MISSION STATEMENT

The mission of Saint Louis University School of Law ("School of Law") is to advance the understanding and the development of law and prepare students to achieve professional success and personal satisfaction through leadership and service to others. The School of Law is guided by the Jesuit tradition of academic excellence, freedom of inquiry and respect for individual differences.

NON-DISCRIMINATION STATEMENT

The programs of Saint Louis University ("University") and the School of Law are open to all without regard to race, color, sex, age, national origin, religion, sexual orientation, disability or veteran status. All University policies, practices and procedures are administered in a manner consistent with our Catholic, Jesuit identity.

POLICY STATEMENT

This Student Handbook ("Handbook") is published each August and describes the procedures and rules that will ordinarily govern academic and student life at the School of Law. The most up-to-date version of the Handbook replaces previous versions. Students are obligated to know and follow the procedures and rules contained in the Handbook. The Handbook is reviewed and amended annually and as deemed necessary by University and/or School of Law administration, committees or faculty (hereinafter collectively "Administration"). The rules and procedures in the Handbook may also be superseded, suspended or complemented by the Administration as they may deem it necessary and proper. Nothing in this Handbook is intended to create, nor shall anything be understood to create, contractual or legally enforceable rights.
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I. Office of Student Services

The Office of Student Services (“Student Services”) assists students throughout their time in law school. From orientation to graduation, Student Services is the center of advising and support activities available to students to guide them through law school.

A. Assistant Dean for Student Services

The Assistant Dean for Student Services (“Dean of Students”) oversees the general functioning of Student Services. The Dean of Students is responsible for providing guidance, advice and support to full-time and part-time students and serves as a liaison for law students on academic, administrative, and personal matters. Students should notify the Dean of Students of any events or issues that may affect their academic performance. In addition, the Dean of Students also assists students with the initial transition to law school and the transition to the professional world and provides referrals to other resources including Academic Support and Writing Support (“Academic Support”), Student Health and Counseling Services (“SHCS”), the Career Services Office (“CSO”) and Campus Ministry.

B. Assistant Dean of Student Activities and Leadership

The Assistant Dean of Student Activities and Leadership (“Dean of Student Activities”) shares responsibility for providing advice, direction and support to full-time and part-time law students. The Dean of Student Activities also serves as program advisor to and liaison for student organizations. Disability Services at the School of Law are coordinated by the Dean of Student Activities. Students in need of assistance in the Disability Services area should refer to Chapter 14, Accommodations Policy.

C. School of Law Registrar

The School of Law Registrar (“Registrar”) provides services related to the creation and maintenance of individual student academic records after admission to the School of Law. The Registrar oversees student registration and Hooding and graduation matters, coordinates the examination process, enters grades and administers degree audits and diploma conferrals. Students can request official transcripts, enrollment verifications, and letters of good standing from the Registrar.

D. Director of Multicultural Affairs and Outreach

The Office of Multicultural Affairs and Outreach is responsible for the development and coordination of diversity, cross-cultural and inclusion awareness, outreach and retention programs. The Director assists with personal and academic counseling for all students and works with individual students, student organizations and University departments to provide programming that will enhance the academic, educational, and cultural interests of underrepresented students; promote opportunities for diverse students and prepare culturally competent students who will provide effective representation to their clients in the practice of law.

II. Academic Support and Writing Support Services

Academic Support provides students with the assistance and support they need as they enter and progress through law school and prepare for the bar examination. Students are encouraged to meet with the Director of Academic Support individually or in small groups to discuss academic issues. Throughout the year, Academic Support presents various workshops on areas of interest to incoming, current and graduating students. Samples of topics covered include Socratic note taking, outlining, establishing
discussion groups and exam taking tips. In addition, students can visit the Academic Support website to find valuable advice and other helpful links. The Associate Director of Writing Services is available for individual advice and assistance on improving written work, as well as providing useful workshops on legal writing topics.

Students nearing the end of their law school education and graduates are encouraged to attend programs and workshops focusing on bar preparation offered by the Director of Bar Preparation Programs. These programs are designed to provide graduating students with an introduction to bar exam components and to develop effective techniques for bar study.

III. Career Services Office

CSO serves the career needs of current law students and graduates of the School of Law. The office is staffed by four professionals and an associate. CSO conducts weekly programs throughout the school year to explore traditional and non-traditional career paths and to provide helpful information regarding various aspects of the employment search process. Additionally, CSO offers individual assistance including career counseling, resume writing and interview preparation.

Students are encouraged to meet with CSO staff early in their law school career. Pursuant to NALP guidelines, first year students cannot engage in substantive career counseling until after October 15 of the first semester. First year students are, however, highly encouraged to attend the weekly programming sponsored by CSO. CSO maintains many resources that provide job search information regarding local and national opportunities in the private and public sectors. CSO also coordinates on-campus interviewing for students throughout the academic year, participates in job fairs throughout the country and maintains electronic job postings for students and alumni.

The School of Law has a policy of Equal Opportunity that all employers interviewing on campus must sign. Military recruiters are exempted due to the Solomon Amendment. This exception does not represent a change in the equal opportunity policies of the School of Law or the Association of American Law Schools. The School of Law is committed to a Policy of Equal Opportunity for all students and graduates, as required by various state and federal statutes, University and School of Law policies, the Standards of the American Bar Association and the By-Laws of the Association of American Law Schools. Only those employers whose practices are in agreement with the following statement of equal opportunity may use the facilities and services of the School of Law Career Services Office:

The School of Law is committed to a policy of equal opportunity for all students and graduates. The programs and services of the School of Law are open to all without regard to race, color, sex, age, national origin, religion, sexual orientation or identity, disability or veteran status. The School of Law does not warrant or represent that any particular job posting or opportunity, whether paid or unpaid, complies with the Fair Labor Standards Act and/or other federal and state labor and employment laws.

IV. Campus Ministry

Father John Vowells, SJ, is the School of Law’s campus minister. His regular office hours are posted on his door. Students who wish to meet with Fr. Vowells for personal counseling, spiritual direction, marriage preparation or any other topic of interest are invited to make an appointment or to drop in the Campus Ministry office, Room 742. A weekly Mass is celebrated in the School of Law. Campus Ministry services are available to all students regardless of religious affiliation.
V. **Financial Services Office**

The Financial Services Office assists students in the financial aid process, including student loans, assessing their financing options and accessing outside scholarship sources. For more information on financial policies, options, and regulations, please refer to Chapter 4, Financing Your Legal Education, or visit the financial aid section of the School of Law website.

VI. **Student Complaint Policy**

As an ABA-accredited law school, the School of Law is subject to the ABA Standards and Rules of Procedure for Approval of Law Schools (“ABA Standards”). The ABA Standards can be found at: [http://www.americanbar.org/groups/legal_education/resources/standards.html](http://www.americanbar.org/groups/legal_education/resources/standards.html).

Pursuant to ABA Standard 512, a student who wishes to bring to the attention of the School of Law Administration a significant problem that directly implicates the School of Law’s program of legal education and its compliance with the ABA Standards, shall follow the below procedure.

A. **Written Submission of Complaint**

A student shall submit the complaint in writing to the Dean of Students. The writing shall describe in detail the matter that is the subject of the complaint, and should explain how the matter implicates the School of Law’s program of legal education and its compliance with a specific, identified ABA Standard. The writing must provide the name, University email address and street address of the complainant.

B. **Resolving the Complaint**

The Dean of Students will acknowledge the complaint within three business days of receipt of the written complaint. Within three weeks of acknowledgement of the complaint, the Dean of Students, shall provide a substantive, written response to the complaint and/or provide other information regarding the steps being taken by the School of Law to address the complaint or further investigate the complaint.

C. **Appeals**

Appeals of responses to complaints may be taken to the Dean of the School of Law (“Dean”). Appeals must be made in writing and filed within ten days of the response from the Dean of Students. A decision made on appeal by the Dean shall be final.

D. **Maintaining a Record of the Complaint**

A written record of the complaint, including the process of investigation, the response to the complaint and appeal if any, shall be kept in Student Services for eight years from the date of the final resolution of the complaint.

E. **Protection Against Retaliation**

The School of Law will in no way retaliate against a student who makes a complaint under this section, nor permit any faculty member, administrator, employee or student to do so.
CHAPTER 2: STUDENT HEALTH, SAFETY, RECREATION

I. Student Health and Counseling Services

A. Health Insurance

All full-time University students, including graduate and professional students, are required to have health care coverage. SHCS will be the main contact for the enrollment/waiver forms and issues regarding processing. Students have two options: (1) Students with other insurance that is not through the Saint Louis University Health Plan (“UHP”) coverage must submit a completed waiver form and proof of insurance to SHCS, or (2) Students without health insurance coverage must formally enroll in the UHP plan. Students without health insurance may purchase it from UHP if they are taking six or more credit hours. To obtain a summary of benefits and the most up-to-date information, including deadline dates, call 314-977-7168 or go to the SHCS website at http://www.slu.edu/x46432.xml. SHCS is located in Marchetti Towers East, 3518 Laclede Avenue.

B. Immunization

All incoming students are required to submit an immunization record to SHCS by August 1 of their first academic year. Students with questions should call 314-977-2323. The student immunization record can be found at http://www.slu.edu/services/stuhcc/immunizations.html.

C. Health Services

SHCS offers students the following services: Physician Office Visits, Laboratory testing, Immunizations and allergy injections (extract provided by student), EKG interpretations, Physical exams, Radiology procedures, Orthopedics, Sports medicine, Psychiatry, Physical Therapy, Dietetics, and Gynecology services.

D. Student Counseling Services

Mental health services are available to all law students. SCHS provides a broad range of services including individual and couples counseling, educational and therapy groups, psychiatry, outreach and programming, and consultation to groups and organizations.

Professional staff at SHCS are prepared to help with many student concerns, including: relationship problems; adjustment to law school life; self-acceptance/worth; loneliness, sadness, and anger; family stress (e.g. divorce, pressure); trauma (e.g. sexual assault, abuse history); alcohol, drug, or eating related issues; eating concerns; depression; anxiety; stress management; and identity, diversity, and acculturation issues.

Counseling appointments are available by calling 314-977-TALK (8255). A counselor is on call 24 hours a day and can also be reached at 314-977-TALK (8255) for mental health emergencies. Further information about services and procedures can be found on the Counseling Center website, slu.edu/counselingcenter.

E. Missouri Lawyers’ Assistance Program (MOLAP)

The Missouri Lawyers’ Assistance Program (MOLAP) is a professional, confidential counseling program for members of the Missouri Bar, their families and law students. Through a variety of free services, MOLAP helps individuals overcome personal problems such as depression, substance abuse,
stress and burnout. All MOLAP services are free of charge and strictly confidential. For assistance, please call 800-688-7859. Further information can be found on the Missouri Bar website at: http://www.mobar.org/molap/.

II. Safety

A. Snow Days

Decisions to cancel classes are at the discretion of the University. In the case of inclement weather, students may call 314-977-SNOW (7669) for a recorded message regarding cancellation of classes. Individual professors may, at their discretion, cancel class due to inclement weather. Students will be notified by email and other available methods of communication.

B. Department of Public Safety and Emergency Preparedness

The University Department of Public Safety and Emergency Preparedness (“DPSEP”) is dedicated to maintaining a safe and orderly atmosphere on campus and is located in Wool Center, Rm. 114, 3545 Lindell Blvd., 314-977-3000.

1. Public Safety Escorts

DPSEP provides students with an escort to destinations around the main University campus during evening hours, seven days a week. Students may request an escort by calling DPSEP at 314-977-RIDE (7443). However, SLU Ride will not be servicing the law school campus. If you need a ride or escort, please utilize the Scott Hall Shuttle, the Partnership for Downtown St. Louis Guides or a DPSEP officer.

2. Automobile Emergency

DPSEP officers will provide jump starts, transportation to obtain emergency gas or assistance when keys are locked in the car.

3. Taxicab Service

DPSEP has contracted with area taxicab companies to provide local transportation to students in emergency situations. Students stranded in St. Louis without money, she should call DPSEP at 314-977-3000. A cab will be sent to the location, and the student will be taken to the DPSEP office. The charge for the cab service will be billed to her student account. Students who are concerned about driving after consuming alcohol also may use this service.

C. Saint Louis University Annual Security and Fire Safety Report - Jeanne Clery Act

As required by law, Saint Louis University's Annual Security and Fire Safety Report is available online at: http://www.slu.edu/public-safety-and-emergency-preparedness-home/annual-disclosure-of-crime-and-fire-statistics. The report provides information related to crime prevention, fire safety, reporting policies, disciplinary procedures and other matters related to campus security. It also contains crime statistics from the past three years for incidents reported on campus, in certain campus buildings or property owned or controlled by the University, and on public property within or immediately adjacent to and accessible from the campus. Paper copies are available through DPSEP, Room 114, Wool Center, 3545 Lindell, St. Louis, MO, 63108. To request a paper copy, call 314-977-2376.
III. Emergency Preparedness and Response

A. Emergency Numbers

DPSEP: 314-977-3000  
Dean’s Office: 314-977-2700  
Reception/Security Desk: 314-977-2766  
Assistance with a student in psychological crisis: 314-977-TALK (8255)

B. Fire

If you discover a fire, pull the fire alarm pull station as you exit the building. If you can do so safely, notify others as you leave the building. Close (but do not lock) all doors behind you as you exit the building. Follow the evacuation procedures below. If you discover a well-developed fire, call 911 and then call DPSEP. If the fire is very small and well-contained and you have training, use the closest appropriate fire extinguisher to combat the fire. Do not endanger yourself or others by trying to extinguish a well-developed fire.

C. Fire Alarm/Evacuation Procedures

1. Evacuate Immediately

At the sound of any fire alarm in the School of Law, all occupants (faculty, staff, students and visitors) should immediately, but calmly, evacuate the building using the nearest exit. Individuals in an area without a ground floor exit should evacuate the building by using the stairs. The elevators should not be used.

   a. Alarms must not be ignored

       All alarms must be considered valid unless prior notification has been made announcing the testing of the alarm system.

   b. If fire or dense smoke has restricted evacuation

       If there is access to a phone, call 911 or 314-977-3000 to notify DPSEP of the situation.

   c. Individuals who cannot use the stairs

       An individual who cannot use the stairs, and who is not in an area with a ground floor exit when the alarm sounds, should go to the North internal stairwell’s landing area of the floor she is on. Rescue personnel have been alerted to check in these areas immediately upon their arrival.

2. Report to designated gathering area to await further information

   The School of Law designated evacuee gathering area is the park directly across the street from the School of Law on Tucker Blvd. All evacuees should wait in the gathering area for further information or direction. Only DPSEP can issue the order to return to the building.
3. Individual responsibilities

a. Faculty

Faculty conducting class at the time the alarm sounds must evacuate the building and are responsible for directing their students to evacuate the building. Once outside the building, faculty should reconvene with the class group in the gathering area to attempt to account for students who were present in class before the evacuation.

b. Students

Students in class at the time the alarms sound are responsible for evacuating the building and for reconvening with the faculty member and class in the gathering area.

Students in other areas of the School of Law should reconvene in the gathering area with the faculty/staff/students whom they were with at the time the alarm sounded. For example, students in CSO should wait with CSO staff members in the gathering area. Students in the library should wait with library staff and faculty in the gathering area.

c. Employees

Employees should reconvene in the gathering area with their work group and supervisor.

D. Weather Related Emergencies

Upon notification and/or warning siren, immediately seek shelter.

1. Tornado

School of Law occupants should take shelter within an interior room or bathroom and avoid any area with glass windows and doors. The following areas on each floor of the School of Law are specifically designated for tornado sheltering. The internal stairwells on every floor are also designated for tornado sheltering.

1st Floor - Hallway behind the elevator bank
Garage Floors - Seek shelter on 1st or 7th floors
5th Floor - Men’s and Women’s restrooms
6th Floor - Men’s and Women’s restrooms
7th Floor - Men’s and Women’s restrooms and Study Rooms
8th Floor - Faculty Workshop, Staff Lounge, Faculty Lounge
9th Floor - Classrooms 905, 913 and 983, Men’s and Women’s restrooms
10th Floor - Interview Rooms 1009, 1036, 1043, Men’s and Women’s restrooms
11th Floor - Men’s and Women’s restrooms
12th Floor - Seek shelter on the 11th or lower floor

2. Earthquake

School of Law occupants should brace themselves firmly in a doorway or move against the closest interior wall or under a desk, table or other heavy furniture. They should kneel or sit with legs drawn into chest covering their heads with their arms. Once the shaking stops, occupants should exit the building as quickly and safely as possible. The elevators should not be used. Once outside, move away
from the building into an open area away from buildings and electrical wires.

**E. Medical Emergency**

911 service is available on campus. Calling 911 from a University phone will also alert DPSEP. If calling 911 from a non-University phone, please also call DPSEP at 314-977-3000 to expedite emergency response. DPSEP officers are trained first-responders. If possible, next notify the Dean’s Office at 314-977-2700. Do not leave the injured or ill individual alone except to notify DPSEP. Do not move the individual unless she is in danger of further injury.

