INTEROFFICE MEMORANDUM

MAY 2, 2019

FROM: JEFFREY KAHN, CURRICULUM COMMITTEE

SUBJECT: MODIFICATIONS TO BY-LAWS

The purpose of this memorandum is to set out the forthcoming amendments to the College of Law's bylaws. These changes should be considered as being in effect as we work to amend the current bylaws to reflect these approved changes.

In this memo:

- "Letter-Grade JD Students" refers to JD students whose transcripts show letter grades. This category applies to (1) students who were first-year JD students at the College of Law in the 2018-19 academic year or any later year, and (2) students who transfer to the College of Law's JD program (from another law school or the College of Law's LL.M. program), and start their studies here in or after the Summer 2019 session/semester.
- "Number-Grade JD Students" refers to JD students at the College of Law whose transcripts show numeric grades. This category applies to (1) students who were first-year JD students at the College of Law before the 2018-19 academic year, and (2) students who transferred to the College of Law's JD program (from another law school or the College of Law's LL.M. program), and started their studies here before the Summer 2019 session/semester.

AMENDMENT 1 – GRADING SYSTEM

The College of Law assigns the following grades to Letter-Grade JD students. Each grade corresponds to a number of points:

GRADE	POINTS
A+	4.25
A	4.00
A-	3.75
B+	3.25
B	3.00
B-	2.75
C+	2.25

C	2.00
C-	1.75
D+	1.25
D	1.00
D-	0.75
F	0.00

The College of Law may also report the following Score Codes on students' official transcripts:

CODE	MEANING
S	Satisfactory work
U	Unsatisfactory work
I	Incomplete
IE	Incomplete expired
AF	Administrative failure
AD	Administrative disenrollment (no credit)
WD	Withdrawal from course by permission of the College of Law
W	Withdrawn from the College of Law or the University

Grade Point Average: A Letter-Grade JD student's grade point average is (1) the total number of grade points for the student, as calculated by multiplying (a) the number of credits for each class for which a grade is assigned on the student's transcript with (b) the number of points associated with that grade; divided by (2) the number of graded credits reported on the student's transcript. The result is rounded to the nearest hundredth. Score Codes do not count as graded credits toward the computation of GPA, except that each AF and IE score is included as a grade with zero points in the computation of GPA.

AMENDMENT 2 – GRADE DISTRIBUTION

This amendment describes the mandatory distributions of grades that have applied to first-year JD classes since the Fall 2018 semester and will apply to all JD sections of classes starting in the Summer 2019 term. *Note*: Starting in the Summer 2019 term, classes may contain a mix of Letter-Grade JD students and Number-Grade JD students. Professors of these classes will assign grades according to the scale of Amendment 1 and the mean and distributional requirements of Amendment 2, and these letter grades will be translated to numeric grades for Number-Grade JD Students under the rules of Amendment 3.

All JD sections of classes are subject to the following mean requirement:

The mean grade (using the points associated with each grade) must be at least 3.15 and may be no greater than 3.25. However, for upper-level classes, if the mean incoming GPA for students enrolled in the course (as determined at the beginning of the semester) is greater than 3.20, the mean grade may be as high as the mean incoming GPA plus 0.05 points. If the mean incoming GPA is less than 3.20, the mean grade may be as low as the mean incoming GPA minus 0.05 points.

JD sections of classes are subject to an additional distributional requirement unless the class either (1) is a seminar or (2) has fewer than 20 students enrolled (if either of these exceptions apply, the class distribution will only need to meet the mean requirement above). If the exceptions do not apply, then in addition to the mean requirement, class grades must meet the following distribution:

A+	0 to 3%
A	5 to 15%
A-	10 to 20%
B+	20 to 35%
B	20 to 35%
B-	5 to 15%
C+ & below	0 to 20%

