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**Elective Course Information "Handbook"**

The "handbook" arranged by catalog number contains specific information about elective courses offered, including prerequisites, method of grading, course summary, books used and relevance of the course for career purposes. It is designed to assist students in course selection and may be found on the [web](#).

**Questions?**

We know that questions often arise regarding meeting degree requirements, including meeting residency and research and writing requirements. Feel free to e-mail Dean Jeffrey Berman and/or Tina Melville for answers to questions you may have. Their email addresses are: [bermanj@umkc.edu](mailto:bermanj@umkc.edu) and [melvillet@umkc.edu](mailto:melvillet@umkc.edu).

**Mini-Terms**

There may be [mini-terms offered during the spring semester](#). During each mini-term, students may, but are not required to, enroll in one, one credit hour course. Classes will not be held for the regular spring courses during the mini-term.

**Advisement**

There will be a Student Advisement and Career Fair each spring, in addition to mandatory [convocations](#) to provide detailed information regarding the registration process, required classes for graduation, residency requirements, R&W explanations, hours needed for graduation, credit in lieu of grade option and to answer any questions you may have.

**Faculty Advisement**

Before students submit their course request forms, they must show the administration that they have visited with their faculty advisors to discuss career goals, course selection, etc., and obtain their faculty advisor’s signature on the form. Accordingly, a student’s form will not be accepted that does not contain an advisor’s signature. If you are unsure who is your faculty advisor is, please contact [Adela Fleming](mailto:adela.fleming@umkc.edu) in the Administrative Suite.

**Statement of Financial Responsibility**

Students are required to enroll on-line through Pathway. If you are unable to register on-line in Pathway and must manually register for classes, you will also need to submit a completed and signed Statement of Financial Responsibility form. The campus [will not allow](#) a student to be manually enrolled and/or registered.
for classes unless that form is filled out and signed. The Statement of Financial Responsibility form may be obtained from Tina Melville in the administrative suite.

**Course Request Timetable** - This timetable shows when you are required to submit course request forms. All forms must be turned into Tina Melville in the administrative suite by the stated *deadline*.

**Matters to Consider When Deciding Which Courses to Request:**

**(1) Degree Requirements and Courses that Are Required**

See these topics covered on the web regarding [Requirements for a J.D. Degree](#).

**(2) Credit Hours Per Semester**

A full-time student must take at least 13 credit hours per semester (except during the last semester) and may not take more than 16 credit hours per semester, except with the permission of Dean Jeffrey Berman. A student will never be permitted to enroll in more than 18 hours, including graduate courses taken in other units of the university.

**(3) Law School Classroom Credits**

Students have an opportunity to take courses at the law school, in the community in internships, in independent studies, and courses in other departments and abroad during their legal education. However, all law students are required to take at least 80 law school classroom credit courses for graduation. The only exception to this requirement is that JD/MBA students & JD/MPA students only have to have 76 residency hours.

Classroom credit courses are those courses requiring attendance at a minimum number of regularly scheduled class sessions at the law school. Students in UMKC study abroad programs may count those courses as classroom credit courses. All in-house clinic courses are considered classroom credit courses (this includes the Innocence Project Clinic, the Child & Family Services Clinic, the Entrepreneurial Law and Practice Clinic, the Tax Clinic, and the Appellate Practice Clinic. The summer Solo & Small Firm Practice course and Divorce Processes & Practices course are also considered classroom credit courses but only if taken with another summer session residence course that meets for the entire summer session.
What would not be considered a classroom credit? Non-classroom credit courses would include externships, research & writing, independent study, courses taken in other units of the university (unless cross listed), journal participation and competitions. These credits, while counting toward the total of 91 hours to graduate, do not count toward the 80 hours classroom credit minimum. The fact that a course is not a graded one does not mean that it is not a law school classroom credit course.

A student desiring to visit at another law school or to attend a summer abroad program offered by another school should check with the Associate Dean for Students to see if the number of class sessions in the program meet the requirements for the program's courses to count toward the 80 hours.