**F. Mental Health Emergency**

Contact 314-977-2323 for assistance with a student in psychological crisis. If the crisis is a life threatening situation, call 911 and DPSEP at 314-977-3000. Counseling staff is available 24 hours a day, seven days a week to provide assistance. School of Law students, faculty or staff with specific concerns about the health or well-being of a student should also contact the Dean of Students office at 314-977-3312.

**G. Unwanted/Suspicious Visitor in the Building**

Contact DPSEP at 314-977-3000 to report suspicious individuals (provide a description and the location) and then contact the Dean’s Office at 314-977-2700. In the event of a threat of or actual attack upon the School of Law, the University will utilize the emergency notification system to advise the community of the situation and provide appropriate safety instructions.

**H. Suspicious Activity**

The University has a mechanism to report suspicious activity anonymously via the Silent Witness Program at [http://www.slu.edu/x23952.xml](http://www.slu.edu/x23952.xml). This system allows DPSEP to conduct follow up investigations related to the reported activity.

**IV. Recreation Center**

The Simon Recreation Center, located on Laclede Avenue between Grand Ave. and Spring Blvd., offers a range of recreation and fitness programs to the University community. Membership is free to all students with a valid University ID.
CHAPTER 3: SCHOOL OF LAW PREMISES

I.  Hours and Access

   Students are required to have their University ID card visible at all times when in the School of Law building. A valid University ID is required to enter the School of Law building at all open hours. Students having any issues with their University ID allowing access in the building should contact the University Parking and Card Services Office at 314-977-2957 or parking@slu.edu.

   The School of Law building is open to the public Monday through Thursday from 8:30 a.m. to 6:30 p.m., and Friday from 8:30 a.m. to 5:00 p.m. During non-public hours, students can access the School of Law building with your valid University ID card from 6:00 a.m. to midnight, seven days per week, including University holidays. All individuals are required to exit the School of Law building after midnight.

II. Room Reservation Requests

   Students may request to use rooms located in the School of Law for student organization meetings or other group activities. Requests must be made by completing the Room Reservation Form available on the School of Law website at: http://slu.edu/x49014.xml. Further inquiries can be made by e-mailing Julie Orr (jorr5@slu.edu). Organizations and individuals are responsible for cleaning after the event and returning the room to its original setting.

   Rooms are available on a first-come, first-serve basis, except that class meetings and other official School of Law events have priority. Students may use any open room for individual or group study, but may not reserve rooms for these purposes.

III. Bulletin Boards

   Bulletin boards are located throughout the School of Law and are available for general use by members of the School of Law community. Some boards are designated for specific purposes. Only items approved by Student Services may be posted. Any item placed on a bulletin board should contain sufficient information (telephone number, name of organization or name of an individual) to identify the person or organization sponsoring the announced service, sale or event and must not be larger than 8 ½ x 11 inches. Posters without required information or approval will be removed. Posting is not permitted on woodwork, doors, or walls.

IV. Lockers

   Lockers are available on the 10th and 11th floors of the School of Law for a fee. Students are responsible for the key provided to them and for removing all items from the locker and returning the key at the end of the rental period. Information is provided each year as to the cost and procedure for purchasing a locker and removing items at the end of the year.

V.  Smoking

   The University maintains a smoke-free environment in all buildings. Smoking on campus is
restricted to specific outside areas only. At the School of Law smoking, including the use of e-cigarettes, is prohibited except for one designated area outside, north of the School of Law building on Pine Street. Smoking is strictly prohibited 1) in the School of Law building, including the outdoor 12th floor space; and 2) outside on Tucker Avenue and Chestnut Avenue. This smoking policy applies to all students, faculty, staff and visitors.

VI. Food and Beverages

The Docket is located on the 1st floor of the School of Law and serves beverages and food. Vending machines, refrigerators, and microwave ovens are in the student lounge on the 11th floor. Vending machines are also located on 8th and 10th floors. Rules regarding eating and drinking in the classroom are left to the discretion of individual faculty members. Drinking is permitted in the law library if the beverage is in a closed container.

VII. Recycling

Students are encouraged to recycle paper, aluminum cans and plastic. Recycling bins are located throughout the School of Law.

VIII. Possession of Weapons

The possession of weapons is prohibited on all University property, including the School of Law. This prohibition applies to firearms, even if a person is licensed under Missouri’s concealed carry law.

IX. Lost and Found

The Circulation Desk of the Law Library (located on the 6th floor) is the official lost and found area for the School of Law. Please bring all items found on the School of Law premises to the Circulation Desk.
CHAPTER 4: FINANCING YOUR LEGAL EDUCATION

I. Financial Responsibility, Tuition and Fees

A. Student Financial Responsibility

Payment of tuition, fees, and deposits that are not covered by financial aid awards must be made by the payment deadlines posted on the School of Law website.

Students who have not made satisfactory settlement with Student Accounts for any and all debts to the University will not be permitted to attend classes or to take final examinations after the due date of any unpaid obligation. No degree will be conferred on, nor any diploma or transcript issued, to a student who has an outstanding debt to the University.

After registering, students must make financial arrangements in order to secure classes. Students have the option of paying their balance in full or participating in a payment plan. Payments must be received before the due date published for that semester (post-marked dates are not applicable). Failure to make financial arrangements by the specified payment deadline will result in a hold placed on the registration. Continued failure to make financial arrangements after the payment deadline may result in the registration being canceled the first week of school. If registration is canceled, no scholarships or financial aid can be paid to the student account. In addition, a $50 late registration fee will be charged if the student re-registers during late registration. All indebtedness to the University must be cleared promptly.

Student account balances that are past due result in encumbrances to future registration and issuance of transcripts. No refund or reduction is allowed for absences.

B. Tuition and Fees

Tuition and fees are set each academic year by the University Board of Trustees. Tuition and fees typically change each academic year and students cannot “lock in” at any set tuition rate. Tuition and fees do not include books, transportation or living costs.

Tuition for the 2014-2015 Academic Year (subject to change at any time)

<table>
<thead>
<tr>
<th>Type of Tuition</th>
<th>2014-2015 Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time tuition (12 or more hours)</td>
<td>$18,995 per semester, $37,990 per year (fall/spring)</td>
</tr>
<tr>
<td>Part-time tuition (8-11 hours)</td>
<td>$13,860 per semester, $27,720 per year (fall/spring)</td>
</tr>
<tr>
<td>Hourly tuition (1-7 hours)</td>
<td>$1,805 per credit hour</td>
</tr>
<tr>
<td>Summer 2014 tuition</td>
<td>$1,200 per credit hour (1-3 credits hours), $4,800 flat (4-7 credit hours), $4,680 flat (Madrid)</td>
</tr>
</tbody>
</table>
Fees for the 2014-2015 Academic Year (subject to change at any time)

Mandatory

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Readership Program Fee</td>
<td>$2.50 (per semester)</td>
</tr>
<tr>
<td>Student Government Activity Fee</td>
<td>$30 (per semester)</td>
</tr>
<tr>
<td>Student Union Fee (12 or more hours)</td>
<td>$50 (per semester)</td>
</tr>
<tr>
<td>Student Union Fee (11 or less hours)</td>
<td>$25 (per semester)</td>
</tr>
<tr>
<td>Student Technology Fee (12 or more hours)</td>
<td>$50 (per semester)</td>
</tr>
<tr>
<td>Student Technology Fee (11 or less hours)</td>
<td>$25 (per semester)</td>
</tr>
<tr>
<td>Student Wellness Fee (12 or more hours)</td>
<td>$90 (per semester)</td>
</tr>
<tr>
<td>Student Wellness Fee (11 or less hours)</td>
<td>$45 (per semester)</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>$100 (one-time fee charged the semester of graduation)</td>
</tr>
</tbody>
</table>

C. Payment Plans

Students for whom financial aid does not cover the full cost of tuition and fees and have a remaining balance will need to [enroll in a payment plan](#). The deadlines for enrollment in a plan are August 1 for the fall semester, January 1 for the spring semester, and June 1 for the summer semester. Students are responsible for the terms set forth by the payment plan. Students who do not submit payments in accordance with the payment plan will be assigned to the default payment plan.

D. Refunds

<table>
<thead>
<tr>
<th></th>
<th>Fall and Spring Semesters</th>
<th>Summer Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Week of Classes</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Second Week of Classes</td>
<td>100%</td>
<td>80%</td>
</tr>
<tr>
<td>Third Week of Classes</td>
<td>90%</td>
<td>60%</td>
</tr>
<tr>
<td>Fourth Week of Classes</td>
<td>80%</td>
<td>After Third Week</td>
</tr>
<tr>
<td>Fifth Week of Classes</td>
<td>70%</td>
<td></td>
</tr>
<tr>
<td>After Fifth Week</td>
<td>0%</td>
<td></td>
</tr>
</tbody>
</table>

Tuition refunds after the 100% week(s) of classes are only applicable to students who withdraw from all of their classes for the semester.

If a student requesting a tuition refund is the recipient of a Title IV Federal Financial Aid Program, the percentage of financial aid that must be returned may be different than indicated above. Students should contact the Law School Financial Aid Office for detailed information.

E. Employer Billing

Students whose employers pay tuition may contact Student Accounts at 314-977-2395 to arrange for third-party billing. If an employer reimburses students based on successful completion of course work, the student is responsible for tuition payment at the time of registration. Students may request a letter of successful completion from Student Services.

F. Cost of Attendance Budget

To determine the amount of financial aid each student is eligible to receive, the University Office of Student Financial Services determines a standard cost of attendance budget for each program. These
are estimates of what it could cost a student to attend the School of Law. The budget includes the cost of tuition and estimates for the following items: University fees, housing, books and supplies, transportation and miscellaneous/personal costs. The budget is the maximum amount of financial assistance that a law student can receive per academic year. Financial assistance takes into account any internal and external scholarships, federal and private loans, tuition remission, federal work-study and any other forms of assistance. Students may refer to the School of Law Financial Aid website regarding specific cost of attendance budgets per academic year.

G. Transportation Expenses

Students are responsible for transportation expenses incurred while traveling to and from clinical and/or practical skills assignments.

II. Financial Assistance

A. Federal Financial Aid

The federal government offers financial aid to graduate/professional students through the federal Direct Unsubsidized loan, the Direct PLUS loan, and federal work-study program. There are no federal grants available for law students. To apply, student must start by filing the Free Application for Federal Student Aid (“FAFSA”) each year after January 1. Students must be enrolled at least half-time to qualify for federal financial aid programs.

1. Direct Unsubsidized Loan

The University participates in the William D. Ford Federal Direct Loan Program (“Direct”). The Direct Unsubsidized loan has a fixed interest rate of 6.21% with a 1.072% origination fee. Interest begins to accrue on the loan once the funds are disbursed. The Direct Unsubsidized loan is not based on financial need. The maximum Direct Unsubsidized loan award for a graduate/professional student is $20,500 per academic year.

Repayment on the Direct Unsubsidized loan begins six months after a student graduates, withdraws, or drops to less than half-time. Standard repayment is 10 years; however, multiple repayment options are available to borrowers, including payments based on income. The Direct Unsubsidized loan qualifies for federal loan consolidation and the federal Public Service Loan Forgiveness program.

2. Direct PLUS Loan

The Direct PLUS loan allows graduate/professional students to borrow additional federal loan funds to finance expenses(such as tuition, books, living, etc.) beyond what their current aid covers. A student must complete the FAFSA for the intended academic year as part of the eligibility process for the Direct PLUS loan. Students must also first apply for their annual loan maximum eligibility under the Direct Unsubsidized loan program before applying for the Direct PLUS loan. A credit check will be performed by the lender at the time of application to determine eligibility for the Direct PLUS loan. The borrower must not have adverse credit history as indicated through a credit check. The application is available annually after May 1 via studentloans.gov.

A student enrolled at least half-time may borrow up to the cost of attendance less other aid. The Direct PLUS loan has a fixed interest rate of 7.21% and a 4.288% origination fee, as set by the Department of Education. Interest begins to accrue from the date of disbursement.
Repayment begins once the Direct PLUS loan is fully disbursed. However, the borrower may receive an in-school deferment while they are enrolled at least half-time and for an additional six months after they cease to be enrolled at least half-time. Interest will accrue on the loan during deferment. Various deferment and forbearance options are available if the student has difficulty repaying the loan, but interest will continue to accrue. The standard repayment period is 10 years with flexible repayment options, including payments based on income. The Direct PLUS loan qualifies for federal loan consolidation and the federal Public Service Loan Forgiveness program.

3. Federal Work-Study

The federal work-study ("FWS") program allots a certain amount of federal funds to eligible students who will work up to 15 hours per week in jobs within the School of Law, the University, or at an approved, community organization. Currently Land of Lincoln Legal Services and Legal Services of Eastern Missouri are the only approved off-campus legal community organizations. Funds are paid to students bi-weekly for hours worked during that pay period.

FWS is a form of federal financial aid and counts towards the cost of attendance budget and may reduce the amount of aid from other sources, such as Direct Stafford loans or Grad PLUS loans. Although students may be eligible, FWS is not automatically awarded and funding cannot be guaranteed. Please contact the Law School Financial Aid Office to request consideration for FWS funds.

4. Over Award Policy

34 CFR 673.5(c) requires that any scholarship awarded by the School of Law or an outside organization based on enrollment in the School of Law is counted as financial assistance and must be counted towards the financial aid cost of attendance budget. Per 34 CFR 673.5(c), “estimated financial assistance” includes but is not limited to, (ii) William D. Ford Federal Direct Loans; (vi) Scholarships; (vii) Waivers of tuition and fees; (xi) Net earnings from need-based employment; and (xiii) any estimated educational benefits paid because of enrollment in a postsecondary institution, or to cover postsecondary education expenses.

An over award exists when a student’s financial assistance exceeds his or her cost of attendance budget ("COA"). Per University practice, a student cannot receive financial assistance in excess of his or her COA for the academic period. If the student receives financial assistance in excess of their COA, Student Financial Services will reduce other financial assistance starting with loans to bring the student’s total financial assistance within the student’s COA. This may result in funds being returned to the lender and a balance being created with the University.

5. Title IV Federal Aid Policies and Procedures

Current federal law requires each eligible institution participating in Title IV federal financial aid programs to publish student financial assistance information. Each student is responsible for understanding the University and School of Law policies.

a. Satisfactory Academic Progress

Federal and state regulations require that educational institutions measure students’ progress toward a desired educational objective, both quantitatively and qualitatively. In accordance with these requirements, the University has established the following standards to measure a student's academic progress. These standards will be applied uniformly to all students when determining their eligibility for
federal, state and University administered aid or other funds, regardless of whether the student previously received these funds.

1) Maximum Attempted Credit Hours Time Frame

The maximum attempted credit hours a student may enroll in to complete the 91 credit hour J.D. program may not exceed 136.5 attempted hours. For students who transfer into the School of Law, the 136.5 attempted credit hours maximum includes attempted credit hours at other colleges/universities attended.

NOTE: The maximum attempted credit hours for program completion are 150% of the required credit hours for the program.

2) Qualitative Measurement Requirement

Students must maintain a cumulative grade point average (“CGPA”) of 2.00 in order to demonstrate satisfactory academic progress. The 2.00 CGPA requirement applies to all federal and state student aid programs. Certain scholarship or award programs require a higher minimum CGPA that must be maintained for renewal. Each scholarship or award must be reviewed individually to determine the minimum renewal CGPA, other requirements and maximum duration of award eligibility.

3) Quantitative Measurement Requirement

To maintain satisfactory academic progress, a student must earn at least 67% of the credit hours attempted each enrollment period. Earned credit hours include all credit hours for which the student received grades of A+, A, A-, B+, B, B-, C+, C, C-, D, X and P (pass). Credit hours not accepted as earned include credit hours taken for audit, credit hours for which no grade was received, and credit hours for which the student received grades of W (withdrawal), I (incomplete) and F (failing).

4) Monitoring Satisfactory Academic Progress Requirements

At the end of each semester, the student's academic record will be reviewed for satisfactory academic progress. If a student exceeds the maximum attempted enrollment hour requirement for federal Title IV/state eligibility, that student will be terminated from receiving federal Title IV/state funds for future enrollment periods.

If a student fails to meet the minimum CGPA requirement or does not earn the minimum number of credit hours for federal Title IV/state eligibility, that student will be on academic progress warning for the succeeding semester. If at the end of the warning semester, the student is still below the minimum University CGPA requirement of 2.00, and/or has not earned sufficient credit hours, the student's eligibility for federal Title IV and/or state aid will be terminated for future enrollment periods.

