

**6.1** All students who participate in a DE Course will have an appropriate orientation to train students in the use of the technology employed for the DE Course and DE protocols appropriate to the DE Course.

**6.2** Students may count a maximum of 15 credits of DE Courses towards the J.D. degree at the Law School as part of the 64 credit hours of regularly scheduled classroom sessions or direct faculty instruction required by ABA Standard 311(b).<sup>30</sup>

**6.3** Students in the J.D. program must complete 28 credit hours toward the J.D. degree and be in good standing prior to being enrolled in a DE Course.<sup>31</sup>

**6.4** All student work that occurs in a DE Course may be monitored and reviewed by the DE Teaching Faculty and other Law School personnel as necessary for the delivery of the DE Course and compliance with this Policy.

**6.5** All students in DE Classes will abide by the Law School's Academic Regulations and this DE Policy.

**6.6** Law School J.D. students may enroll in DE courses offered at other ABA-approved law schools only with prior permission of the Law School's Associate Dean of Academic Affairs, and only when the law school offering the course has in place a policy that encompasses the same or similar requirements as this policy.

**6.7** Law School LL.M. and S.J.D. students may only take DE courses offered by the Law School and must seek approval prior to enrollment from the LL.M. Director or S.J.D. Director respectively. A maximum of 4 credits from DE Courses can be applied toward the LL.M degree, and a maximum of 6 credits from DE Courses may be applied toward the S.J.D.

## **7.0 Administration**

**7.1** The Law School's DE Courses will provide reasonable accommodation opportunities to comply with the Americans with Disabilities Act requirements and all relevant Law School and University policies.

**7.2** The administration of the Law School DE program is the responsibility of the Associate Dean for Academic Affairs, who may consult with a DE Committee.

### **Section 1.18 Attendance, Absences**

- (a) In accordance with ABA Standard 308(a), the Law School requires regular attendance of classes. A student must adhere to the attendance policies stated in the syllabi provided by Law School faculty members for each course. A student is responsible for ensuring that her or his own attendance conforms to the course requirements and faculty member's practice for recording regular attendance.
- (b) The Associate Dean for Student Services may excuse absences in individual cases for reason of illness, family emergencies, or other extraordinary situations. A student requesting an excused absence is responsible for reporting the absence within 3 days through the absence form on the Law School web site and, within 7 days of the absence, providing supporting documentation to the Associate Dean for Student Services who will determine whether the absence is excused or unexcused. See <https://www.law.hawaii.edu/forms-0>

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<sup>30</sup> ABA Standard 306(e).

<sup>31</sup> ABA Standard 306(f).

(c) Excused and Unexcused Absences

(i) Excused Absences may include but are not limited to:

- Illness (requires doctor's note for an extended absence)
- Death and/or funeral of family or close friend
- Mandatory professional training, education, and/or licensing that cannot be rescheduled (requires prompt notice to the Law School)
- Mandatory active or reserve military obligations that cannot be rescheduled (requires prompt notice to the Law School)
- Religious holidays
- Moot Court, Client Counseling competitions (not applicable to 1L team assistants); only travel and competition days are eligible for an excused absence
- Attendance at a local, national, or international law-related conference only as an invited guest speaker, as recognized law student representative on behalf of the Law School, designated coordinator of the event, or a major/central award recipient
- Court appearances for which you are subpoenaed as a witness or in a matter in which you are a party
- Serious personal matters

(ii) Unexcused Absences may include but are not limited to:

- Attendance at a conference
- Participation in a sports tournament
- Job interviews, call backs
- Transportation delays
- Weddings (including your own), reunions
- Computer problems
- Personal matters that are not emergencies
- Conflicts with projects, work, or deadlines in other classes

(d) If a student's *excused* absences exceed 10% of class time, the Associate Dean for Student Services may require the student to withdraw from the course.

(e) If a student's *unexcused* absences exceed 10% of class time, the Associate Dean for Student Services shall refer the matter to the Associate Dean for Academic Affairs who may impose sanctions including, but not limited to, a substantial grade reduction, withdrawal from the course, or assignment of a failing grade for the course.

(f) The Law School recognizes the importance of jury duty. However, a student may request that the Associate Dean for Student Services prepare a letter to request that the court defer a student's jury duty because of academic conflicts.

(g) Recording of classes for absences may be allowed only based on conditions set by the Associate Dean for Student Services and for students who are absent due to serious medical conditions that cause an inability to attend classes for an extended period of time (*e.g.*, cancer or maternity leave).