**Courses that are partial classroom credit courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit/Hr</th>
<th>Residency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Law 8656</td>
<td>Public Defender Trials Clinic</td>
<td>3 hr</td>
<td>1 hr residency</td>
</tr>
<tr>
<td>Law 8656P</td>
<td>Jackson County Prosecutor's Clinic</td>
<td>3 hr</td>
<td>1 hr residency</td>
</tr>
<tr>
<td>Law 8705</td>
<td>Trial Advocacy III</td>
<td>2 hr</td>
<td>1 hr residency</td>
</tr>
<tr>
<td>Law 8745</td>
<td>Law Review</td>
<td>1 hr residency per semester on staff</td>
<td></td>
</tr>
<tr>
<td>Law 8745R</td>
<td>Law Review Board</td>
<td>1 hr residency each semester on Board</td>
<td></td>
</tr>
<tr>
<td>Law 8748</td>
<td>Appellate Advocacy III</td>
<td>2 hr</td>
<td>1 hr residency</td>
</tr>
<tr>
<td>Law 8750</td>
<td>Urban Lawyer</td>
<td>1 hr residency each year on staff</td>
<td></td>
</tr>
<tr>
<td>Law 8750B</td>
<td>Urban Lawyer Board</td>
<td>1 hr residency each semester on Board</td>
<td></td>
</tr>
<tr>
<td>Law 8775</td>
<td>Appellate Advocacy IV</td>
<td>1-2 hr</td>
<td>1 hr residency credit</td>
</tr>
</tbody>
</table>

**Non-classroom credit courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Law 8747</td>
<td>Appellate Advocacy II</td>
</tr>
<tr>
<td>Law 8746</td>
<td>Legal Research</td>
</tr>
<tr>
<td>Law 8746R</td>
<td>Independent Study</td>
</tr>
<tr>
<td>Law 8800</td>
<td>Legal Research Thesis</td>
</tr>
</tbody>
</table>

Any course taken in another part of the university (unless cross listed)

**(4) Six Semesters in Residence**

A full-time student must complete six semesters "in residence." In the first five semesters, to be “in residence” a student must take at least 10 classroom credit
courses. In the last semester, a student may count all law school non-classroom credit courses except independent study and research and writing credit.

For purposes of being considered “in residence”, two UMKC summer sessions may count together to form one semester in residence (except with respect to our summer abroad courses). Thus, students taking five regular semesters and two summer sessions at the Law School having at least ten classroom credit hours may graduate in 2 1/2 years. A student desiring to attend a summer abroad program offered by another school should check with the Associate Dean for Students to see if the program may count as 1/2 of an in-residence semester. In general, such a program needs at least seven weeks of classes to so count.

Part-time students need not, of course, satisfy this requirement in three years. Rather, their semesters will be combined to reach a total of six semesters in residence.

(5) Residency for Purposes of Tuition

The residency requirement, provided above, should not be confused with the issue of whether or not someone is a resident of Missouri for purposes of tuition and fees. Information concerning residency for purposes of tuition and fees may be obtained from the UMKC Cashier’s Office (816-235-1365).

(6) In order to graduate you must take at least one course as a 2L or 3L that meets the School's Jurisprudence requirement

The schedule of courses indicates courses that meet the requirement with a "J" in the "Notes" section of the listing of courses.

(7) In order to graduate you must satisfy the School's Uniform Commercial Code requirement

All students must take at least one course designated as one that satisfies this requirement. The courses meeting this requirement are Commercial Transactions, and Secured Transactions. "UCC" appears in the "Notes" section of the schedule indicating that a course meets the requirement.

NOTE: This is no longer a requirement effective for the entering class of 2010. Accordingly, only students entering prior to 2010 must meet this requirement.

(8) In order to graduate you must satisfy the School's Advanced Torts requirement

All students must take at least one course designated as one that satisfies this
requirement. "AdvT" appears in the "Notes" section of the schedule indicating that a course meets the requirement.

