Office of the Registrar

August 24, 2022

Academic Reminders

Each year we inform students that it is their responsibility to read the Law School Bulletin, and to understand and abide by our rules and regulations. As we start a new academic year, here are a few important reminders:

- **Important dates and deadlines**
- **Adding and dropping courses**
  - Courses outside the law school
  - Grading basis changes
  - Adding Supervised Research
- **JD Graduation requirements**
  - Experiential units
  - Fifth-term registration
  - Graded and credit fail units
  - Incomplete work
  - Professional Responsibility
  - Reading groups
  - Writing Requirements
  - Supervised Reading and Research
- **Policies**
- **Examinations**
- **Where to find information**

This email is long and focuses on common areas of questions and concerns. It is not intended to be comprehensive. Please review the information below and if you have questions stop by SLB 102 or email registrar.law@yale.edu.
Adding and Dropping Courses

You are responsible for the accuracy of your class schedule on the Student Information System (SIS). The online Add/Drop system opened on Monday morning, August 22, at 8:30 a.m.; the system will close on Monday, August 29, at 8:30 a.m. *Tip:* be sure to click **submit** when you make changes to your schedule in SIS. By the end of add/drop, your schedule must be between 12 and 16 units and have no overlapping classes.

After the close of the add/drop period, no course may be added or dropped without the permission of the instructor. For a course in which an examination is required, no add or drop form will be accepted after the last day of classes in the term when the course is offered. Late change of schedule fees begin Tuesday, September 6.

Courses Outside the Law School

If you are interested in courses offered in other Yale departments and schools, consult [Yale Course Search](https://coursesearch.yale.edu/). This site is updated regularly during August/September and January/February. If you plan to take an outside course, please complete a request to take a course outside the Law School.

Electing to Change the Grading Basis for a Course

With the permission of the instructor, you may elect to take a graded course or clinic on a credit/fail basis, or a credit/fail course or clinic on a graded basis. To elect this option, you must file the form with the registrar by **Thursday, October 6 at 4:30 p.m.** Once a change of grading basis has been elected, no further changes will be allowed.

Adding Supervised Research/Reading

To add Supervised Research, add LAW 40001 with the appropriate professor on SIS during add/drop. The units will default to zero. Complete the Supervised Research form to increase the units, add the project title, and elect the grading basis. To add Supervised Research after online add/drop closes, or to add Supervised Research for RA credit or Supervised Reading, complete the Supervised Research form and select the appropriate option from the drop down
menu.

**JD Graduation Requirements**

To view your progress towards meeting the degree requirements, consult your [degree audit](https://sis.yale.edu) on [SIS](https://sis.yale.edu). The degree audit updates nightly.

**Experiential Unit Requirement:** Each JD student must complete at least 6 units of experiential course work. Courses that qualify for the Experiential unit requirement are posted on [YLS:Courses](https://ylscourses.yale.edu). The fieldwork and classroom component must be taken in the same semester in order for clinics to count towards the experiential unit graduation requirement. Additionally, a student may not use the same course to satisfy the Experiential requirement and the Professional Responsibility requirement, or one of the writing requirements (Substantial Paper or Supervised Analytic Writing).

**Fifth-Term Registration:** In order for a JD student to register for a fifth term at the Law School, a faculty member must certify that one of the writing requirements for graduation has been completed. See the Writing Requirements section of [the Law School Bulletin](https://bsl.yale.edu/). If you do not have one of the writing requirements certified by the announced date preceding registration for the fifth term, normally August 1 for a fall term and the last day of the December examination period for the spring term, you will be required to take a leave of absence for that term. Students who have been approved for joint-degree programs must complete one of the required papers before they can register for their fourth term. Also see the section below on Supervised Analytic Writing and Substantial Papers.

**Graded and Credit/Fail Units:** After the first term, JD students must satisfactorily complete at least 67 units of credit, of which at least 51 units must be graded work. At least 9 graded units must be taken in the second term.

**Incomplete Work:** No student may graduate if any course is in progress or incomplete, even if the JD student has 83 units of completed work.

**Professional Responsibility Requirement:** Each JD student must satisfactorily
complete one course designated as meeting the Legal Ethics and Professional Responsibility requirement. For each academic year, courses that have been so designated are posted on YLS:Courses.

*Note:* A student may not use the same course to satisfy the Professional Responsibility requirement, or the Experiential unit requirement, or one of the writing requirements (Substantial Paper or Supervised Analytic Writing). See Standard 303.

**Reading Groups:** Students who wish to organize a reading group must submit a proposal by the deadlines for each term. A member of the faculty must review and approve the proposal and the student organizer should attach to the form a brief description and a complete reading list. Reading groups are 1 unit, credit/fail, and must meet for at least 14 hours over the course of the term. The sponsoring professor is responsible for submitting the grade sheet at the end of the term to indicate which students have earned credit for the reading group. Also see Supervised Reading and Research, below.

**Supervised Analytic Writing and Substantial Paper:** Only Law School Professors and Visiting Professors may supervise papers written to meet the Supervised Analytic Writing (SAW) requirement. Lecturers and Visiting Lecturers may supervise papers written for the Lecturer’s class in fulfillment of the Substantial Paper requirement.

