the examination period shall receive the grade of "Incomplete" for the course or seminar. The "Incomplete" must be removed no later than: for a course taken in the fall semester, the next succeeding May 31; for a course taken in the spring semester, the next succeeding October 15; for a course taken in the summer session, the next succeeding January 2. If such an extension is granted, the student must file with the Law School Registrar a statement acknowledging such and signed by the faculty member. If the student fails to submit a paper within the agreed period, he or she shall receive the grade of "F" for the course or seminar. If the student does submit a paper within the period, he or she shall receive the grade of "A," "B," "C," "D," or "F" for the course or seminar or, if previously agreed with the professor, the grade of "Credit," "D," or "F."

OLD
POLICY

REVISION

FACULTY COMMITTEES (1981-82)

		<u>Students</u>
<u>Faculty Secretary</u>	Louise R. Camp	
<u>Admissions</u>	Ruth Kovnat, Chair Fred Hart Helena Simson Luis Stelzner Peter Winograd	Elouise Chicharello(3)
<u>Bar & Alumni Relations</u>	Ted Occhialino, Chair Michael Browde Myron Fink Jose Martinez Peter Winograd Alumni/ae President	
<u>Curriculum</u>	Joe Goldberg, Chair Myron Fink Pam Minzner Mike Norwood Ann Scales Lee Teitelbaum	Nancy Lisberger(2) Eddie Hand(1) Pam Lambert(1)
<u>Faculty Appointments</u>	Hugh Muir, Chair Jim Ellis Fred Hart Ann Scales Leo Romero	
<u>Financial Aid</u>	Richard Gonzales, Chair Chuck DuMars Michele Hermann Rob Schwartz Peter Winograd	Tom Macken(2) Nancy Long(2) George Eichwald(1)
<u>Honors & Awards</u>	Mike Norwood, Chair Ted Occhialino Rob Schwartz Al Utton Peter Winograd	
<u>Readmissions</u>	Bill Ellis, Chair Michele Hermann Peter Winograd	
<u>Sabbatical Leave</u>	Al Utton, Chair Chuck DuMars Rob Schwartz	
<u>Student Affairs & Placement</u>	Jose Martinez, Chair Michael Browde Jim Ellis Karl Johnson Peter Winograd	David Mathews(3) Nancy Hertz(2)
<u>Ad Hoc Committee to Prepare Library Report</u>	Lorraine Lester, Chair Myron Fink Ted Occhialino Leo Romero	
<u>Subcommittee of Committee On Promotion and Tenure</u>	Ted Parnall, Chair Chuck DuMars Bill Ellis Garrett Flickinger Leo Romero Helena Simson	
<u>Law Faculty Representative to Library Faculty Meetings</u>	Luis Stelzner	
<u>Student Representatives to Faculty Meetings</u>		Terry Kamm (3) Leroy Duarte(2) Tim Garcia(1)