NOTE: This is not longer a requirement effective for the entering class of 2012. Accordingly, only students entering prior to 2012 must meet this requirement.

(9) In order to graduate you must satisfy the School's R & W requirement

This requires students to have a rigorous writing experience evidencing legal analysis resulting in a paper of professional quality. For more information about the requirement, including the criteria for satisfying it and the methods that may be used, please refer to R&W Information, Standards & Criteria.

(10) Professional Skills Requirement:

All students, as a condition of graduation, are required to successfully complete a substantial professional skills certification. The certification may be obtained in one of the following ways:

1. Completion of one credit hour of professional skills education. This requirement may be completed by successfully completing one or more courses designated as meeting all or a portion of the professional skills education requirement.

2. Completion of a one credit hour independent study providing professional skills education (Law 746R), which independent study is certified to the School’s Records Office as meeting the one credit hour professional skills education requirement.

3. Participation in law school programs that, even if not for credit, provide professional skills education (this would primarily consist of the various advocacy, counseling and negotiation competitions which do not provide course credit).

Designation of courses:

The Schedule of courses will indicate the courses designated as meeting all or a portion of the professional skills education requirement. If a course meets it totally it will be listed as 100% PSC; if it meets ¾ of the requirement, as 75% PSC; if 1/2, as 50%; if ¼, as 25% PSC. Thus, the requirement may be met by taking two courses designated as 50% PSC courses; or four courses designated as 25% PSC courses.

(11) Emphasis Area Designation on Transcript

The School has five emphasis areas; they are Business & Entrepreneurial Law;
Child & Family Law; International, Comparative & Foreign Law; Litigation; and Urban, Land Use & Environmental Law. Students may apply for admission into one of the emphasis areas and, if admitted, be assigned a concentration advisor; and, after satisfactorily completing the requirements for the emphasis area (including completing the number of required and elective courses, a research and writing project, a practical skills component, and an ethics component) will receive a designation on their transcripts that that have done so. Applications for admission into the emphasis areas and specifics regarding each, including when application must be made, is posted on the web. Students should familiarize themselves with these matters so that their requested courses as 2L and 3L students will track emphasis area needs.

(12) How to fill out the Course Request Form

You may obtain the Course Request Form from the Administrative Suite. The white Course Request Form is for 1Ls and 1L part-time students, yellow for 2L students and blue for 3L students.

First, complete the top portion, providing name, address, etc. Be sure to indicate the semester (May, July, or December) and year when you plan to graduate, and the number of credit hours that you will have completed at the end of the current semester, so that when your sheet is reviewed we can be sure that your total cumulative credit hours is accurate.

Second, list each course requested, starting with the lowest to the highest catalog number requested (e.g., list Law 8731 before Law 8754, etc.). The first box for each course ("apvd") is for completion by the administrative office, so leave that box blank.

List all courses you wish to enroll in for the next semester including graduate courses offered by other UMKC units. This is important because the School may not allow a student to enroll in more than 18 hours (A.B.A. accreditation rule) and the School needs to know if a student desires a graduate course offered by another unit to count toward the J.D. degree.

Be sure to provide the class number for each course in the class # box. Class numbers for Law 8746, which is used for R&W enrollment and Law 8746R which is used for other independent research/study projects are the class numbers of the individual faculty members overseeing the R&Ws and independent research/study projects. Unique class numbers are listed for Law 8746R (Independent Study) and for Law 8746 (R&W) for each semester.

Remember, before the course request form will be accepted by Tina Melville, the form must be signed or initialed by your faculty.
Once your schedule has been approved, it will be returned to your mailbox. Since some courses will be oversubscribed (closed) (see Closed Courses for the semester), it is important that you indicate how important the course or section of a course is for you to take in your mind. Show this by placing a number in the box labeled "Pref". A "1" means it is the course you most want to take, a "2" the next in importance, etc. Please do not leave the space blank or it will be assumed that you have no preference. Likewise, do not place a "1" for every course, for that will indicate that you have no ranked preferences among the courses. Be sure to also list your alternate selections, since some of the courses you request may be oversubscribed. Also, indicate for the alternates which course each is an alternate for--do that in the box labeled "For." Thus if you request Law 8765 and want Law 8867 to be an alternate choice for that course, indicate in the "For" box, "8765."