5) Appeal procedures

A student terminated from receiving funds from federal Title IV/state aid due to failure to meet satisfactory academic progress requirements may appeal this termination. Please review the Appeal for Termination of Financial Aid form on the financial aid website. Students should contact the Law School Financial Aid Office for assistance.
6) Regaining eligibility

A student terminated from receiving Title IV aid may regain eligibility upon obtaining a CGPA of at least 2.00 and/or increasing their course completion rate (defined as credit hours earned/credit hours attempted) to at least 67%. Repeated coursework and courses not taken for credit do not contribute to re-establishing eligibility.

B. Alternative Loans

Alternative loans are available to law students. Students must be enrolled in at least six credit hours and have a good credit history or a credit worthy co-signer. The lender has discretion on loan approval. Most alternative loan programs have similar requirements and limits, differing mainly in guarantee fees and repayment options. Alternative loans can be used to assist with tuition, fees, books or living expenses associated with attending school. There are also alternative loans available for students preparing for the bar exam.

C. Emergency Loans

The School of Law’s generous donors have enacted several emergency loan funds to assist students during their legal education. The School of Law has limited funds available to law students in need of short term, emergency funds.

It is imperative that all borrowers abide by the repayment obligations to ensure continued availability to other students. Amounts owed are debts to the University. Failure to repay may result in the refusal to release official transcripts, diplomas or the imposition of other penalties. Please see the Law School Financial Aid Office regarding the emergency loan funds.

Currently, the following emergency loans are available to law students:

Irvin and Margaret Dagen Emergency Loan: Up to $1,000 is available to currently enrolled law students. Loan repayment is up to 6 months with a 6% interest rate if the loan is not paid in full by the maturity date.

Terry Gould Emergency Loan: Up to $2,000 is available to currently enrolled law students. Loan repayment terms will be agreed upon by the borrower, not to exceed their expected graduation date. If necessary, a 6% interest rate will apply if the loan is not paid in full by the maturity date.

Allen E. Fishman Emergency Loan: Up to $300 is available to graduating students to help with bar related expenses. Loan repayment is three years with an interest rate of 6% if the loan is not paid in full by the maturity date.

Callis Revolving Student Loan Fund: Amounts vary. The fund was created to help graduating students who do not have available funds to finance the cost of bar prep coursework. Law students must be enrolled in their last semester of law school and have a graduation application on file. Loan repayment is three years with an interest rate of 6% if the loan is not paid in full by the maturity due date.
D. School of Law Scholarships

The School of Law awards merit based scholarships to a select group of highly qualified students. All complete applications received by the School of Law receive full consideration for scholarship by the Admissions Committee. Scholarship duration is based on the student’s program of study.

1. 1843 Scholars

The School of Law was founded in 1843 when there were less than 20 law schools in the nation. To commemorate the significance of that year, the School of Law established the 1843 Scholars Program. This scholarship rewards a small group of students for their outstanding academic achievements. The program awards 10 full tuition scholarships to incoming students each year. The 1843 Scholarship covers tuition for three years of full-time study and includes annual increases in tuition. Scholarships will be renewed each semester as long as the student remains in good academic standing.

2. Deans Scholar and Deans Select Scholar Scholarship

Applicants are awarded these merit-based scholarships at the time of their acceptance to the School of Law. Scholarships will be renewed each semester as long as the student remains in good academic standing.

3. Deans Honor Scholarship

Students ranked in the top 10% of their class after completing their first year of law school at the School of Law and who were not awarded a merit based scholarship upon their admittance to the School of Law are eligible to receive the Deans Honor Scholarship to recognize their academic success. The scholarship is only applicable for the fall/spring semesters. Scholarship amounts will vary from year to year based on funding and will be awarded based on the student’s enrollment status as of July 1. Students enrolled in 12 or more hours will receive the scholarship for four semesters (two years) and students enrolled for 11 or fewer hours will receive the scholarship for six semesters (three years). The Deans Honor Scholarship will be renewed each semester as long as the student remains in good academic standing. Awards will be determined after spring semester first-year rankings are released, with notification letters sent out to students in July/August.

4. Scholarship Retention Policy

Per the student’s scholarship agreement letter, the scholarship will be renewed automatically each semester assuming she remains in good academic standing. If the student is no longer in good academic standing, her scholarship will be revoked. The student can petition to the Dean of Students for reinstatement of her scholarship on the grounds of extreme extenuating circumstances for her academic performance, but only once the student has returned to good academic standing. If the petition is approved by the Dean of Students, the student can receive half of the original scholarship amount.

5. Scholarship Adjustment Due to Change in Enrollment Status

This policy will define the procedures for a student who was awarded a law school scholarship and changes her enrollment status from the one indicated in the scholarship agreement letter.

a. For students awarded a scholarship based on full-time enrollment who then enroll as a part-time student for a semester, the scholarship will be reduced by the ratio of part-time to full-time tuition (part-time tuition divided by full-time tuition) for the affected semester.
b. For students awarded a scholarship based on part-time enrollment, the scholarship per semester will not be increased or accelerated due to full-time enrollment.

c. A scholarship will not be accelerated to any other semester.

d. Any scholarship amount lost due to a change in enrollment status and resulting scholarship reduction will be forfeited.

E. External Scholarships

Many local, national and international organizations offer financial assistance to students in the form of scholarships, grants, internships, fellowships, competitions and loans. A listing of some of these opportunities is available on the School of Law Financial Aid website. The School of Law does not control these funds. All questions regarding external scholarships should be directed to the organization offering financial assistance.
CHAPTER 5: STUDENT HONOR CODE

PART I  INTRODUCTION

Sec. 1-1 Philosophy. Acceptance to Saint Louis University School of Law represents the first step toward participation in the legal profession. Membership in the student body, and ultimately in the legal profession, entails a unique set of responsibilities to fellow students, to the law school, to the legal profession, and to the public at large. The legal profession demands the highest degree of trustworthiness, honesty and integrity. As future members of that profession, students of the Saint Louis University School of Law are bound to observe the principles that reflect the same high standards that govern the practice of law. This Honor Code sets forth the minimum standards by which the conduct of all students of the Saint Louis University School of Law shall be governed.

Sec. 1-2 Duty to Comply with the Honor Code. It shall be the duty of all students to comply with the provisions of the Honor Code. Applicants for admission to the Law School will be advised of their obligations under the Honor Code in the event they are admitted and choose to attend.

Sec. 1-3 Duty to Report Violations. It shall be the duty of all students to report any case where the student knows of facts indicating a significant likelihood that a violation of this Honor Code has been committed.

Sec. 1-4 Definitions:

(1) Assistant Dean – Assistant Dean of Students for the Law School.
(2) Chairperson and Vice-Chairperson – Elected officers of the Honor Council.
(3) Complainant – A member of the Law School student body, faculty, administration, or staff who reports a suspected or alleged violation of the Honor Code to the Investigator. The term “staff” includes all temporary and part-time Law School employees.
(4) Dean – Dean of the Law School.
(5) Faculty – The terms “faculty” and “faculty member” include tenured and tenure-track faculty, clinical faculty, legal research and writing instructors, librarians who teach law school classes, and visiting and adjunct professors.
(6) Hearing Panel – A panel designated to adjudicate a particular case.
(8) Honor Code Committee – A committee headed by an appointed member of the Student Bar Association and comprised of Student Bar Association elected representatives. Interested members of the Honor Council and the student body are encouraged to attend meetings of the Honor Code Committee, but are not considered voting members.
(9) Honor Council – The main student body responsible for administration and enforcement of the Honor Code.
(10) Investigator – A faculty or staff member appointed by the Dean to investigate alleged Honor Code violations.
(11) Law School – The Saint Louis University School of Law.
(13) Presiding Officer – A student appointed by the Honor Council to preside at a Hearing Panel.
(14) Prosecutor – A student appointed by the Chairperson to charge and prove an alleged violation of the Honor Code.
Respondent – Any person who is accused of having violated the Honor Code while a student.

SBA – Student Bar Association.

Student – A person who is or was enrolled in one or more courses at the Law School.

University – Saint Louis University.

Sec. 1-5 Scope. The Honor Code identifies inappropriate acts and omissions that students must avoid while on University owned or controlled property, or while acting in an academic capacity, or while participating in an activity that is organized or sponsored in whole or in part by the Law School. This Honor Code shall govern violations alleged to have occurred while the Respondent is or was enrolled as a student, including violations discovered subsequent to Respondent’s graduation, subject to the statute of limitations contained in section 1-8. Actions of the Honor Council under this Honor Code shall have no effect on the decisions of individual professors concerning a student’s grade in a class.

Sec. 1-6 This Honor Code supplements, but does not supplant, any other Law School or University Policies or rules of conduct that may be in effect at the time of the alleged violation.

Sec. 1-7 Agreement to be Bound by the Honor Code as a Precondition to Registration. Enrollment in a Law School class constitutes agreement to be bound by the Honor Code. Each student who attends the Law School shall, prior to the beginning of his/her first semester of law school, sign a statement which states that the student (1) has read the provisions of the Honor Code; (2) understands that he or she has a duty to comply with those provisions; (3) acknowledges that the submission of any academic work shall constitute a representation on the student’s part that such work has been done and its submission is being made in compliance with all applicable provisions of the Honor Code; and (4) consents to the jurisdiction of the Honor Council in matters governed by the Honor Code. Students in other parts of the University who cross-register for Law School classes shall sign a similar statement at the beginning of each semester in which they enroll in a Law School class.

Sec. 1-8 Statute of Limitations. A complaint may not be filed against any student if more than one year has passed since: a) the student graduated; or b) the student completed his/her last law school class.

Sec. 1-9 Availability of the Honor Code. The Honor Code is accessible to students and applicants for admission to the Law School on the Law School Student Services website. A paper copy will be provided to every student who chooses to attend the Law School.

PART II CONDUCT SUBJECT TO THE HONOR CODE

Sec. 2-1 Violations.

It shall be a violation of the Honor Code to do, or assist or request another student to do, any of the following acts or to make any of the following omissions:

(1) use materials or electronic devices during an examination other than those specifically authorized by a faculty member, or use materials in a manner not consistent with the rules specified by the responsible faculty member;

(2) give, solicit, or willfully receive information regarding an examination to or from any person or source during the exam period, unless specifically authorized to do so by a
faculty member;
(3) give, solicit, or willfully receive unauthorized assistance regarding an examination to or from any person or source before, during, or after an examination;
(4) give, solicit, or willfully receive unauthorized information or assistance in connection with any course assignment;
(5) engage in any form of plagiarism as defined in the Plagiarism Policy;
(6) remove without authorization, conceal, or mutilate any material from the Law Library or any other library;
(7) make an unauthorized or improper use of a computer, computer program, or any other form of electronic media in connection with a class assignment, research or planning project, or examination;
(8) falsify any information or citation in an academic exercise;
(9) hinder other students by hiding, removing, stealing, altering or destroying books, notes, outlines, papers or other adjuncts to their education;
(10) fail to comply with any sanction imposed under the Honor Code;
(11) seek an advantage by making a material misrepresentation concerning class rank, grades, academic honors, or any other law school matter;
(12) make a material misrepresentation related to class attendance;
(13) deface, damage, or steal any property belonging to the Law School or any member of the Law School community, or embezzle funds from a student organization;
(14) violate any confidentiality provision of the Honor Code;
(15) willfully conceal or misrepresent information material to an investigation or adjudication of an alleged violation of this Honor Code;
(16) make or assist in making any allegation of misconduct under this Honor Code that the accuser knows is false, unfounded, or frivolous;
(17) provide testimony or other information in connection with proceedings under this Honor Code that the provider knows to be false;
(18) refuse to provide testimony or other information in connection with proceedings under this Honor Code, except insofar as such refusal is made to avoid self-incrimination; or
(19) fail to report to the Investigator any case where the Student knows of facts indicating a significant likelihood that a violation of this Honor Code has been committed.

PART III  HONOR COUNCIL

Sec. 3-1 Powers of the Honor Council. The Honor Council is vested with the sole power to adjudicate alleged violations of the Honor Code. The make-up and procedures of the Hearing Panel are described in Parts V and VI below. The Honor Council is vested with the power to adopt rules governing its procedures, consistent with the procedures established in the Honor Code.

Sec. 3-2 Composition. The Honor Council shall consist of sixteen members, including the Chairperson, all of whom shall be students enrolled in the Law School.

Sec. 3-3 Election of Members. The SBA will hold elections twice per academic year for the Honor Council. Candidates shall submit an application to the SBA which will be reviewed by the SBA and the Associate Dean to determine eligibility. Students shall be eligible for election if they are in academic good standing, meet University requirements for participation in campus activities, and have not been convicted of a violation under this Honor Code. Fall and spring elections shall occur on the same date as the elections for SBA representatives; students can only be a candidate in a single election on that day.
(1) Twelve seats will be available to students in the spring election. Eligible students will have completed at least two semesters of class work by the end of the semester in which they are elected.

(2) Four additional seats will be available to first-year students in the fall.

Members of the Honor Council shall take office upon election and shall serve until the spring election term. Service shall continue until all cases pending at the end of that term have been resolved. Each member of the Honor Council shall have full and equal voting rights.

Sec. 3-4 Member Appointment. In the event that a position on the Honor Council is in doubt, whether by tie in voting, resignation, lack of candidate participation, or otherwise, the following procedures shall be implemented, and any appointments must be approved by the Dean of Students.

(1) If there is a tie in an election involving an open seat or seats and the tie must be broken to determine who will fill the seat, a runoff between the affected candidates shall be held as soon as is practicable. If no quorum is reached for the runoff per Section 7-1, elected members of the SBA shall determine the election by majority vote, using a runoff if necessary.

(2) If, due to lack of candidates, general elections do not fill all of the allotted seats on the Honor Council, the Honor Code Committee shall solicit additional applicants for the available positions. Honor Council members may review the applications and provide a non-binding list of recommended applicants to the Honor Code Committee. The Honor Code Committee shall, giving due consideration to the recommendations of the Honor Council, select two or three candidates to present to the elected members of the SBA. Candidates shall be selected by a majority vote of all elected members of the SBA with approval of the Dean of Students. A runoff will be held if necessary. The elected student shall serve until the next spring election. If there is an available seat after a spring election and no additional applicants wish to run when the Honor Code Committee solicits applications, that seat shall be held open until the fall elections, when an additional first-year student will be elected to fill it.

(3) If an elected Honor Council member fails to complete his or her term, the available seat shall be offered to the first candidate who ran in the same election (viewing spring and fall elections as separate elections) as the member who is stepping down but did not get elected. If that candidate refuses the position, it is available to the next highest vote-getter in the same election, until it has been offered to all candidates who ran for the Honor Council in that election. If there is a tie between two candidates neither of whom was elected in the original election, and if both wish to fill the available position, a runoff shall be held to determine which candidate will serve on the Honor Council. If no quorum is reached for the runoff per Section 7-1, elected members of the SBA shall determine the election by majority vote, using a runoff if necessary. If there are no candidates who wish to fill the position, the procedure in Section 3-4 (2) shall be followed to fill available seats.

Sec. 3-5 Officers. The Honor Council shall elect from its members a Chairperson and a Vice-Chairperson by majority vote to serve an annual term. These elected officers will administer the Honor Code. Whenever the Chairperson is unavailable, his or her functions shall be performed by the Vice-Chairperson.

Sec. 3-6 Removal. An Honor Council member shall be removed for:
(1) violation of the Honor Code or
(2) dereliction of duty or other good cause upon a unanimous vote of the other members of the
Honor Council.

Sec. 3-7 Recusal Policy. If a member of the Honor Council has a conflict of interest at any time during the
consideration of an alleged Honor Code violation, such member shall recuse himself or herself
and refuse to act in the proceeding in order to avoid any impropriety, either actual or perceived.
A conflict of interest arises when a person has an interest in or knowledge pertinent to the
proceeding that would render the person incapable of making an objective judgment or would
cause any appearance of impropriety. The Respondent or Complainant may request the recusal of
any Honor Council member on the grounds of conflict of interest. Upon such a request, the
challenged member shall decide whether to recuse himself or herself. If he/she elects not to
recuse himself or herself, the party requesting recusal may call for a vote of all disinterested
Honor Council members to determine whether the challenged member should participate in the
proceedings. A majority vote will be required to exclude the challenged member.

Sec. 3-8 Quorum. Two-thirds of the current number of members shall constitute a quorum.

PART IV CONFIDENTIALITY OF HONOR CODE PROCEEDINGS

Sec. 4-1 Confidentiality of Proceedings. Proceedings before the Honor Council and Hearing Panel are
confidential, subject to Sections 6-3 and 6-4, and subject to applicable rules obligating the Law
School to disclose information to state bar associations or government authorities. All members
of the Honor Council, the Investigator, the Prosecutor, and all Assistants pursuant to Section 5-8
shall refrain from disclosing any information that would deprive the Complainant or the
Respondent of his or her privacy rights or otherwise jeopardize the fair and orderly completion of
such proceedings. The Investigator, the Prosecutor, Assistants, and all members of the Honor
Council, and all other participants in the proceedings shall be advised of these confidentiality
requirements and shall take an oath or shall affirm that they will abide by these confidentiality
provisions.