**Supervised Reading and Research:** No more than 10 units of credit for supervised reading or research programs may be counted toward the 83 units required for graduation. Ordinarily, no more than 4 of these 10 units may be for participation in reading groups. No more than 6 units in a given term may be awarded for supervised research and no more than 3 units in a given term for supervised reading. Research Assistant work may be taken for academic credit or for pay, but not both. If RA work is taken for academic credit, it may be taken only on a credit/fail basis. See the section Reading Groups and Supervised Reading and Research Programs of the Law School Bulletin.

Only Law School Professors and Visiting Professors may supervise independent
research and reading.

**Policies**

Completing the Term Data Update (TDU) acknowledges students’ responsibility to read, understand, and comply with the policies stated in [the YLS bulletin](https://view.message.yale.edu/?qs=2f136f96c46f65526398d6315af0645...) and linked on the TDU page, including but not limited to: [Important Dates and Deadlines](https://view.message.yale.edu/?qs=2f136f96c46f65526398d6315af0645...), [Drug Prevention Program Information](https://view.message.yale.edu/?qs=2f136f96c46f65526398d6315af0645...), [Notice of Directory Information and Non-Disclosure](https://view.message.yale.edu/?qs=2f136f96c46f65526398d6315af0645...), [Rights & Duties and Grievance Procedures](https://view.message.yale.edu/?qs=2f136f96c46f65526398d6315af0645...), [Satisfactory Academic Progress Policy](https://view.message.yale.edu/?qs=2f136f96c46f65526398d6315af0645...) and [ABA Standard 303](https://view.message.yale.edu/?qs=2f136f96c46f65526398d6315af0645...).

**Attendance:** In accordance with American Bar Association accreditation standards and sound educational policy, the Law School requires regular class attendance for a student to receive credit for a course. Instructors have the discretion to have more specific attendance requirements, which they announce at the beginning of the term.

**Email:** Important notices are often sent to students by email. Any notice from an administrative office will be sent to your yale.edu e-address. You are responsible for reviewing, understanding, and responding to these notices appropriately. In addition, you should always send queries to Yale Law School administrative offices from your yale.edu account. Messages sent from gmail or other accounts are often filtered by the University system to Junk mail and may well not reach the intended recipient.

**Joint Degrees and Intensive Semester Research Programs:** See [the Law School Bulletin](https://view.message.yale.edu/?qs=2f136f96c46f65526398d6315af0645...) for policies on joint-degree programs and intensive semester research programs. To be considered for either a joint-degree program or an intensive semester research project, you must submit a proposal to the faculty committee on Special Courses of Study by the announced date each term. Unless there are unusual circumstances, joint-degree proposals from first-year students will not be considered before the student's second semester.

**Satisfactory Academic Policy:** Each JD student's progress toward meeting degree requirements will be assessed at the end of each academic year. Any student who is determined not to have met the standards for SAP for his or her
degree program will be required to meet with the appropriate dean to establish a formal plan for coming into compliance with the standards and will be notified by the Financial Aid Office about his or her continued eligibility to receive financial aid awards.

**Standard 303:** Under ABA Standard 303 (Curriculum), Interpretation 303-1, a student may not use one course to satisfy more than one requirement. A particular Yale Law School course may be listed as qualified to meet the following requirements: professional responsibility; experiential; and a Substantial Paper or Supervised Analytic Writing paper. An individual student, however, may use that course to satisfy only one of those requirements. A student enrolled in a course with multiple designations must notify the instructor and the registrar before the last day of classes in the term in which the course is offered which requirement he or she intends to satisfy by successfully completing the course.

**Work during Term Time:** Students may work no more than twenty hours per week during the term. If the work is a teaching assignment in another Yale school, whether as a Teaching Fellow or a Part-time Acting Instructor, the student must secure the written permission of the associate dean for academic affairs. First-term JD students are not allowed to work in any university-paid position.

**Examinations**

The examination schedules for both terms are posted on [YLS:Courses](https://view.message.yale.edu/?qs=2f136f96c46f65526398d6315af0645...). Please note the dates of your exams before you make travel plans for the winter recess period and for your end-of-the year departure, because you are expected to be available to take exams on the scheduled dates and not all exams may be rescheduled, nor are all exams available through the YLS online exam system. You are responsible for being available in New Haven during both exam periods. Specific details about individual exams and exam policies will be posted later in the term.

Do not speak to the instructor about rescheduling an examination. Not all examinations may be rescheduled. Changes in the scheduling of exams may be requested during the final week of classes. Once an exam has been rescheduled, no further changes will be allowed.
Where to Find Information

- **Student landing page** (click on “students” at the top of the YLS web site)
- **YLs Registrar’s Office** (forms, important dates, Supervised Research policies)
- **SIS** (add/drop, degree audit, pronouns, name pronunciation, My Gender)
- The [Yale Hub](#) collects many of these links in one central place.

Good luck with the start of the semester!

Best,

Heather

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