A copy of your request form will be returned to you--see Course Request Timetable. It will either indicate that the courses are approved or will indicate that a resubmission is required. The comment section will explain why a resubmission is required if it is not obvious from the changes made to your request on the form. In some cases, an administrative change will be made on the form, such as moving a 2L to a different section of a required course.

(13) Courses Oversubscribed/Closed

When requesting a course, consider the possibility that the course may be oversubscribed, i.e. more students may request the course than will be approved to enroll in it (due to number of seats, limited enrollment course, etc.) In such an event, enrollment preference will be given to third year students. In the event there is more than one section of a course, such preference will only be in regard to course enrollment, not section enrollment. Where insufficient seats are available for all members of a class (second year or third year) desiring to take that course, students will be selected for enrollment based upon priority requests and, where necessary, based on random assignment.

(14) Wait List

A list of closed classes (and nearly closed classes) will be posted on the web after they close and a waiting list process will begin for each closed class. Students on the wait list will be contacted by telephone and/or email as seats become available in the order in which the wait list request was made, with priority given to 3L students. A wait list request form may be obtained from the Receptionist in the Administrative Suite.

(15) Financial Aid

The number of credit hours taken per semester often impacts the eligibility for
financial aid. Be sure to check with the Student Financial Aid Office in regard to such eligibility.

The Next Steps After You Have Received an Approved Schedule of Courses

After your schedule has been approved, you will be responsible to log into Pathway during the enrollment time window for your class and enroll in the courses approved on your form. For instructions on registering for classes in Pathway, you can check the university website. You are not permitted to enroll in any course for which you have not received authorization from Dean Berman. You will only have a brief time to enroll on-line, so be certain to remove any holds (with the exception of the Law School hold) on your account in advance. For information on viewing and removing existing holds refer to the Records and Registration page on the UMKC web site. Refer to timetable. Information regarding adding & dropping courses is listed below.

Fee payment arrangements: All fees must be paid and/or arrangements made in accordance with policies of the university Registrar's office. If fees are not paid, or arrangements not made, you will be dropped from your classes by the campus. If you have any questions about this, please contact the Cashier's Office at 816-235-1365.

(1) Registering for a normally graded course on an ungraded basis.

After completion of the first year, a student may take one elective course ordinarily graded (except a 4-credit-hour class) on an ungraded basis.

A student may not do so for a course that is required

- for an emphasis area if the student desires to be in the emphasis area, even though the course is not required for graduation; or
- to be graded for a student pursuing our combined JD/Tax, LL.M program

For a "credit" to be posted on the student's record, work done for the course must be equivalent to a grade of C- or better; otherwise, the actual grade received will be posted. A student must make this election before the beginning of the semester by filling out an additional form that can be picked up in the administrative suite. You must hand carry this completed form to the campus registration and records office at the Administrative Center, since the Credit/Grade option must be exercised in person. The Credit/Grade option form must be filed with the campus registration office no later than the beginning of the semester, not the first day of classes, and the elected option may not be revoked thereafter. NO EXCEPTIONS.
(2) Adding and Dropping Classes:

Drop/adds may be requested by completing a drop/add form available from Tina Melville in the administrative suite. No faculty/advisor signature is required for a drop/add form. The form will be given to Dean Jeffrey Berman for approval or disapproval and returned to the student. If the change is approved during the Pathway enrollment time window, a student may make the changes on-line in Pathway. Once the enrollment period has ended, the student must carry the form to the Administrative Center (Room 115) for processing. **In general, a course may not be added after the class has met for one week. Tina Melville will inform students of the next steps to take in regard to enrollment or disenrollment after drop/add requests are approved.**