Sec. 4-2 Honor Files. All materials and files collected by the Honor Council and the Hearing Panel
relating to the investigation and reporting of a suspected Honor Code violation shall be kept
confidential. The contents of such files shall not be disclosed, except as required by law or the
requirements of state bar associations or other licensing authorities. All official files shall be kept
in Student Services at the Law School.

PART V INVESTIGATIVE PROCEDURES

Sec. 5-1 Appointment of Investigator. Before the beginning of each academic year, the Dean shall appoint
a member of the law school faculty or staff to serve as Investigator. The Investigator shall
continue to serve in that capacity for one calendar year. Service shall continue until all cases
pending at the end of that term have been resolved.

Sec. 5-2 Appointment of Alternate Investigator. If Respondent is alleged to have committed a violation in
a class taught by the Investigator, or the Respondent works as a faculty fellow for the
Investigator, or another significant conflict of interest exists, the student or Investigator may
request the Dean to appoint an Alternate Investigator. In the Dean’s discretion, the Dean may
appoint an Alternate Investigator to serve for this alleged violation only.
Reporting Violations. Whenever a student has a duty to report a violation pursuant to Section 1-3, the student shall promptly submit a written Complaint to the Investigator. All Complaints must be signed. All Complaints are confidential under Sections 4-1 and 6-3. The Investigator shall make best efforts to notify the Respondent of the allegations within 48 hours after receipt of the Complaint by providing Respondent a copy of the written Complaint, with the identity of the Complainant concealed if the Complainant so requests. If the Respondent is accused of an Honor Code violation during an examination period, the Investigator has the discretion to delay notifying the Respondent until he or she has completed all exams.

Investigation of Reported Violations. The Investigator shall be responsible for investigating reported violations. Any such investigation must lead to one of the following three results within ten days after the allegation is reported to the Respondent: dismissal of the case; informal resolution of the case; or filing an Investigator’s Report with the Honor Council. The Investigator may not dismiss the case if he or she determines that there is probable cause to believe that a violation has occurred. If the Investigator decides to dismiss the case, that decision is final and unreviewable.

Informal Resolution by the Investigator. The Investigator may, at his or her discretion, attempt an informal resolution of the alleged violation. Any informal resolution agreed between the Investigator and the Respondent must be approved by a majority vote of the Honor Council. If no resolution is reached that is acceptable to all concerned parties, then the investigation shall continue.

Probable Cause Determination. If the Investigator decides that dismissal of the case is not warranted, and that informal resolution of the alleged violation is not practicable, then the Investigator shall file an Investigator’s Report with the Honor Council. The filing of an Investigator’s Report shall not be deemed a violation of the confidentiality provisions herein, provided that the Investigator shall not disclose the identity of the Complainant if the Complainant has requested anonymity under Sections 5-3 and 6-3. The Honor Council shall review the Investigator’s Report and decide by majority vote, within five days after the Investigator’s Report is filed with the Council, whether there is probable cause to convene a Hearing Panel and commence adjudication. If the Honor Council decides that probable cause is lacking, that decision is final and unreviewable. If the Honor Council decides that there is probable cause, it shall convene a Hearing Panel and the Chairperson shall promptly furnish the Respondent and the Complainant with a copy of the Investigator’s Report.

Appointment of Defense Counsel. One member of the Honor Council shall be selected to serve as Defense Counsel immediately upon the Investigator’s determination that an informal resolution is not possible, or immediately upon the submission of an informal resolution by the Investigator to the Honor Council for approval. The Defense Counsel shall be excluded from meetings of the Honor Counsel relating to the Respondent, including but not limited to approval of an informal resolution, determination of probable cause, and convening a Hearing Panel. The Defense Counsel will act on behalf of the Respondent throughout the hearing process if the Respondent so chooses; the Respondent is free to secure alternate representation.

Appointment of Prosecutor. If the Honor Council decides to commence adjudication, the Chairperson will appoint a student member of the Honor Council to serve as the Prosecutor.

Prosecuting Officer and Presiding Officer Assistant. In the event the Respondent retains outside counsel (but not if the Respondent’s counsel is a student), the Presiding Officer and Prosecutor shall have the right to seek assistance from a faculty member of his or her choice. Information
exchanged between these individuals shall not be a breach of confidentiality. The faculty member(s) who receive information regarding the proceedings shall be subject to the confidentiality rules of Section 4-1. The designated faculty member(s) shall have the right to be present during hearings, including closed hearings.

Sec. 5-10 Convening a Hearing Panel. Each Hearing Panel shall consist of five student members of the Honor Council. All student members of the Honor Council, except the member selected as Prosecutor pursuant to Section 5-8, and any member who has been recused or excluded pursuant to Section 3-7, shall be eligible to serve on the Hearing Panel. If more than five student members of the Honor Council are eligible to serve on a particular Hearing Panel, then the Hearing Panel shall consist of five student members of the Honor Council selected at random, except that no more than two first-year students may serve on any single hearing panel.

PART VI ADJUDICATION OF ALLEGED VIOLATIONS

Sec. 6-1 Presiding Officer at Hearing. The Chairperson of the Honor Council will appoint a member of the Honor Council who is not also a member of the Hearing Panel to serve as the Presiding Officer of the hearing. The Presiding Officer presides over the hearing but may not participate in the deliberations of the Hearing Panel.

Sec. 6-2 Timely Adjudication. The Respondent shall have the right to a timely adjudication. A timely adjudication means that proceedings before the Hearing Panel shall commence with due speed to ensure a fair hearing. Although examination periods, holidays, vacation periods, and breaks between semesters may impact the scheduling of any adjudicative stage, the guidelines for timely adjudication are:

1. the Respondent should be served with the Investigator’s Report within twenty-four hours after a probable cause determination is made;
2. the hearing should commence within fifteen calendar days after the Respondent receives the written Investigator’s Report, and
3. the hearing should be completed as quickly as possible in order to achieve a fair and just result.

Sec. 6-3 Rights of the Complainant.

1. After a Hearing Panel has been convened, the Respondent, the Prosecutor, the Honor Council and the Hearing Panel are entitled to know the identity of the Complainant unless the Honor Council orders special measures to preserve the anonymity of the Complainant;
2. Except as provided in Section 6-3(1), the Complainant may require that he or she not be identified by name in any written or oral communication associated with the proceeding, but be designated as “the Complainant”;
3. Subject to Respondent’s right to cross-examine witnesses, the Complainant may require that any testimony he or she gives be heard in a closed hearing, even if the proceedings are otherwise held publicly at the election of the Respondent, pursuant to Section 6-4 below.

Sec. 6-4 Rights of the Respondent. The Respondent shall have the following rights:

1. to be notified within a reasonable time before the hearing of the name of each witness to be
called by the Prosecutor, and the substance of that witness’s expected testimony;
(2) to call witnesses, present evidence, and examine and cross-examine all witnesses;
(3) to make and submit a written statement in addition to or in lieu of oral testimony;
(4) to be advised and represented by counsel at his or her own expense, or by any other representative; and
(5) except as limited by the Complainant under Section 6-3(3), to have all proceedings against him or her held publicly or privately at his or her election.

Sec. 6-5  Admission of Evidence. State and Federal Rules of Evidence shall not be applicable in determining questions of evidence. All relevant evidence shall be admissible, but the Presiding Officer has the discretion to exclude evidence that is irrelevant, unreliable, or duplicative, or that a party failed to disclose in accordance with Section 6-6(1). The Presiding Officer’s decision to admit or exclude evidence is final and unreviewable.

Sec. 6-6  Hearing Procedure:

(1) At least five days prior to the hearing, the Prosecutor and the Respondent shall place all documents and other material to be introduced into evidence in a folder in the Dean’s office. The exhibits shall be labeled and indexed by the Presiding Officer. These exhibits shall be copied and distributed by the Presiding Officer to the Hearing Panel, the Prosecutor, and the Respondent no later than 48 hours prior to the hearing. Any exhibits introduced at the hearing that were not placed in the Dean’s office may be allowed into evidence, as justice requires. All objections will be ruled on by the Presiding Officer at the hearing when the exhibits are offered as evidence.

(2) The Prosecutor may call witnesses, except the Respondent may not be called over his or her objection. The Respondent shall have the right to testify on his or her own behalf and to call witnesses. All testimony shall be given under oath or affirmation. The Respondent and any witness may refuse to testify only as provided under Section 2-1(18).

(3) The Presiding Officer shall begin the hearing by reading a summary of the allegations from the Complaint and asking the Respondent to admit or deny the charges.

(4) The Prosecutor may make an opening statement, followed by the Respondent.

(5) At any time during the hearing, members of the Hearing Panel may ask questions. The Hearing Panel members may examine exhibits as they are allowed into evidence, and during deliberations.

(6) The Prosecutor must prove the allegations by clear and convincing evidence through the use of witnesses and other forms of evidence. The Respondent may assert evidentiary objections to documents and other materials as they are offered into evidence and may question all witnesses.

(7) When the Prosecutor has finished presenting evidence, the Respondent may present his or her defense through witnesses and other forms of evidence. The Prosecutor may assert objections to testimony and evidentiary objections to documents and other materials as they are offered into evidence and may question all witnesses.

(8) At the conclusion of the Respondent’s evidence, the Prosecutor may present rebuttal evidence. The Respondent may assert evidentiary objections to documents and other
materials as they are offered into evidence and may question any witnesses presented in rebuttal.

(9) Following the rebuttal, the Presiding Officer shall instruct the Hearing Panel that any member of the Hearing Panel may recall witnesses for further testimony.

(10) Following the rebuttal and further testimony by witnesses at the request of Hearing Panel members, the Prosecutor may make closing arguments including his or her recommendation for a finding of one or more violations and sanctions. The Respondent may then make closing arguments.

(11) All proceedings before the Hearing Panel shall be recorded in an audio file. The deliberations of the Hearing Panel will not be recorded. At the conclusion of the hearing, the Presiding Officer shall make a copy of the audio file to preserve the record for appellate review.

Sec. 6-7 Deliberations. Only the Hearing Panel members shall be present during deliberations, at which time the Hearing Panel may review any evidence and any record made of the hearing. The Presiding Officer, Prosecutor, Respondent, Complainant, and witnesses are prohibited from having any contact relating in any way to the complaint at issue with the Hearing Panel during its deliberations or at any time other than during the hearing or in open court with parties to the suit present.

Sec. 6-8 Finding of Violation. No student shall be found to have violated the Honor Code unless four of the five members of the Hearing Panel agree that the Prosecutor has proven by clear and convincing evidence that a violation has been committed. Should the Hearing Panel be unable to reach a decision that a violation has occurred, the charge shall be dismissed.

Sec. 6-9 Hearing Decision. Upon making a finding of a violation, the Hearing Panel shall prepare and submit a report to the Dean and the Honor Council setting forth a summary of the testimony, findings of fact, and conclusions. If a member of the Hearing Panel did not agree with the finding of a violation, he or she may submit as part of the report his or her dissent.

Sec. 6-10 Hearing Decision History. The Hearing Panel shall prepare and submit to the Dean the same report as required by Section 6-9, with the exception that all personal information, such as Respondent’s name, be removed from the report. These reports shall be kept in a file with the Dean and shall be available for future Honor Councils to review during their terms of service.

Sec. 6-11 Power to Impose Sanctions. Except as provided below, and subject to the appellate procedures in Section 6-13, the Hearing Panel has the power to impose any sanction or sanctions listed in Section 6-12. At least three members of the Hearing Panel must agree on any sanction to be imposed. The sanctions of expulsion from the Law School and withdrawal of a granted degree may not be imposed without unanimous agreement of all five members and approval of the Dean.

Sec. 6-12 Sanctions. Sanctions that may be imposed shall include the following:

(1) expulsion;
(2) suspension from the Law School for a specified time, or until the Dean revokes the suspension;
(3) probation for a specified time, which shall include removal from, and denial of eligibility for all offices or positions in the SBA, University student government, student law
fraternities or sororities, law reviews, Moot Court, or similar Law School, University, and student organizations or activities, and which may include any other conditions imposed by the Dean;

(4) withdrawal of a granted degree, in the event that a final determination that this Code was violated is not made until after the degree has been awarded;

(5) loss of Law School or University services or privileges, such as the use of the Career Services Office or Law School or University computer facilities, for a specified period of time, so far as consistent with the nature of the violation;

(6) restitution to the University, organization, or person of the property, or the monetary value of the property taken, misappropriated, damaged, destroyed, or otherwise interfered with;

(7) letter of reprimand to be kept on a non-confidential basis in the student's file;

(8) any other sanction deemed appropriate, except that the Hearing Panel and Honor Council may not interfere with a professor’s authority to determine the appropriate grade for a student in his or her class;

(9) any combination of the sanctions listed above.

Sec. 6-13 Appeals. The Presiding Officer shall notify the Respondent within 24 hours after the Hearing Panel decides whether a violation has occurred. If a violation is found, the Respondent has the right to appeal that finding. Appeals on the basis of ineffective assistance of counsel are not permitted. If the Respondent decides to appeal that decision, the Respondent shall file an appeal with the Chairperson. The Prosecutor may not appeal a decision in favor of the Respondent. All appeals shall be processed in accordance with the following procedures.

(1) Within 72 hours after being notified of the Hearing Panel’s decision, the Respondent shall file a written notice of appeal with the Chairperson. The notice of appeal shall provide a concise statement of the grounds for the appeal.

(2) All appeals shall be decided by the full Honor Council, excluding the members selected as Defense Counsel, Prosecutor and Presiding Officer pursuant to Sections 5-7, 5-8, and 6-1, respectively, and any member who has been recused or excluded pursuant to Section 3-7.

(3) The Honor Council shall review the record of the hearing before the Hearing Panel by reading the written documentation and listening to the audio recording. No new evidence may be presented during the appeal. Oral argument shall not be permitted.

(4) The Honor Council shall affirm the Hearing Panel’s decision that a violation occurred, unless a majority of the Council members present and voting agree that the decision is not supported by substantial evidence.

(5) The Honor Council shall have the power to reduce a sanction imposed by the Hearing Panel if a majority of the Council members present and voting agree that the sanction is unduly harsh given the nature of the violation.

(6) The Honor Council shall reach a final decision on the appeal, if at all possible, within ten calendar days after the Respondent files the appeal.

Sec. 6-14 Publicizing Violations. After a sanction has been imposed, the Honor Council shall have the power to publicize the fact that a violation occurred, including the nature of the sanction imposed, but the Honor Council shall not reveal the name of the Respondent without his or her consent. Except as provided in the preceding sentence, all records of the proceedings shall remain
confidential in accordance with Sections 6-10 and 7-3.

Sec. 6-15  **Reopening of Hearing to Consider New Evidence.** If a violation has been found, the case may be reopened upon production of new evidence bearing directly upon the innocence of the Respondent. No hearing shall be reopened unless a majority of the Honor Council agrees that the interests of justice require a new hearing. A person seeking to reopen a hearing upon the ground of newly discovered evidence shall appear before the Honor Council and state the nature of the evidence relied upon. If a case is reopened, it shall be left to the discretion of the Honor Council to determine whether the charges should be retried completely or whether the new evidence alone should be considered in connection with the old record.

**PART VII  AMENDMENTS AND MISCELLANEOUS**

Sec. 7-1  **Amendments.** The Student Bar Association may recommend amendments to this Honor Code. This Honor Code and any of its provisions may be repealed or amended by a majority of students present and voting, subject to the proviso that at least 300 students must vote in order to constitute a quorum. Approved amendments shall apply to all complaints filed on or after the first day of the semester following ratification. Approval of the faculty, if a faculty vote is necessary for amendment, shall require a two-thirds vote of faculty members present and voting.

Sec. 7-2  **Other Authority of Dean and Faculty.** Except as to conduct governed by this Honor Code to which the procedures of this Code shall be applicable, the Dean or the Faculty, or both, shall retain all other authority legally possessed by them to take appropriate disciplinary action for improper conduct on the part of a student or faculty member.

Sec. 7-3  **Confidentiality of Reports, Recordings, and the Like.** Subject to Sections 6-10 and 6-14, once a matter has been resolved, all reports, audio recordings, and records, except those items specifically identified for other treatment under this Honor Code and transmitted to another office of the University, shall be sealed and kept in the Dean’s office, unless the Respondent has waived his or her right to a closed hearing before the Hearing Panel, or except to the extent the Respondent has waived any other right he or she may possess to have any matter or proceeding under this Code treated confidentially. All such reports, audio recordings and records shall be opened subsequently only upon the direction of the Dean, a higher University academic official, or as necessary to fulfill the Law School’s obligations to disclose information to state bar associations or government authorities. After five years, the Dean may direct the destruction of any or all of such material as he or she may determine is appropriate. Any material which is not destroyed shall be kept sealed in the student’s permanent personal file.

