

## 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>
- (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).

### **Section 1.19 Withdrawal from Courses**

- (a) A student may not withdraw from any course after the Law School's "drop with a W" period without written approval of the Associate Dean for Student Services and demonstrating extraordinary circumstances.
- (b) A student may not withdraw from a course required in the first-year curriculum or a course that satisfies the upper-level writing requirement (Second Year Seminar and Law Thesis) without prior approval of the Associate Dean for Student Services and the withdrawal must be based on extraordinary circumstances.
- (c) A student may not withdraw for any reason from any course after the grades are posted.

### **Section 1.20 Leave of Absence**

- (a) The Law School may grant a leave of absence for a student demonstrating extraordinary circumstances. A student seeking a leave of absence must submit a written request to the Associate Dean for Student Services. See <https://www.law.hawaii.edu/forms-0>
- (b) If the student fails to return at the end of a leave of absence or does not officially extend his or her leave of absence, the student will be withdrawn from the J.D. program no later than the semester subsequent to the end of the leave of absence. The student will have to reapply for admission and may petition to receive credit for previously completed courses.
- (c) Active military duty. The Law School will grant a leave of absence for a student called to active military duty. The Associate Dean for Academic Affairs may grant credit for the semester that was interrupted if the student completes a required academic plan.
- (d) A student's return date after a leave of absence will be considered the student's original enrollment date for purposes of these regulations.

### **Section 1.21 Auditing Courses**

- (a) A student who has completed the first-year curriculum is permitted to audit a Law School course with permission of the faculty member. The faculty may from time to time allow 1Ls to audit a Law School course before completion of the first year of study, *e.g.*, special one-time courses that would not otherwise be available to the 1Ls. Audited courses appear on official University transcripts with the designation "L" and do not count toward computation of Law School GPA or J.D. requirements.