AMENDMENT 3 – TRANSITION FOR SUMMER 2019 THROUGH SUMMER 2020

In order to accommodate the fact that upper division classes will have a mixture of Letter-Grade JD students and Number-Grade JD Students (because university rules do not permit the mixing of letter grades and number grades on student transcripts), the following transition rules will apply:

A.   Grading

Professors will grade JD sections of classes subject to the grading system and distribution requirements in Amendments 1 and 2. Number-Grade JD Students will receive a numeric grade by converting the letter grade using the following conversion table:

Letter Grade	*Numeric Grade*
A+	100
A	97
A-	93
B+	87
B	83
B-	77
C+	73
C	67
C-	63
D+	62
D	62

D-	62
F	60

B.   *Incoming GPA Mean*

For the purposes of the mean requirement in Amendment 2, the registrar will calculate the incoming mean GPA of the class by first converting the GPAs of incoming Number-Grade JD students using the following table:

Numerical Grade Mean	*4.0 Grade Mean*
97-100	4.25
92-96	4.00
89-91	3.75
85-88	3.25
79-84	3.00
76-78	2.75
71-75	2.25
Under 71	2.00

AMENDMENT 4 – SATISFACTORY/UNSATISFACTORY (S/U) GRADING OPTION

The S/U grading option set forth here applies to Letter-Grade JD Students only. Number-Grade JD students continue to be subject to the S/U grading option set forth in Section 4.4 of the current bylaws.

A JD student can make only one S/U election during the student's enrollment at the College of Law (this limit does not include courses that are offered only on an S/U basis). Students may not elect the S/U option for required upper division courses (i.e., Constitutional Law II or Professional Responsibility) or a course which is used to satisfy the upper-level writing requirement, other than a DIS project. When a student under the letter grading scale makes an S/U election, the student's grade for that class will be reported as follows:

A+	A+	(4.25)
A	A	(4.00)
A–, B+, B, B–, C+, C	S	——
C–	C–	(1.75)
D+	D+	(1.50)
D	D	(1.00)
D–	D–	(0.75)
F	F	(0.00)

AMENDMENT 5 – DEAN'S LIST

The Dean's List selection rule set forth here applies to (1) Letter-Grade JD Students starting in the Fall 2018 semester, and (2) Number-Grade JD students starting in the Fall 2019 semester. The rule is as follows:

At the end of the Fall and Spring semesters, the designation of "Dean's List" will be noted on a student's transcript, if: (1) the student is a first-year student and the student's grade point average is in the top 20% of semester grade point averages among first-year law students enrolled during that semester; or (2) the student is an upper-level (2L/3L) student and the student's grade point average is in the top 20% of semester grade point averages among all upper-level (2L/3L) students enrolled during that semester. To be eligible for the Dean's List designation, a student must successfully complete 12 or more credit hours for the semester with at least six graded credit hours in the College of Law.

During the 2019-2020 academic year, this rule will apply separately to Letter-Grade JD Students and Number-Grade JD Students. Starting in the Fall 2020 semester, the grades of Number-Grade JD Students will be converted into letter grades using the translation table set forth in Amendment 9 and their GPAs will be calculated according to Amendment 1 for the purpose of calculating the Dean's List.

AMENDMENT 6 – GRADUATION HONORS

The current graduating class (Fall 2018, Spring 2019, and Summer 2019) will be subject to current Section 1.6 of the Bylaws.[1]

Beginning with the class graduating in the Fall 2019, graduation honors will be determined using a percentile system rather than the current set GPA cut-off system. A graduate receiving the J.D. degree will be awarded the degree with honors when the graduate finishes in –

> Top 3% - Summa Cum Laude
>
> Top 10% - Magna Cum Laude
>
> Top 25% - Cum Laude.

For purposes of determining the percentiles, the graduating class includes graduates from the fall, spring and summer semesters. The percentiles will be calculated after spring graduation (thus fall graduates will have to wait until after the spring graduation to learn whether they received honors), but will include the projected number of summer graduates. If a summer graduate moves up into an award percentile, he or she will receive the corresponding honor. However, in no case will a fall or spring graduate lose the award designation after the initial determination has been made.