Graduating 3Ls: Special Information

Other Information

Graduation in Two and One Half Years

Despite the six semesters in residence requirement, provided above, students may graduate in two and one half years. To do so requires attending at least two UMKC summer sessions (not including the School's two summer abroad programs, which, although they may count toward the 91 hours needed to graduate and the 80 hour residency rule cannot be used together for this purpose) in order to accumulate enough credit hours to meet the graduation credit hour requirement. Each summer session may be considered half a semester for purposes of the residency requirement. Thus, at least 10 classroom credit hours in the law school must be taken in two summer sessions to satisfy the residency requirement. Students desiring a lighter load in their sixth semester may combine the last semester with classroom credit hours from a previous summer semester to accumulate the required ten "in residence" hours.

Interdisciplinary Courses Taken in Other UMKC Schools

A law student may enroll in up to 10 hours of graduate level courses in other UMKC schools and colleges (and courses in graduate programs at other schools or colleges if the student is enrolled in a graduate program there not offered at UMKC) and apply such hours toward the J.D. degree. The course(s) must be an appropriate upper level (500 or above) interdisciplinary course. The Associate Dean must approve the course (in advance of enrollment) as an appropriate one for law credit. A request to enroll in such course (indicating why you believe the course is appropriate for law school credit and your career objectives) must be provided by email to the Associate Dean during the course request process. Grades earned in such courses will not count in your law school GPA (even though...
a grade will appear on your official UMKC transcript), nor will the credits count toward the residency requirements, unless the course is cross-listed.

**Journal-Staff Participation (Law Review/Urban Lawyer)**

Students depending on journal-staff participation credit hours to meet the credit hour graduation requirement should indicate on their course request sheet for each semester the number of credits they will be receiving for each such participation. Students are responsible for making certain that at the appropriate time the Records Office is advised of the credits for journal staff participation. Students seeking credit for such participation are specifically directed to two faculty policies impacting the receipt of credit for such participation.

A student may NOT serve concurrently as an editor of the Law Review and Urban Lawyer

Two students may NOT hold the same editorship on a journal (except for Urban Lawyer Assistant Editors).

**Auditing Courses**

Law students may audit a course only with the written approval of the professor offering the course. The approval must be transmitted by email to the associate dean. Regular and punctual attendance is required in audited courses. An audited course may not thereafter be taken for credit. An Audit course WILL NOT count toward the 91 hour degree requirement.

**Disabled Student Services**

UMKC endeavors to make all activities, programs and services accessible to students with disabilities. A Coordinator for Disabled Student Services is available to advise students and arrange for reasonable accommodations concerning all aspects of campus life. It is important that students contact the Coordinator at least six weeks prior to the beginning of classes to arrange for providing appropriate documentation and the prescribing of reasonable accommodations in the classroom. For information call (816) 235-5696. Speech and hearing impaired use Relay Missouri, 1-800-735-2966 (TT) or 1-800-735-2466 (Voice.)

THE BOARD OF CURATORS AND THE UNIVERSITY OF MISSOURI-KANSAS CITY ARE COMMITTED TO THE POLICY THAT THERE SHALL BE NO DISCRIMINATION ON THE BASIS OF RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, AGE, NATIONAL ORIGIN, DISABILITY, OR VIETNAM ERA VETERAN STATUS. THIS POLICY PERTAINS TO EDUCATIONAL PROGRAMS, ADMISSIONS, ACTIVITIES AND EMPLOYMENT PRACTICES. THE VICE PROVOST FOR AFFIRMATIVE ACTION, LOCATED IN ROOM 354 ADMINISTRATIVE CENTER (5115 OAK), IS RESPONSIBLE FOR ALL RELEVANT PROGRAMS AND MAY BE CONTACTED AT (816) 235-1323,
235-2721. SPEECH AND HEARING IMPAIRED USE. RELAY MISSOURI: 1-800-735-2966 (TT) OR 1-800-735-2466 (VOICE).