Sec. 7-4  **Dates and Times.** The dates and times provided in this honor code are guidelines that should be followed as much as is practicable. With the exception of the statute of limitations detailed in Section 1-7, failure to meet a timeframe specified in this Code shall not prevent the continued prosecution of a case. The Respondent loses the right to appeal unless a timely appeal is filed pursuant to Section 6-13.

Sec. 7-5  **Effective Date.** Upon approval of the student body and faculty, every provision of this Honor Code shall become effective immediately, or as soon thereafter as it is realistically possible to implement such provision. Approval of the student body shall require a two-thirds majority of students present and voting, subject to the proviso that at least 300 students must vote to constitute a quorum. Approval of the faculty shall require a two-thirds vote of faculty members present and voting.
CHAPTER 6: SAINT LOUIS UNIVERSITY SCHOOL OF LAW PLAGIARISM POLICY
STATEMENT

I. Saint Louis University School of Law of Law Plagiarism Policy Statement

This Plagiarism Policy Statement provides a uniform definition of plagiarism, with explanations and illustrations, for the purpose of giving law students notice of their obligation to acknowledge and cite their sources in written work submitted to the faculty. Every piece of written work handed in to fulfill a course requirement at this law school is subject to the plagiarism policy. This Policy Statement describes situations that give rise to plagiarism, offers guidelines for avoiding such situations and provides examples of plagiarism and correct citation. The examples illustrate citations in academic writing (such as seminar papers) based on conventions that apply in legal scholarship published in law reviews. Other kinds of legal writing, such as briefs, legal documents, opinion letters, examinations, etc., may require different citation rules, as specified by the faculty member to whom they are submitted. An alleged plagiarism offense may be considered by a faculty member as a sufficient basis for a failing grade and may be processed under the ethics regulation in the Student Honor Code.

This Plagiarism Policy Statement was adopted by the Faculty of the Saint Louis University School of Law on April 28, 2004. It will be distributed to all students during their first year at the School of Law.

A. Plagiarism Defined

Plagiarism results from the unacknowledged use of material found in print sources, oral presentations, or visual, electronic or other media sources. Plagiarism does not require an intention to deceive. It can result when a student submits as his or her own work ideas, language, data or other material contained in a source not acknowledged by the student, if the student knew or should have known that such acknowledgement was required. Plagiarism includes, without limitation, the following:

- Submitting another author’s published or unpublished work, in whole, in part or in paraphrase, as one’s own work, without fully and properly crediting the other author with footnotes, citations or other bibliographical reference.
- Submitting as one’s own original work any material, including data, tables, graphs, charts or other visual material obtained from any source, without acknowledgement and citation of the source.
- Submitting as one’s own original work material produced through unacknowledged collaboration with others, unless such collaboration is permitted by the instructor.

B. Explanations

Plagiarism as defined above is any use of a source—for example, another person’s words, ideas, data or visual material—without proper acknowledgement and citation.

- Acknowledgement and citation of a source must be sufficient to specify the extent of the student’s use of the source. It is not sufficient merely to cite the source in a bibliography, footnote or other reference if specific words, ideas or other material are appropriated without specific acknowledgement.
Plagiarism is not limited to unacknowledged copying of another author’s words. Plagiarism results from any unacknowledged use, even when ideas taken from a source are expressed in the student’s own words.

All material taken from a source, including citations, numerical data, formulae and equations, organization and format, graphical or visual materials, must be acknowledged and cited, just as words and ideas must be acknowledged and cited.

Material appropriated from any source, including the internet, speeches and lectures, or films, television, radio and other visual or audio media, must be acknowledged and cited, just as material appropriated from print sources must be acknowledged and cited.

Plagiarism can result when no deception could have occurred, as when a student makes unacknowledged use of a source recommended by the teacher.

C. Policies and Guidelines

1. Purpose of Student Writing

   The purpose of student writing is not only to convey information but also to provide evidence of the student’s proficiency in research, analysis, and verbal style. Students submit written work for evaluation and grading. Plagiarism is wrong not only because it violates the rights of the author whose work is used without acknowledgement but also because it gives the student who plagiarizes an unfair advantage over other students.

2. Strict Enforcement

   The School of Law community must enforce rules against plagiarism to avoid putting honest students at a disadvantage. The perception that such a disadvantage exists strengthens the temptation to plagiarize on the false ground that “everybody does it.” Therefore, the rules set forth in this Plagiarism Policy Statement are strict and must be strictly enforced. Strict enforcement applies, because plagiarism has harmful effects on other students, even when the student who plagiarizes does so without an intention to deceive.

3. Specific Acknowledgement of Sources

   Student writing must contain specific and detailed acknowledgement of all sources used by the student, because the student is submitting his or her work for evaluation and grading. Unless instructed otherwise, students should not limit their acknowledgement of sources to a bibliographical list of “Works Consulted,” even though this procedure is sometimes used in academic writing not produced by students. (See, for example, the Bibliographical Note at the conclusion of this Plagiarism Policy Statement.) For evaluation purposes, the teacher must know precisely what material is original to the student and what material was obtained from other sources.
4. Citation Forms and Methods

Citations are usually provided by footnotes, except in briefs and other documents submitted to courts, where citations are usually embedded in the text. Procedures for citing sources in law review articles and other writing intended for publication or for submission to courts are described in The Bluebook: A Uniform System of Citation (18th ed. 2005), and in the ALWD Citation Manual: A Professional System of Citation (2nd ed. 2003). The Bluebook is also available online by subscription at http://www.legalbluebook.com/. Other reference works describe proper citation methods to be used in student writing. See, e.g., Elizabeth Fajans and Mary R. Falk, Scholarly Writing for Law Students (2nd ed. 2000). These books are frequently updated. Be sure to use the most recent edition.

5. Quotation and Paraphrase

When a student uses the exact words of another author or duplicates a chart, diagram, table or other production of another author, the student must indicate that such duplication has occurred. Thus it would be insufficient to use another author’s words (or substantially the same words) and merely acknowledge in a footnote that the other author was a source of the idea expressed. Direct appropriation of another author’s words must be indicated by quotation marks, a block quotation or other formatting, and a footnote or other reference must identify the source from which the quoted material was taken. Duplication of charts, diagrams, tables and other material from a source must also be acknowledged, for example by a textual reference (“Reproduced below is Professor Smith’s diagram.”) by a caption (“Figure 3. N. J. Smith’s Diagram of Litigation Alternatives”) or by other means. In addition, a footnote or other reference must identify the publication where the diagram or other material was found.

Paraphrase occurs when a student expresses in his or her own words information found in a source. The student must cite the source of the information, even though the student has restated the information in different words not used by the original author.

6. Citation of Authority

Students sometimes plagiarize because they fear that complete acknowledgement of their sources will deprive them of any claim to be “original,” and that originality (in the sense of ideas not previously expressed by anyone else) is the principal criterion of excellence in writing. Whatever the case might be in other disciplines, such originality is seldom attainable in law.

Legal writing normally contains a citation to authority for every proposition stated in the text. The amount of citation in legal writing may appear excessive to entering law students familiar with the different citation rules used for most undergraduate writing assignments. Because law is not only an academic discipline but also (and primarily) a social institution for governing behavior, law must have recourse to principles established by authority in the society to be governed. The fact that authority (whether accepted or challenged) has great importance in law may account for the expectation that legal writers should cite every authority they used and should also find authority to support their own original ideas.
Students should not fear that citations will deprive them of their claim to originality. Excellence in legal writing owes less to novelty than to critical analyses of the existing authorities that constitute or interpret the law. It is an original contribution to find and cite authority for a proposition that legal scholars and judges would reject without authority. The student who cites authority for each proposition in his or her paper can make an original contribution by effective selection of material, especially where critical choices must be made among inconsistent authorities that support or disprove the propositions under consideration. The soundness and persuasiveness of a student’s choices among different authorities are the hallmarks of good legal writing.

7. Avoiding Plagiarism by Taking Careful Notes

Students must take careful notes when doing legal research in order to retain information they will need later on to acknowledge their sources. It is a dangerous practice to “read around” for background information or intellectual stimulus and make only general notes that combine information from the sources with your own emerging ideas. The use of such impressionistic notes in writing a paper may result in plagiarism if the notes do not distinguish your own ideas from the ideas found in sources and do not preserve information needed to cite the sources. A student’s notes should be sufficient to identify material used for background information or intellectual stimulus as well as material to be cited as authority.

8. Procrastination Leads to Plagiarism

Time management is important both in law school and in practice. In the practice of law, poor time management results in ineffective representation of clients, malpractice and violations of professional conduct rules. In law school, poor time management leads to academic dishonesty, including plagiarism.

It takes time to assimilate legal authorities, choose among them, analyze them and produce a clearly written response. If such time is not available, plagiarism may result from poor note taking and hasty writing. Plagiarism often results from desperation. Students who do not manage their time effectively and are faced with multiple deadlines they cannot meet are vulnerable to the temptation to plagiarize on the grounds that they have no other choice.

9. Seek Help When You Need It

Students who find themselves unable to meet deadlines because of poor time management, personal problems or other unanticipated disruptions should seek help from their instructor or the Dean of Students. There is always an alternative to plagiarism. Ask for an extension. If none is granted, seek other remedies. If none are found, accept the penalty for submitting your work late. Penalties for academic deficiencies are much less serious than penalties for plagiarism.
**D. Examples**


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**EXCERPT FROM COMMENT BY MARY WYNNE:**

Although the need for securities regulation may be obvious today, such was not always the case. It was not until the beginning of the 20th century that the idea that the general public had an interest in the control of the exchanges came into fruition. A want of federal regulations and a lack of uniformity in state legislation prior to this point provided breeding grounds for fraudulent and deceptive securities transactions. However, it was not until after the problem came to a head with the “Great Crash” of October 1929 that the necessary federal securities legislation came about.


6. Id.


8. Id. at 278-80.

---
The following examples illustrate plagiarism in the shaded boxes followed by correct use of the Mary Wynne article in the non-shaded boxes.

**EXAMPLE 1: DIRECT QUOTATION WITHOUT QUOTATION MARKS**

**PLAGIARISM:**

Although the need for securities regulation may be obvious today, the idea that the general public had an interest in the operations and performance of the stock market did not emerge until the beginning of the 20th century.

__________________


Example 1 is plagiarism because the writer does not indicate by quotation marks that he took the exact words of the two authors, Wynne and Thel, he cites as the sources of his ideas. His footnote merely indicates that the two articles support his own statement. The writer needed to use quotation marks to identify the phrases he duplicated from the two articles. He should also have used an internal quotation to indicate that the Thel article was quoted in the Comment by Mary Wynne. Example 1 could be rewritten as follows to avoid plagiarism by indicating with quotation marks the language taken from Wynne and Thel:

**CORRECT IDENTIFICATION OF QUOTED LANGUAGE:**

As noted by Mary Wynne, while “the need for securities regulation may be obvious today . . . [it] was not until the beginning of the 20th century that ‘[t]he idea that the general public had an interest in the operations and performance of the stock market’ came into fruition”.

__________________

EXAMPLE 2: PARAPHRASE WITHOUT ACKNOWLEDGEMENT

**PLAGIARISM:**

The need for securities regulation is quite evident today but was not apparent before the early years of the 20th century. The stock market crash of 1929 taught everyone that there was a strong public interest in securities regulation. In addition, the 1929 crash was caused by the false appearance of market vitality resulting from widespread fraud in stock trading practices.

Example 2 is plagiarism because the writer has taken ideas from Wynne, Thel, and Globerman without acknowledgement. The fact that the writer expressed these ideas in different words does not excuse the lack of citations to Wynne, Thel, and Globerman, since these authors were the source of the ideas.

Example 2 could be rewritten to avoid plagiarism by citations to Wynne that noted her use of Thel and Globerman.

**CORRECT CITATION OF SOURCES:**

As noted by Mary Wynne, the need for securities regulation is quite evident today but was not apparent before the early years of the 20th century. The stock market crash of 1929 taught everyone that there was a strong public interest in securities regulation. In addition, the 1929 crash was caused by the false appearance of market vitality resulting from widespread fraud in stock trading practices.


3. Wynne, supra note 2, at 1608, citing Globerman, supra note 2, at 277.
Example 3: Incomplete Acknowledgement and Partial Citation

Plagiarism:

The need for securities regulation, although obvious today, was not always recognized.\(^1\) Fraudulent securities regulations resulted from the absence of federal regulations and uniform state regulations.\(^2\) The need for such regulations became evident only after the stock market crash of 1929.


Example 3 is plagiarism for two reasons. (1) The writer does not acknowledge that Mary Wynne was the actual source of his information about the need for securities regulations and the contributions of Thel and Globerman to this topic. (There is no indication that the writer read either Thel or Globerman, since he says nothing about them beyond what Wynne reports.) The writer’s citations to Thel and Globerman are deceptive, since he relies entirely on Wynne and presents her work as his own. It was her idea to combine the insights of Thel and Globerman into a more comprehensive statement about securities regulation. (2) The last sentence of Example 3 has no footnote and appears to be the writer’s own conclusion, when in fact it is a conclusion reached by Globerman as reported by Wynne.

Example 3 could be rewritten to avoid plagiarism by supplying appropriate citations:

Correct Citation and Complete Acknowledgement of Sources:

As noted by Mary Wynne, the need for securities regulation, although obvious today, was not always recognized.\(^1\) Fraudulent securities regulations resulted from the absence of federal regulations and uniform state regulations.\(^2\) The need for such regulations became evident only after the stock market crash of 1929.\(^3\)


\(^3\) Wynne, supra note 2, at 1608, citing Globerman, supra note 2, at 278-80.

E. Bibliographical Note

This Plagiarism Policy Statement is indebted to all of the documents described in this Bibliographical Note. All of these plagiarism policy statements have the same substance and format, offering detailed definitions of plagiarism, with explanations, guidelines, and illustrations. All have the same purpose: to

CHAPTER 7: ACADEMIC PROGRAMS

Students are admitted to the full-time program or to the part-time program. While the academic requirements apply equally to both programs, course sequencing, scheduling and registration vary depending on the program.

Students are classified each semester by program and year of study. Programs include full-time (L1, L2, L3), part-time (P1, P2, P3, P4, Y1), dual degree (D2, D3, D4), transfer (T2, T3) and LL.M. (LM). Classifications are used for registration, rankings, email lists and other administrative matters. Students are encouraged to review their classification in Banner before each registration period and direct any questions or corrections to the School of Law Registrar’s Office.

I. Full-Time Program

Students must complete 91 credit hours to receive the J.D. Full-time students generally complete their law degree in three years, taking between 15 and 17 credit hours each fall and spring semester.

Classes in the full-time program are scheduled Monday through Friday between 8:00 a.m. and 6:00 p.m. After the first year, students may enroll in elective courses in the evening subject to seat availability. Students may also opt to take credit hours during the summer semesters.

A. First Year Core Curriculum

Students in the full-time program complete their required first year core curriculum in two semesters, scheduled as follows:

<table>
<thead>
<tr>
<th>Fall Semester (15 hours)</th>
<th>Spring Semester (15 hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracts I (3 hours)</td>
<td>Contracts II (2 hours)</td>
</tr>
<tr>
<td>Civil Procedure I (2 hours)</td>
<td>Civil Procedure II (3 hours)</td>
</tr>
<tr>
<td>Legal Research &amp; Writing I (3 hours)</td>
<td>Legal Research &amp; Writing II (3 hours)</td>
</tr>
<tr>
<td>Torts (4 hours)</td>
<td>Constitutional law I (3 hours)</td>
</tr>
<tr>
<td>Criminal Law (3 hours)</td>
<td>Property (4 hours)</td>
</tr>
</tbody>
</table>

B. Upper Division Curriculum

Students in the full-time program must take Legal Profession, typically in the spring semester of their second year. A professional skills course (1-3 hours), humanities course or seminar (2-3 hours), and seminar (2 hours) must be taken in the second or third year.

II. Part-time Program

Part-time students generally complete their 91 credit hours to earn their J.D. in four to five years and take between eight and 11 credit hours each fall and spring semester. Students may also opt to take credit hours during the summer semesters.