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[1] **1.6   Graduation With Honors** -- A graduate receiving the J.D. degree will be awarded the degree with honors when the graduate's final cumulative grade point average is –
  1.6.1   Summa Cum Laude (highest honors): 93.000 or above
  1.6.2   Magna Cum Laude (high honors): 89.000 to 92.999
  1.6.3   Cum Laude (honors): 84.000 to 88.999

AMENDMENT 7 – ACADEMIC SUPPORT

The name of Academic Oversight will be changed to "Academic Support." In place of a fixed GPA determination, students will be placed in the Academic Support program if they are in the bottom 25 percent of the first-year class (either at the end of the fall or spring semester). Second-year students will be placed in the Academic Support program if they are in the bottom 25 percent of their class at the end of the spring semester of their second year. By delegation from the faculty, the Dean shall set the rules and format of the Academic Support program. Section 13.1 - Academic Oversight - is no longer in effect.

AMENDMENT 8 – ACADEMIC DISMISSAL

Letter-Grade JD students will be administratively dismissed from the College of Law automatically and without further notice if the student fails, at any point after the completion of the student's second semester in the College, to maintain a cumulative grade point average of 2.00.

Number-Grade JD Students continue to be subject to section 13.2 of the current Bylaws.

AMENDMENT 9 – READMISSION

A JD student readmitted to the College of Law under Section 12 or Section 13 of the College of Law Bylaws for re-enrollment before the Fall 2020 semester will be treated (1) as a Number-Grade JD Student if their JD transcript at the time of readmission shows numeric grades, or (2) as a Letter-Grade JD Student if their transcript at the time of readmission shows letter grades.

A JD student readmitted to the College of Law under Section 12 or Section 13 of the College of Law Bylaws for re-enrollment during or after the Fall 2020 semester will be treated as a Letter-Grade JD Student. If that readmitted student's JD transcript at the time of readmission shows numeric grades, those grades will be converted to letter grades using the following translation table:

98-100	A+
93-97	A
90-92	A–
86-89	B+
80-85	B
77-79	B–
74-76	C+
69-73	C
65-68	C–
62-64	D
60-61	F

Readmitted students whose grades are subject to this conversion table will be informed of the need for conversion and must agree to it as a condition of their readmission.

AMENDMENT 10 – GRADING SYSTEM AND GRADE NORMALIZATION FOR LLM AND JM STUDENTS

1. LLM Students

Amendment 1 applies to LLM students who start their LLM degree during or after the Fall 2019 semester. (LLM students who started earlier remain subject to the grading scheme set forth in Section 4.1 of the current bylaws.)

Starting in the Fall 2019 semester, LLM students will also be subject to Amendment 2 and will be counted as JD students for all mean and distributional computations in the new grading system, except that incoming LLM students' grades will be ignored for the purposes of computing a section's incoming mean grade. This treatment matches current practice, which exists mainly for internal recordkeeping related to students' applications to transfer into the JD program.

However, for each JD class in which an LLM student receives a letter grade, the LLM student's official transcript will show a grade that is two half-grades higher than the grades that the professor assigned to the student, except that an LLM student will be awarded an A+ only if the student was awarded such a grade pursuant to the Amendment 2 Grade Distribution scheme. This translation does not apply to classes offered only to non-JD students.

2. JM Students

Amendment 1 applies to JM students who started the JM program during or after the Fall 2018 semester.

JM students are not subject to Amendment 2and are not included in any of the calculations described in that amendment. That is, JM students' grades are not subject to mean or distributional requirements, and their presence in a class does not influence JD (or LLM) grading.

3. Readmission

LLM and JM students readmitted to the College of Law for reenrollment in or after the Fall 2020 semester whose transcripts show numeric grades will have those numeric grades converted to letter grades using the translation table set forth in Amendment 9.