R&W Information, Standards & Criteria Standard: Each law student shall have a rigorous writing experience evidencing legal analysis resulting in a paper of professional quality.

The School's Trial and Appellate Advocacy Programs

There has been much interest regarding our trial and appellate advocacy programs. Because these are areas in which we excel and in which there is traditionally strong student interest, we would like to explain how these programs work so that you can make scheduling decisions.

Introduction:

Both appellate and trial advocacy are taught in sequenced courses. The Appellate Advocacy sequence begins first. In fact, you have already begun that sequence, because Introduction to Law II (in which you write a brief and do an appellate argument) serves as Appellate Advocacy I. Therefore, if you are interested in continuing to develop appellate advocacy skills and, perhaps, participating in our competitive program, you should enroll in the Fall in Appellate Advocacy II. The Trial Advocacy sequence begins in the Winter semester of the second year and is a prerequisite for participation in the trial advocacy competitions.

Appellate Advocacy Sequence

Appellate Advocacy II is a one-credit course. It meets for class sessions during the first half of the semester and culminates in student presentation of oral arguments. The course introduces students to a unique Missouri appellate process and students are required to write Points Relied On and a Summary of Argument (3 page total) on each side of a case set in the Missouri Supreme Court. They then argue the case twice (once on each side) in front of panels of lawyers. The arguments take place in the Jackson County Courthouse two Saturdays in October or early November. The top 16 students in Appellate Advocacy II will be invited to participate in the Ellison Moot Court Competition (Appellate Advocacy III) in the Winter Semester. That course involves a problem set in the United States Supreme Court and requires that students write a full brief and argue before actual judges one Saturday in March or early April at the federal courthouse. Appellate Advocacy III is a two-hour course. Awards are given for the Top Oralist, Best Brief and Best Advocate Overall. In addition, the top six students from Appellate Advocacy III are chosen to be members of the National Moot Court Team (and to enroll in Appellate Advocacy IV, a 1-2 credit hour course) during the Fall of their third year. All participants in Appellate Advocacy III are invited and expected to join the Moot Court Board.
**Trial Advocacy Sequence**

Trial Advocacy begins in the Winter of the second year. Students enroll in Trial Advocacy I (2 credit hour course), which involves one weekly large class presentation/demonstration and one small group session in which the skills learned are practiced. Dean Jeffrey Berman oversees the course and local litigators and trial judges conduct the assessments. The class culminates in trials held at the courthouse in April. Any student who takes Trial Advocacy I and desires to do so may then enroll in Trial Advocacy II, which focuses more on strategy development and skill refinement, in the Fall of the third year. Certain "accelerated" sections of Trial Advocacy II may only be enrolled in by students who have excelled in Trial Advocacy I who are invited to enroll in those sections. Trial Advocacy II meets once per week and receives two credits. Full trials are conducted at the end of the semester. Members of the National Trial Teams are selected from those participating in the accelerated sections of Trial Advocacy II. They enroll in Trial Advocacy III and compete in regional and national trial competitions during the Winter semester of the third year.

**Summation**

Both our appellate and trial advocacy programs help prepare students to practice law. Students who complete our Advocacy programs should be able to pick up a file of a case being litigated, organize it and present it before a court and a jury in a persuasive way. Similarly, if unsuccessful in the trial of a case, they will be prepared to present the case properly and persuasively before an appellate court.

Both our trial and appellate programs have been successful in recent years in producing teams that have been very competitive at Regional and National competitions. There are additional opportunities for participation in interschool moot court competition, including the Jessup International Moot Court Competition, Frederick Douglass Moot Court (sponsored by National BLSA), and other specialized moot court competitions. Students interested in these programs are strongly encouraged to take Appellate Advocacy II in the Fall.

Whether you have a desire to be a trial or appellate advocate, compete for your school, or merely want to overcome the fear of speaking in front of others, these courses are for you.

10/11/2013