Classes in the part-time program are scheduled Monday through Thursday between 6:00 p.m. and 10:00 p.m., with an occasional elective scheduled to start as early as 4:00 p.m. or on Saturday. After the first two semesters, students may elect to take some courses during the day, subject to seat availability.
A. First Year Core Curriculum/Required Courses

1. Part-time Evening

Students in the part-time evening program complete their required first year core curriculum in two years by taking courses scheduled in the evening. Part-time students both in their first and second year will be in some of the same classes. Course sequencing will be determined based upon your matriculating year (even numbered or odd numbered year). The course sequence is as follows:

a. Even Academic Years (i.e., Fall 2014 and Spring 2015)

<table>
<thead>
<tr>
<th>Year One Fall</th>
<th>Year One Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil Procedure I</td>
<td>Civil Procedure II</td>
</tr>
<tr>
<td>(2 hours)</td>
<td>(3 hours)</td>
</tr>
<tr>
<td>Constitutional Law I</td>
<td>Property (4 hours)</td>
</tr>
<tr>
<td>(3 hours)</td>
<td></td>
</tr>
<tr>
<td>Legal Research and Writing I</td>
<td>Legal Research and Writing II (3 hours)</td>
</tr>
<tr>
<td>(3 hours)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year Two Fall</th>
<th>Year Two Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracts I</td>
<td>Contracts II</td>
</tr>
<tr>
<td>(2 hours)</td>
<td>(3 hours)</td>
</tr>
<tr>
<td>Torts (4 hours)</td>
<td>Criminal Law (3 hours)</td>
</tr>
<tr>
<td>Electives (up to 5 hours)</td>
<td>Legal Profession when offered (3 hours) and/or Electives (up to a total of 11 hours)</td>
</tr>
</tbody>
</table>

b. Odd Academic Years (i.e., Fall 2015 and Spring 2016)

<table>
<thead>
<tr>
<th>Year One Fall</th>
<th>Year One Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracts I</td>
<td>Contracts II</td>
</tr>
<tr>
<td>(2 hours)</td>
<td>(3 hours)</td>
</tr>
<tr>
<td>Torts (4 hours)</td>
<td>Criminal Law (3 hours)</td>
</tr>
<tr>
<td>Legal Research and Writing I</td>
<td>Legal Research and Writing II (3 hours)</td>
</tr>
<tr>
<td>(3 hours)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year Two Fall</th>
<th>Year Two Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil Procedure I</td>
<td>Civil Procedure II</td>
</tr>
<tr>
<td>(2 hours)</td>
<td>(3 hours)</td>
</tr>
<tr>
<td>Constitutional Law II</td>
<td>Property (4 hours)</td>
</tr>
<tr>
<td>(3 hours)</td>
<td></td>
</tr>
<tr>
<td>Electives (up to 6 hours)</td>
<td>Electives (up to 4 hours)</td>
</tr>
</tbody>
</table>

2. Part-time Day

Students in the part-time day program complete their required first year core curriculum in two years by taking courses scheduled during the day as follows. There are two options for the part-time day program; an 11 hour schedule listed below, or an eight hour schedule that postpones the asterisked courses below until year two fall and year two spring, respectively.

<table>
<thead>
<tr>
<th>Year One Fall</th>
<th>Year One Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracts I</td>
<td>Contracts II</td>
</tr>
<tr>
<td>(3 hours)</td>
<td>(2 hours)</td>
</tr>
<tr>
<td>Legal Research and Writing I</td>
<td>Legal Research and Writing II (3 hours)</td>
</tr>
<tr>
<td>(3 hours)</td>
<td></td>
</tr>
<tr>
<td>Civil Procedure I</td>
<td>Civil Procedure II</td>
</tr>
<tr>
<td>(2 hours)</td>
<td>(3 hours)</td>
</tr>
<tr>
<td>Criminal Law (3 hours) *</td>
<td>Constitutional Law (3 hours) *</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year Two Fall</th>
<th>Year Two Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Torts (4 hours)</td>
<td>Property (4 hours)</td>
</tr>
<tr>
<td>Electives (up to 6 hours)</td>
<td>Electives (up to 4 hours)</td>
</tr>
</tbody>
</table>

3. Required courses

Upper division required courses must be taken in the second, third, fourth or fifth year and include all of the following:

- Legal Profession
- A professional skills course (1-3 hours)
- Humanities course or seminar (2-3 hours)
- Seminar (2 hours)

B. Upper Division Curriculum

Upper division required courses and elective courses are offered in the evening either annually or on an every other year basis. Every attempt is made to make courses available in the evening on a regular basis.

III. Dual Degree Programs

Students admitted to a dual degree program generally start in the School of Law full-time program for the first full academic year. On occasion, students who begin their legal studies in the part-time program may be admitted to a dual degree program. Beginning in the fall of the student’s second year, she will enroll in courses in one or both of her degree programs depending upon the specific curriculum set for each dual degree program. For more information on dual degree programs, see Chapter 8 of this Handbook.

IV. LL.M. Programs

A. LL.M. in Health Law

The LL.M. in Health Law is a graduate program for individuals already with a J.D. seeking to develop an expertise in health care law. The program primarily serves two groups: 1) those that do not have extensive experience in legal practice but want to eventually practice in health care law, and 2) legal practitioners from other specialty areas seeking to increase their exposure to health care law. The program places strong emphasis on research under the close supervision of faculty. Students are encouraged to complete scholarly writing, attend seminars and participate in directed research projects.

Candidates must complete 24 credit hours, including a master's thesis of publishable quality, and may take up to six credit hours of directed research and six credit hours of graduate level coursework outside the School of Law in approved, relevant disciplines. Students may choose to participate in the program full-time in one year, or part-time in two years. For more information on the LL.M. in Health Law program, please contact Amy N. Sanders, Assistant Director, Center for Health Law Studies, 314-977-8176 or sanderan@slu.edu.
B. LL.M. Program for Foreign Lawyers

An LL.M. Program for Foreign Lawyers is offered by the Center for International and Comparative Law. This one-year graduate program leading to a Master of Law (LL.M.) is designed for individuals with a law degree from a university outside the United States. This program provides a select group of highly qualified individuals an opportunity to pursue studies and research in American, comparative and international law, with a strong focus on the United States legal system. For more information on the LL.M Program for Foreign Lawyers, please contact the Center for International and Comparative Law.

V. Study Abroad Programs

A. Study in Spain

The Summer Law Program in Madrid occurs during the first six weeks of the summer in the beautiful, culturally rich, and exciting European capital city of Madrid. This program takes place on SLU’s own Madrid campus, offering a seamless experience for students. The program allows students to earn up to six credit hours in international and comparative law courses with Spanish and American professors who have extensive experience in specialized subject matter areas. For more information, please contact Professor William Johnson or the Center for International and Comparative Law.

B. Study in France

Students may study law for one semester at one of three institutions located in France: l’Université de Toulouse, l’Université Paris-Dauphine or l’Université d’Orléans. L’Université Paris Dauphine specializes exclusively in the areas of business and commercial law and requires that students enrolled in the semester abroad program take all of the classes offered in their Master 2 Program. This program offers an experience in French culture while working toward a law degree. For the Paris-Dauphine and Orléans programs, the language of instruction is French. Students wishing to participate must be sufficiently fluent in French to succeed in the program. For the Toulouse program, the language of instruction is English.

Students who successfully complete courses receive credit toward their J.D. degrees from the School of Law. Participants typically take at least 12 credit hours during the exchange and the School of Law will accept a maximum of 15 credits. These credits will not factor into the student’s CGPA but appear as letter grades on the student’s transcript.

Students are responsible for incidental expenses, airfare and ground transportation, lodging, meals and medical insurance. Students pay tuition and fees at the School of Law where they are simultaneously enrolled and credited for their studies. Students must purchase the University’s International Health Insurance and International Student Identification Card for their semester abroad. The program’s application is due to the Assistant Director of the Center for International and Comparative Law no later than 5:00 p.m. on Friday before the beginning of spring break.

Recent graduates may apply the year following completion of the J.D. to complete a master’s degree at Université d’Orléans or Paris Dauphine. Those who complete the program may be eligible to sit for the French bar examination upon completion of an apprenticeship in France. The Toulouse exchange also allows students to apply to return to Toulouse after they complete the J.D. in order to complete the master’s degree. For more information, contact the Center for International and Comparative Law.
C. Study in Switzerland

Students may study law for one semester at the University of Bern. The program offers courses in both English and German and also allows students to enroll in courses in which the language of instruction is French. Students wishing to participate in courses in a language other than English must demonstrate to the School of Law faculty a sufficient fluency in the language of study to succeed in those courses.

Students who successfully complete courses receive credit toward their J.D. degrees from the School of Law. Participants typically take at least 12 credit hours during the exchange and the School of Law will accept a maximum of 15 credits. These credits will not factor into the student’s CGPA but appear as letter grades on the student’s transcript.

Students are responsible for incidental expenses, airfare and ground transportation, lodging, meals and medical insurance. Students pay no tuition or fees at the University of Bern, but pay tuition and fees at the School of Law where they are simultaneously enrolled and credited for their studies. Students must purchase the University’s International Health Insurance and International Student Identification Card for their semester abroad. The program’s application is due to the Assistant Director of the Center for International and Comparative Law no later than 5:00 p.m. on Friday before the beginning of spring break. For more information, contact the Center for International and Comparative Law.

D. Study in Ireland

Selected students may study for one semester at University College Cork in Ireland through a cooperative agreement between the School of Law and the Faculty of Law of University College Cork. Cork’s Faculty of Law includes expertise in Irish and European Union law, as well as several specialty areas, including international and European human rights law and health law.

Students who successfully complete courses receive credit toward their J.D. degrees from the School of Law. Participants typically take at least 12 credit hours during the exchange and the School of Law will accept a maximum of 15 credits. These credits will not factor into the student’s CGPA but appear as letter grades on the student’s transcript.

Students are responsible for incidental expenses, airfare and ground transportation, lodging, meals and medical insurance. Students pay no tuition or fees at University College Cork, but pay tuition and fees at the School of Law where they are simultaneously enrolled and credited for their studies. Students who participate in the program may be eligible for a modest scholarship. Students must purchase the University’s International Health Insurance and International Student Identification Card for their semester abroad. The program’s application is due to the Assistant Director of the Center for International and Comparative Law no later than 5:00 p.m. on Friday before the beginning of spring break. For additional information, please contact the Center for International and Comparative Law.
CHAPTER 8: ACADEMIC AREAS OF STUDY

The School of Law offers specialized areas of study while working toward the J.D. degree through concentrations and dual degree programs. A brief description of these programs follows.

I. Areas of Concentration

   Students may earn a concentration in the following areas after successful completion of curricular and co-curricular requirements. The first three areas of concentration listed below are offered through the School of Law’s three Centers for Excellence (the William C. Wefel Center for Employment Law, the Center for Health Law Studies, and the Center for International and Comparative Law). Students interested in pursuing a concentration should contact the center directors or concentration advisors for advice and counseling.

A. Concentration in Business Transactional Law

   Advisor: Professor Henry Ordower. This concentration emphasizes information, analytical tools and skills lawyers require in representing business clients. It offers specialization in courses exposing students to the legal and practical issues that arise in business oriented, transactional practice. Students must complete Business Associations and Taxation before beginning to fulfill the concentration requirements, as they underlie any advanced study of business transactions. Similarly, Real Estate Transactions is recommended as foundational for concentration students and does not satisfy a concentration requirement.

   Students pursuing this concentration must complete a minimum of 12 additional hours of advanced taxation and business courses. Of the 12 hours, at least 3 hours must consist of one of the following advanced taxation courses: corporate taxation, partnership taxation, international taxation or state and local taxation. In addition, some of those hours must fulfill the capstone requirement for the concentration. Students should consult the more detailed requirements for the concentration that appear on the School of Law website. Those students requiring assistance in tailoring their course selection should consult with Professor Ordower.

B. Concentration in Civil Litigation Skills

   Advisor: Professor John Ammann. This concentration allows students to demonstrate the completion of coursework focusing on traditional litigation skills and participation in a clinical experience. Students must complete Evidence, Moot Court I, Trial Advocacy I, Civil Practice, a clinical experience and either Remedies or Federal Courts.

C. Concentration in Criminal Litigation Skills

   Advisor: Professor Susan McGraugh. This concentration allows students to develop the skills and relationships necessary to become successfully employed in the criminal defense and prosecution fields. Students must demonstrate knowledge of the law of criminal process through completion of Criminal Procedure: Investigation and Criminal Procedure: Adjudication; demonstrate knowledge of the law and skills of litigation through completion of Evidence, Trial Advocacy I, and Trial Advocacy II; complete a two credit hour paper exploring some aspect of the criminal justice system; and participate in either the Criminal Defense Clinic or a comparable clinical experience as approved by Professor McGraugh. Students are also strongly encouraged to participate in pro bono legal service prior to graduation. Such pro bono work may be on behalf of a governmental agency, a nonprofit organization or
indigent individuals.

D. Concentration in Employment Law

The William C. Wefel Center for Employment Law offers a Concentration in Employment Law while pursuing the J.D. degree. To obtain the concentration, students must complete 11 hours of approved coursework and write a publishable paper on an employment law topic in addition to meeting the requirements of the J.D. degree. Students pursuing the concentration are required to take and pass with a grade of C or higher Labor Law (students are strongly encouraged to take this class in their second year), but can otherwise choose approved employment law classes. These choices can include directed research projects to focus studies in the areas of employment law which are of most interest. Students are also encouraged to participate in the Employment Law semester in Washington D.C. program in the Spring of their third (or final) year. Students also have the opportunity to obtain externships through the School of Law Clinic with the Equal Employment Opportunity Commission, the National Labor Relations Board and the Civil Rights Enforcement Agency for the City of St. Louis (although the credits earned through these clinic externships will not count toward the concentration).

The following regularly offered employment law courses and seminars count toward the concentration: Law of Labor Relations (Labor Law); Unions and Their Members; Employment Discrimination; Disability Discrimination Law; Employment Relations; Alternative Dispute Resolution; Workers’ Compensation; Employment Law Externship in Washington D.C.; ERISA and Employee Benefits Seminar; Sports Law: Labor Wrangling, Endorsements and the Art of the Deal; Current Issues in Employment Law Seminar; and Advanced Topics in Labor Law Seminar. Other courses that count toward the concentration are sometimes offered, such as International and Comparative Employment Law, Information Privacy Law, Virtual Work, but they are not offered regularly, so check registration materials for more information.

For detailed information, students are encouraged to check the School of Law website for the Wefel Center for Employment Law and employment law concentration program and to contact Professor Marcia McCormick, Director of the Center.

E. Concentration in Health Law

The Concentration in Health Law recognizes J.D. students who complete a required course of study and co-curricular activities in health law offered through the Center of Health Law Studies. A student earns the Concentration in Health Law by completing the following requirements:

1. Apply for the Concentration in Health Law

Students must complete an application, available online or from Cheryl Cooper in Room 941. Students should apply as soon as they decide to pursue the concentration. Students are not permitted to apply for the concentration in their last semester of law school.

2. Ten credit hours of designated health law courses

Concentration students must obtain a grade of C or better in a minimum of ten credit hours in designated health law courses. Courses and seminars which may be used to satisfy this requirement are updated during each registration period and designated as Health Law Courses on the published schedule. If a student earns a failing grade in a health law concentration course or seminar, the eligibility to earn the Health Law Concentration is subject to the discretion of the faculty advisor.
3. Practical experience

Concentration students must gain supervised experience in a health law practice setting. Students are encouraged to satisfy this requirement by enrolling in the School of Law Externship Program or Legal Clinics (generally completed during the third year of the full-time program or fourth year of the part-time or dual degree programs). Students are also encouraged to participate in the Health Law semester in Washington D.C. program in the Spring of their third (or final) year. In special circumstances and with prior approval from the Assistant Director of the Center for Health Law Studies, students may satisfy this requirement through a non-credit externship in a practice setting which includes significant research and drafting relating to health care law as part of substantial part-time employment or summer employment experience. Students are required to make application for approval before the non-credit externship begins and submit evidence of completion at the end of the employment experience. Non-credit externships and part-time/summer employment require at least 115 hours of work on health law issues under the supervision of a licensed attorney.

4. Publishable paper

Students must submit a publishable health law paper to be reviewed and approved by the Director of the Center for Health Law Studies. Papers completed for a health law seminar, directed research, or journal note/comment can satisfy this requirement.

5. Colloquia attendance and five critical summaries

Students must participate in the Center’s Colloquia, which includes the Distinguished Speaker Series and the annual (Spring) Health Law Symposium. To meet this requirement, a student must attend at least five speakers from the Colloquia and complete critical summaries on those speakers. Evening students and students with documented class conflicts may view the recorded presentation to fulfill the attendance requirement. Students are encouraged to begin fulfilling this requirement during their first year of law school. Students must have completed at least three critical summaries by the end of the second to last semester of their law school career. Critical summaries should consist of a 2-4 page evaluation of the information presented by the speaker and the student’s evaluation of the presentation. Summaries are due within thirty days of the presentation. Summaries will not be accepted after the semester in which the presentation occurred.

F. Concentration in Intellectual Property Law

Advisor: Professor Yvette Liebesman. This emphasizes information, analytical tools and skills lawyers require in representing clients’ intellectual property needs. It offers students specialization in courses that will expose them to the legal and practical issues that arise in intellectual property law. This concentration requires completion of a minimum of ten hours of intellectual property law courses with a satisfactory grade (C or higher), including the Intellectual Property Survey course, at least one intellectual property law core course, at least four credit hours of elective intellectual property law courses, at least one course with a significant writing requirement related to an area of intellectual property law, and participation in a course or activity that applies intellectual property theory in a practice setting that is approved, in advance, by the concentration advisor.

G. Concentration in International and Comparative Law

The Concentration in International and Comparative Law is designed to give students a broad foundation in international and comparative law. The program requires at least ten credit hours of
international and comparative law courses, including International Law, and at least one substantial research paper in international or comparative law. Credits from an approved study abroad program may satisfy some of the requirements for the concentration. The concentration faculty advisor has discretion to approve individually crafted programs of study. For more information, contact the Center for International and Comparative Law.

H. Concentration in Taxation

Advisor: Professor Kerry Ryan. This concentration offers exposure to the complex concepts and statutes that underlie taxation. Because the basic course in Taxation is fundamental to continuing the study of taxation, each student must complete that course before beginning to fulfill the concentration requirements. Students must complete a minimum of ten additional hours of taxation courses, some of which must include a substantial research and writing project. Those students requiring assistance in their course selection should consult with Professor Ryan.

I. Concentration in Urban Development, Land Use, and Environmental Law

Advisor: Professor Douglas Williams. This concentration has an interdisciplinary flavor. Students are encouraged to take courses in the graduate programs of the Department of Public Policy under the School of Law policy permitting six hours of graduate level coursework to count towards the J.D. degree. In addition, Urban Issues Symposium is an interdisciplinary course open to graduate students in architecture, business, public administration, public policy, social work and urban planning. Finally, Social Responsibility and the Professional is an interdisciplinary course open to law students and graduate students.

The concentration requires Administrative Law, State & Local Government, Land Use Control, and three additional courses or seminars totaling at least seven credit hours selected from a list of electives published on the School of Law website. There is an additional requirement of a clinical opportunity that serves as the capstone course for the concentration.

II. Dual Degree Programs

The School of Law jointly sponsors interdisciplinary, dual degree programs with other graduate schools of the University. Dual degree students must fulfill all entrance requirements of both the School of Law and the school from which the doctoral or master's degree is sought and must be separately admitted to each school. Some programs accept the LSAT in lieu of the traditional entrance exam. Admission to the graduate program of study is not guaranteed by admission to the School of Law. Applications for both schools may be submitted at the same time or after acceptance to the School of Law. There are streamlined processes for application to the programs administered by the College for Public Health and Social Justice and Department of Health Care Ethics for students already accepted to the School of Law. Application to the desired secondary degree program should be completed by the specific deadlines determined by each program.

Candidates enrolled in a dual degree program must complete their first year of law school before beginning classes in the dual program. Most programs require the completion of all 30 hours of the first year core curriculum before allowing students to begin classes in the dual degree program. Students may receive up to nine hours of credit toward their J.D. degree through completion of dual degree courses. Students must submit the Request for Dual Degree Non-Law Credits to be Applied to School of Law Transcript form to the Dean of Students designating which dual degree courses are to be credited toward
the J.D. degree. While credits apply and appear on the student’s transcript, grades received in these courses are not included when calculating the School of Law cumulative grade point average (“CGPA”).

With the exception of the J.D./Ph.D. in Health Care Ethics and the J.D./M.B.A., students are expected to complete the requirements for both degree programs within one semester of each other.

Although the dual degree programs are open to all students, students in the part-time program may find it difficult to pursue two degree programs while working during the day or more than 20 hours per week. Students beginning law school in the part-time program may be able to successfully complete a dual degree program if able to attend school full-time after the first year of law school.

A. Juris Doctor/Ph.D. in Health Care Ethics

Students interested in the J.D./Ph.D. should apply to the Albert Gnaegi Center for Health Care Ethics no later than February 1 of their first year of law school. After completing the first year core curriculum courses, students in the J.D./Ph.D. program begin integrated coursework. Students in the program take nine hours of course work and directed research in the Department of Health Care Ethics that is applied to the 91 credit hour requirement for completion of the J.D. J.D./Ph.D. students must complete a minimum of 121 total credit hours in the two schools.

Following completion of the J.D. requirements and graduation from the School of Law, the student completes the remaining required coursework in the Albert Gnaegi Center for Health Care Ethics, as well as comprehensive exams and the doctoral dissertation. The time required to complete both degrees is approximately six years.

Students wishing to enter the J.D./Ph.D. program must fulfill all admission requirements for the School of Law and the Albert Gnaegi Center for Health Care Ethics, except that the LSAT is accepted in lieu of the GRE. Students must apply to each school separately, but may apply to both schools during the same admission period, or may wait to apply to the Ph.D. program during the first year in the School of Law. For information about the J.D./Ph.D. program, contact Amy Sanders, Assistant Director of the Center for Health Law Studies. For additional information about the Ph.D. program in Health Care Ethics, contact the Ph.D. Program Director, Center for Health Care Ethics.

B. Juris Doctor/Master of Accounting

The School of Law and the John Cook School of Business jointly administer the degrees of Juris Doctor and Master of Accounting. Prospective students apply separately to each program. Students admitted to this dual degree program start in the School of Law.

Students in the J.D./MACC program enroll in the John Cook School of Business the fall semester following completion of their first year core curriculum courses and complete the MACC coursework in two sequential semesters. During each of these two semesters, students enroll in law courses relating to accounting, business, and/or the student’s career goals, taken as business school electives. Students then use the remaining three semesters to complete the J.D. program. Students will complete a total of 82 credit hours in the School of Law, as the School of Law will accept nine credit hours from the School of Business. Students will complete a total of 21 credit hours in the School of Business, as the School of Business will accept nine credit hours from the School of Law.

C. Juris Doctor/Master of Business Administration

The School of Law and the John Cook School of Business jointly administer two programs
leading to the degrees of Juris Doctor and Master of Business Administration. Prospective students apply separately to each program. Students admitted to the dual degree programs start in the School of Law.

1. Full-Time J.D./M.B.A. Program

The full-time J.D./M.B.A. Program is designed for students who can commit to full-time study. Students in the J.D./M.B.A. program enroll in the John Cook School of Business the summer immediately following completion of their first year core curriculum courses or the summer following completion of their second year and complete the M.B.A. coursework in three sequential semesters (summer, fall, spring). During each of these semesters, students enroll in a business school curriculum which includes the following law courses taken as business school electives: summer (Employment Relations or Real Estate Transactions), fall (Business Associations); and spring (Legal Profession). Students then complete their J.D. coursework in the remaining three semesters.

Students, who start in the part-time program and who thereafter decide to enroll in full-time J.D. coursework, may be able to complete the dual degree depending on course scheduling in both the law and business schools. Students must complete their first year core curriculum courses before beginning classes in the dual program.

2. Part-Time J.D./M.B.A. Program

The part-time J.D./M.B.A. Program is designed for working students, offering coursework in the evening over an extended period of time. Students complete their first year core curriculum courses in the School of Law part-time program. Students then enroll in business school curriculum in the following four to five semesters, starting the summer following the completion of the first year core curriculum. Students then complete their J.D. coursework the following spring, summer, and fall semesters.

D. Juris Doctor/Master of Health Administration

The School of Law and the College for Public Health & Social Justice offer an interdisciplinary J.D./M.H.A. program. The J.D./M.H.A. curriculum is available from the Assistant Director of the Center for Health Law Studies. Students can earn the J.D./M.H.A. degree in four years. Students complete their first year core curriculum courses in the School of Law. Thereafter, students attend classes in both the School of Law and College for Public Health & Social Justice averaging 15-17 hours per semester. Students are required to complete an administrative summer externship (typically between the 4th and 5th semesters), consisting of a 13 week, full-time placement with a health care system or organization to expose the student to high level health care administration. Externship placements are administered by the College for Public Health and Social Justice.

Students must request that nine credits of coursework completed in the College for Public Health & Social Justice be applied to the 91 credits required to complete a J.D., by completing the Request for Dual Degree Non-Law Credits to be Applied to School of Law Transcript form, available on the School of Law website.

Students wishing to enter the J.D./M.H.A. program must fulfill all admission requirements for the School of Law and the College for Public Health & Social Justice and must apply to each program separately. Students can apply during the same admission period, or they can wait and apply to the M.H.A. program during their first year in the School of Law. The College for Public Health & Social Justice accepts some application materials from the School of Law, including the LSAT score. The deadline for applications is February 1 of the student’s second semester of law school. For applications or further information, contact the Assistant Director of the Center for Health Law Studies, 314-977-8176,
E. Juris Doctor/Master of Science in Health Outcomes Research and Evaluation Sciences

The School of Law and the Center for Outcomes Research jointly administer an interdisciplinary J.D./M.S. in Health Outcomes Research and Evaluations Sciences program. The J.D./M.S. curriculum is available from the Assistant Director of the Center for Health Law Studies. Students can earn the J.D./M.S. degree in three and one-half years. Students complete their first year core curriculum courses in the School of Law. Thereafter, students attend classes at the School of Law and participate in online courses through the Center for Outcomes Research. Students are not permitted to enroll in more than 16 credit hours per semester. This 16 credit hour cap is waived during the seventh and final semester of the dual degree program or in exceptional cases, by approval of the Director of the M.S. program and the Associate Dean of Academic Affairs at the School of Law.

Students must request that nine credits of coursework completed in the Center for Research Outcomes be applied to the 91 credits required to complete a J.D., by completing the Request for Dual Degree Non-Law Credits to be Applied to School of Law Transcript form.

Students wishing to enter the J.D./M.S. program must fulfill all admission requirements for the School of Law and the Center for Outcomes Research and must apply to each program separately. For further information contact the Assistant Director of the Center for Health Law Studies, 314-977-8176, or the SLUCOR Executive Director or Associate Director of Academic Affairs at 314-977-9300.

F. Juris Doctor/Master of Arts in Law and Sociology and Anthropology

The School of Law and the Department of Sociology and Criminal Justice offer a J.D./M.A. This specialized program focuses on the relationship between law and society, combining the advantages of legal training and social science research expertise. Students enroll for four years to complete both degrees and complete their entire first year law core curriculum courses before beginning coursework in sociology. Nine law credit hours will apply toward the 33 required hours for the master degree and nine sociology credit hours will apply toward the 91 required hours for the J.D.

Students wishing to enter the J.D./M.A. program must fulfill all admission requirements for the School of Law and the Department of Sociology and Anthropology and must apply to each program separately. For additional information about the dual degree program, contact the Dean of Students or the Department of Sociology and Anthropology, 314- 977-3640.

G. Juris Doctor/Master of Political Science

The School of Law and the Department of Political Science offer a J.D./M.A in Political Science. This specialized program focuses on the relationship between law and political science. Students enroll for four years to complete both degrees and complete their entire first year law core curriculum courses before beginning coursework in political science. Nine law credit hours will apply toward the 30 required hours for the master degree and nine political science credit hours will apply toward the 91 required hours for the J.D. To request law school course credit for these nine hours, students must complete the Request for Dual Degree Non-Law Credits to be Applied to School of Law Transcript form.

Students wishing to enter the J.D./M.A. program must fulfill all admission requirements for the School of Law and the Department of Political Science and must apply to each program separately. For
additional information about the dual degree program, contact the Dean of Students or the Director of Graduate Studies in the Department of Political Science, 314-977-4239.

**H. Juris Doctor/Master in Public Administration**

The School of Law and the Department of Public Policy Studies offer a J.D./M.P.A. program. Students complete their first year core curriculum courses in the School of Law. Thereafter, students begin the M.P.A. program in addition to their law studies. Students typically take 106-109 hours of course work (82 hours in the School of Law and 24-27 hours in the Department of Public Policy Studies) for completion of the dual degree. Of the 91 hours required for the J.D., nine hours are satisfied by Public Administration courses. To request law course credit for these nine hours, students must complete the Request for Dual Degree Non-Law Credits to be Applied to School of Law Transcript form. Twelve hours of law courses are accepted toward completion of the hours required for the M.P.A. For further information please contact Professor Peter W. Salsich, Jr., or the Chair of the Department of Public Policy Studies.

**I. Juris Doctor/Master of Public Health in Health Management and Policy (HMP)**

The School of Law and the College for Public Health & Social Justice offer a J.D./M.P.H.-HMP. Students complete their first year core curriculum courses in the School of Law. Thereafter, students begin an integrated curriculum in both the School of Law and College for Public Health & Social Justice. Students are required to complete an administrative summer externship (typically between the 4th and 5th semesters), consisting of a 13 week, full-time placement with a health policy organization designed to expose the student to high level health care policy analysis. Externship placements are administered by the College for Public Health & Social Justice. Students must request that nine credits of coursework completed in the College for Public Health & Social Justice be applied to the 91 credits required to complete a J.D., by completing the Request for Dual Degree Non-Law Credits to be Applied to School of Law Transcript form.

Students wishing to enter this program must fulfill all admission requirements for the School of Law and the College for Public Health & Social Justice and must apply to each program separately. Students can apply during the same admission period, or they can wait and complete the College for Public Health & Social Justice application during their first year in the School of Law. The College for Public Health & Social Justice does accept some application materials from the School of Law, including the LSAT score. The deadline for applications is February 1 of the student’s second semester of law school. For applications or further information, contact the Assistant Director of the Center for Health Law Studies, 314-977-8176, or the Director of Admissions, College for Public Health & Social Justice, 314-977-8144.

**J. Juris Doctor/Master in Social Work**

The School of Law and the College for Public Health and Social Justice offer a J.D./M.S.W. Students complete their first year core curriculum courses in the School of Law. Thereafter, students begin an integrated curriculum at both the School of Law and School of Social Work. Full-time students can complete the J.D./M.S.W. program in four years. Of the 91 hours required for the J.D., nine hours are satisfied by Social Work courses. To request law school course credit for these nine hours, students must complete the Request for Dual Degree Non-Law Credits to be Applied to School of Law Transcript form. Additional information on the J.D./M.S.W. program is available on the College for Public Health and Social Justice website at: [http://www.slu.edu/x11391.xml](http://www.slu.edu/x11391.xml).

**J. Juris Doctor/Master in Urban Planning and Development**

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The School of Law and Center for Sustainability offer a J.D./M.A. in Urban Planning and Development. The Master’s in Urban Planning and Development will help students understand the complex world of urban development from both the public and private sectors, and develop professional competencies in spatial and policy analysis, real estate finance, and communication across diverse audiences. Pairing a law degree with an urban planning and development degree creates a highly relevant and valuable combination in the local, national, and global economy.

Students complete their required first year core curriculum in the School of Law. Thereafter, students may begin the Urban Planning and Development program in addition to their law studies. Students will complete the two degrees in four or four and one-half years. The dual program ordinarily will require students to complete a total of 115-118 hours of course work (82 hours in the School of Law and 33-36 hours in the Center for Sustainability) to satisfy the requirements of the two programs. Of the 91 hours required for the J.D. degree, nine hours are satisfied by completion of Urban Planning courses. To request law course credit for these nine hours, students must complete the Request for Dual Degree Non-Law Credits to be Applied to School of Law Transcript form. Twelve hours of law courses will be accepted toward completion of the hours required for the Urban Planning and Development degree. For further information please contact Professor Douglas Williams or the University Center for Sustainability.
CHAPTER 9: ACADEMIC REQUIREMENTS

I. Attendance

Per ABA Standard 304(d), all students are required to attend all classes in which they are enrolled and be punctual and prepared for class discussion.

Individual students may encounter an illness, emergency or other unanticipated event that causes absence from one or more classes. Students are encouraged to notify the Dean of Students of any health or personal issues that may affect the ability to comply with law school expectations and requirements. Such absences are still considered non-attendance.

In compliance with ABA Standard 304(d), School of Law faculty members establish attendance policies for their individual classes. Faculty members have full discretion to determine the interpretation and method of enforcement of their attendance policies. For example, a faculty member may specify a certain number of permissible absences and corresponding sanctions for exceeding this number. A faculty member may follow a more general rule of regular attendance and reserve the right to impose sanctions on a case by case basis. Such sanctions may include, but are not limited to: 1) issuing an oral or written warning to the student; 2) requiring the student to withdraw from the course; and/or 3) excluding the student from an examination, including the final examination. Faculty members must notify students at the beginning of the semester of the regulations and potential sanctions for violation of their attendance policy.

Students are prohibited from signing a class attendance sheet on behalf of another student. Such action is a violation of the Student Honor Code for both the student who improperly signs the class attendance sheet and the absent student who requested the student to sign the class attendance sheet on her behalf.

II. Recording of Classes

The general policy of the School of Law is to prohibit the audio or video recording of classroom lectures and discussions. However, audio and video recording of individual classes is permitted at the discretion of the faculty member. Although subject to the discretion of the faculty member, the audio recording of the class will not count as attendance. The types of extraordinary circumstances under which a student may seek the permission of a faculty member to record a future class session in her absence are generally events that are unforeseen and unable to be rescheduled by the student. Extraordinary circumstances include, but are not limited to, serious personal or family medical emergencies, death in the immediate family, jury duty, military obligations, out-of-town travel for clinical assignments or to represent the School of Law in an official capacity, religious holidays, and other emergencies or serious obligations involving unforeseen or non-scheduled events. Extraordinary circumstances do not include career related activities such as job interviews, vacations, or conflicting obligations that the student can foresee and/or reschedule.

Faculty member permission to allow audio recording is not a transfer of any copyrights in the recording. The recording remains the property of the faculty member who may inspect, retrieve or destroy the recording after its intended use. The recording shall be used solely for the purpose of studying the materials presented during the class and shall not be reproduced in any manner.
III. Credit Hours

To earn the J.D., students must complete a minimum of 91 semester hours of course work with a CGPA of 2.00 or higher (for any student who matriculated into the School of Law prior to the Fall 2012), or 2.10 or higher (for any student who matriculated into the School of Law in or after the Fall 2012 semester). Students in an approved dual degree program are required to complete a minimum of 82 hours in the School of Law. Dual degree students must request that nine hours of graduate coursework from their other degree program be applied to their J.D. by submitting the Request for Dual Degree Non-Law Credits to be Applied to School of Law Transcript to the Dean of Students. A degree issued to a student who fails to meet these requirements shall be void regardless of whether the student attended any graduation or hooding ceremony.

The CGPA is computed by adding the quality points awarded for each letter grade and dividing by the hours of credit. The unit of credit is the semester hour. Grades in courses taken outside the School of Law are not included in computing the CGPA. Passing grades (P) awarded in some law courses, grades for Directed Research and grades received in courses designated with “X” are not calculated into the law school CGPA.

With the exception of the externship programs in Washington, D.C. through the Wefel Center of Employment Law and the Center for Health Law Studies, students may receive credit for no more than 11 semester hours of pass/fail grades in clinical courses toward the 91 semester hours required for graduation.

Students must receive at least 65 hours of credit toward the 91 semester hours required for graduation in courses that qualify as regularly scheduled class session hours pursuant to ABA Standard 304. Examples of courses that do not qualify as regularly scheduled class sessions include, but are not limited to, Clinic, Corporate Counsel Practicum, Externships, Judicial Process Externship, Directed Research, law journals, competition based advocacy and non-law school courses taken outside of the School of Law (including those taken as part of a dual degree program).

IV. Credit for Courses Taken Outside the School of Law

A. Courses Within the University

Students who have completed all first year core curriculum courses may, with prior written permission from the Dean of Students, earn a maximum of six semester hours of graduate courses offered in other University departments or programs toward the 91 semester hours required for graduation. Courses taken outside the School of Law will not be calculated in the student's law school CGPA. Transcripts issued by the University may include grades from courses taken in other professional schools of the University.

Students interested in enrolling in a graduate level course must complete a Request to Take Course Outside the School of Law form. Students must obtain the signature of the dean or department chair of the school in which the course is offered prior to completion of the registration process. The completed form must be submitted to the Dean of Students for final approval. Generally, a course will be approved under the following conditions: 1) it is a graduate level course (500 or above), 2) it is compatible with the student's intended area of study, 3) and the basic subject matter is not offered in a law
school course.

B. Courses Taken Prior to Matriculation

No credit will be awarded toward the J.D. or LL.M. degrees for courses taken prior to matriculation at the School of Law, except for transfer students or students with legal degrees from foreign law schools or their equivalent.

C. Courses Taken at Other Law Schools

To earn a J.D. from the School of Law, students must complete a minimum of 61 semester hours in residence at the School of Law. Permission to apply credit for courses taken at other law schools will be considered as follows:

1. Domestic Summer Sessions

The School of Law will consider accepting credit from summer session courses taken at other law schools in the United States provided: 1) written permission of the Dean of Students is obtained prior to registration; 2) the law school is accredited by the ABA; 3) the course is not one required for graduation (i.e., any first year core curriculum course, Legal Profession, Humanities, qualifying seminar, or qualifying professional skills course); 4) the course does not duplicate or substantially cover material in a course the student has already taken; 5) the majority of the grade is based on a final written examination; and 6) the student receives a passing grade of C or higher or its numerical equivalent. Pass/fail, credit/no-credit course work will not be accepted in transfer.

Students who wish to enroll in summer courses at another law school must submit to the Dean of Students a written request which includes the name of the school, a description of the courses, and the total credit hours the student wishes to enroll. Students intending to apply the courses toward completion of a concentration must obtain permission to apply such courses from the faculty advisor for that concentration.

2. Domestic Fall and Spring Semesters (Enrollment in individual courses taken at another law school)

The School of Law will consider accepting credit for courses completed in the fall or spring semesters at other law schools provided: 1) written permission of the Dean of Students is obtained prior to registration; 2) the law school is accredited by the ABA; 3) the course is not required for graduation (i.e., any first year core curriculum course, Legal Profession, Humanities, qualifying seminar, or qualifying professional skills course); 4) the course, or the basic subject matter, is not offered at the School of Law during the same semester; 5) the course does not duplicate or substantially cover material in a course the student has already taken; 6) the student’s academic status and CGPA standing would permit the student to enroll in the course if it were offered in the School of Law; and 7) the student receives a passing grade of C or higher or its numerical equivalent, or a pass in the case of pass/fail courses.

Students who wish to enroll in a course at another law school during the fall or spring semester must submit to the Dean of Students a written request which includes the name of the school, a description of the courses, and the total credit hours the student wishes to enroll. Students intending to apply the courses toward completion of a concentration must obtain permission to apply such courses from the faculty advisor for that concentration.
3. Summer or Intersession Study Abroad

The School of Law will consider accepting credit for courses taken in summer or intersession study abroad programs provided: 1) written permission of the Dean of Students is obtained prior to registration; 2) the sponsoring school is accredited by the ABA; 3) the summer program is accredited by the ABA; 4) the course does not duplicate or substantially cover material in a course the student has already taken; 5) the majority of the grade is based on a final written examination; 6) and the student receives a passing grade of C or higher or its numerical equivalent. Pass/fail, credit/no-credit course work will not be accepted in transfer.

To enroll in a summer study abroad program, students must be in good academic standing and not on academic restrictions at the time of the application and must have completed their first year core curriculum courses. Students intending to apply the course toward completion of a concentration must obtain permission to apply such courses from the faculty advisor for that concentration. Additional information on summer study abroad programs can be obtained from the Center for International and Comparative Law.

4. Enrollment in an Individual Course at Washington University School of Law (Free Trade Agreement)

J.D. students who have completed their first 29 hours of coursework and wish to take an upper division course at Washington University School of Law (“Washington University”), may be eligible for the Free Trade Agreement without paying additional tuition to Washington University. Students must obtain written permission from the Dean of Students of both schools prior to registration, and are limited to one course during law school under this agreement. Only J.D. students are eligible to take classes pursuant to this Free Trade Agreement.

The subject matter of the course taken at Washington University must not be regularly offered by the School of Law, or if regularly offered, must not be offered during the academic year in which the student seeks to take the course at Washington University. The course must not duplicate, or substantially cover material in a course the student has already taken. For students away for one semester in an academic program that does not take place in St. Louis, the course to be taken at Washington University must merely be not offered at the School of Law during the semester the student is in St. Louis.

Enrollment, if approved, will be on a space-available basis, with Washington University students having priority as determined by Washington University’s Dean’s Office. In general, students attending the School of Law will have the opportunity to register approximately one week after all Washington University students have had their first opportunity to register. The student’s academic status and CGPA must otherwise permit the student to take the course if it were offered at the School of Law. Students must receive a grade of C or higher, or its numerical equivalent, or a pass in the cases of pass/fail courses, in order to receive academic credit for the coursework. Students intending to apply the course toward completion of a concentration must obtain permission to apply such courses from the faculty advisor for that concentration.

5. Visiting Away Status

Students enrolled for a semester at another law school are placed on Visiting Away status. Visiting Away status is limited to no more than 30 credit hours, and is granted on a semester basis only. Visiting Away status is granted for students only in extraordinary circumstances that the student was unable to plan for in advance. Extraordinary circumstances may include, emergency medical conditions
of the student or student’s family member, unexpected educational or employment opportunities or job transfers of a spouse, or in the case of a part-time student, an employment opportunity or job transfer affecting the student. The desire to be in a different geographic location for actual or anticipated future employment opportunities or lower tuition and/or living expenses is not recognized as an extraordinary circumstance. However, an upcoming marriage may serve as the basis for Visiting Away status, provided the student is legally married prior to the first day of classes at the School of Law for the semester that the student is requesting to visit away.

Requests are to be submitted to the Dean of Students in writing and must include an explanation of the extraordinary circumstances, name of the school, and a description of the courses and the total credit hours a student wishes to enroll. The law school must be accredited by the ABA and the student's academic status and CGPA would permit the student to enroll in the courses if offered in the School of Law. Credit for the courses will transfer only if the student receives a passing grade of C or higher or its numerical equivalent, or a pass in the case of pass/fail courses. Written permission must be obtained prior to registration. Students intending to apply a course toward completion of a concentration must obtain permission to apply such courses from the faculty advisor for that concentration.

6. Students Transferring into the School of Law as Advanced Standing Students

The School of Law will consider accepting a maximum of 30 hours of credit toward the J.D. for courses taken at other law schools for students seeking to transfer into the School of Law. The other law school must be accredited or provisionally accredited by the ABA and the grade received in all such courses must be a C or higher or its equivalent.

V. Curriculum Requirements

A. Table of Curricular Requirements

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<thead>
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<th>Courses and Seminars</th>
<th>Credit Hours</th>
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<tbody>
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<td>First Year Core Curriculum Courses</td>
<td>(30 total credit hours)</td>
</tr>
<tr>
<td>Constitutional law I</td>
<td>(3 hours)</td>
</tr>
<tr>
<td>Contracts I</td>
<td>(3 hours)</td>
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<tr>
<td>Contracts II</td>
<td>(2 hours)</td>
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<tr>
<td>Civil Procedure I</td>
<td>(2 hours)</td>
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<tr>
<td>Civil Procedure II</td>
<td>(3 hours)</td>
</tr>
<tr>
<td>Criminal Law</td>
<td>(3 hours)</td>
</tr>
<tr>
<td>Legal Research &amp; Writing I</td>
<td>(3 hours)</td>
</tr>
<tr>
<td>Legal Research &amp; Writing II</td>
<td>(3 hours)</td>
</tr>
<tr>
<td>Property</td>
<td>(4 hours)</td>
</tr>
<tr>
<td>Torts</td>
<td>(4 hours)</td>
</tr>
<tr>
<td>Upper Division Requirements</td>
<td>(6-12 hours)</td>
</tr>
<tr>
<td>Legal Profession</td>
<td>(3 hours)</td>
</tr>
<tr>
<td>Seminar</td>
<td>(2 hours)</td>
</tr>
<tr>
<td>Professional skills course</td>
<td>(1-3 hours)</td>
</tr>
<tr>
<td>Humanities course or seminar</td>
<td>(2-3 hours)</td>
</tr>
<tr>
<td>Upper Division Electives</td>
<td>(49-55 hours)</td>
</tr>
<tr>
<td>Total Credit Hours for J.D.</td>
<td>(91 hours)</td>
</tr>
</tbody>
</table>
When a paper is required for part or full credit in any course, directed research, seminar or a law school journal, a student shall not submit any paper that is substantially the same as another paper the student has written or is writing for credit. Each paper submitted for course credit must have its own thesis that is independent of other papers the student has written or is writing in other law school courses.

B. Upper Division Requirements

All upper division course requirements must be completed in residence at the School of Law.

1. Humanities

The humanities requirement is satisfied by a course or seminar designated with an (H) in the registration materials. Ordinarily, this course must be taken within the School of Law. In extraordinary circumstances, this requirement may be fulfilled through a qualifying Directed Research course.

2. Seminar

Seminars involve a small group of students who engage in extensive research, writing and discussion. Seminars which are designated with an (H) in the registration materials satisfy both the seminar and humanities requirements.

3. Professional Skills Course

Each student must take at least one class devoted to the skills necessary for the effective and responsible participation in the legal profession. Courses meeting this requirement are designated with a (PS) in the registration materials.

4. Legal Profession

Legal Profession focuses on the responsibilities of the legal profession and its members, including the Model Rules of Professional Conduct of the American Bar Association.

VI. Failing Grades

Students receiving a failing grade for a required course must repeat that course at the earliest opportunity and earn a passing grade. Efforts will be made to assign a professor other than the professor from whom the course was initially taken. A passing grade of D or higher for the repeated course will be entered on the student’s transcript and will be used (along with the initial grade of F) to compute the student’s CGPA. Under no circumstances will the initial failing grade be removed from a student’s transcript or CGPA.

VII. Employment While in Law School

ABA Standard 304(f) states, “A student may not be employed more than twenty hours per week for any week in which the student is enrolled in more than twelve class hours.” Students enrolled in 12 or more hours may not work more than 20 hours per week. Students in the full-time program are discouraged from working during their first semester in law school. Students in the part-time program are allowed to work more than 20 hours per week, but should be mindful not to allow their employment to impact their studies or class attendance.
VIII. Progress Toward Degree and Graduation

A. J.D. Students

All full-time and part-time students are expected to complete their J.D. within a maximum of five years of matriculation. In extraordinary circumstances, this period may be extended with permission from the Dean of Students.

B. LL.M. in Health Law Students

Full-time LL.M. in Health Law students are expected to complete the degree in no more than two semesters plus one summer. Part-time LL.M. students are expected to complete the degree in no more than two years plus one summer. In extraordinary circumstances, with the permission of the Director of the LL.M. program and the Dean, these periods may be extended.

C. LL.M. Program for Foreign Lawyers Students

Full-time LL.M. in American Law for Foreign Lawyers students are expected to complete the degree in no more than two semesters plus one summer.

D. Graduation and Degree Conferral

The University confers J.D. and LL.M. degrees in December, May and August of each academic year. December, May and August graduates are eligible to participate in the pre-commencement Hooding Ceremony for the School of Law and the University Commencement Ceremony held in May of that academic year. Graduating students will be notified through University email address of several activities that they are required or expected to participate, including completion of the application for graduation, verification of transcript and other information, graduation pictures and announcements, and cap and gown ordering.

IX. Withdrawal from Courses

Students are permitted to withdraw from courses subject to the following limitations. Students who withdraw from any course after the date published by the School of Law (generally the first two weeks of fall and spring semester classes and the first week of summer classes) will receive a “W” on their transcript. Students cannot withdraw from a course after the final exam for that course has been taken. Faculty members have the discretion to impose additional restrictions regarding withdrawals from their courses, but should include a statement regarding such restrictions in the course description, registration materials, syllabus or other method of notification.

A. Required Courses

Any student requesting to withdraw from a required course must obtain prior written permission from the Dean of Students. Approval for withdrawal will be granted only in extraordinary circumstances such as serious illness, death in the family or other unforeseen emergency situations. In the case of a first year core curriculum course, students are expected to enroll in the course at the next opportunity. Withdrawal from a seminar after the second class meeting requires the professor’s permission.
B. Upper Division Elective Courses

Students are permitted to withdraw from elective courses, except seminars, through the first four weeks of the fall and spring semesters, and the first week of the summer semester. Students choosing to withdraw from an elective course after the deadline must obtain the written permission of the professor and the Dean of Students. Permission will be granted only upon a showing of extraordinary circumstances as described in the above subsection.

C. Withdrawal without Permission

Students who withdraw after the fourth week of the fall and spring semesters, or first week of the summer semester, without the necessary permission will receive the grade of F in each such course.

D. Tuition Refunds

A student who withdraws from one or all courses after the beginning of the semester may be entitled to a partial refund of tuition according to University policies. Refund schedules can be found in Chapter 4, Section 1.D. and on the School of Law Financial Aid website. Students should also consult with the Dean of Students and the Financial Aid Coordinator regarding withdrawals. Refund policies on books are set by the University bookstore.

A student who withdraws from the School of Law due to extraordinary circumstances after the refund period may qualify for a partial refund of tuition, or a tuition credit to be applied to the next semester. Such requests should be submitted in writing to the Dean of Students accompanied by any supporting documentation, if applicable. The University must give final approval.

X. Leave of Absence and Withdrawal from Law School

A leave of absence is a temporary break in a student’s legal education. In limited situations, students may request a leave of absence from the School of Law on a semester to semester basis. Leaves of absence may occasionally be granted for a maximum of one year. Cumulative leaves of absence in excess of one year will rarely be approved as such may prevent the student from completing the degree requirements within the five year maximum requirement of the School of Law and/or may adversely impact the student’s education.

Requests for leaves of absence must be submitted in writing to the Dean of Students. Leaves of absence will only be granted in extraordinary circumstances that justify a break in the student’s education. A student on a leave of absence will remain as a student in the School of Law subject to a return to classes at the end of the approved leave of absence. Students are not permitted a leave of absence after a semester’s classes have been completed.

Students are not permitted a leave of absence during the first semester in law school. Students who wish to leave the School of Law during their first semester will be permitted to voluntarily withdraw from the School of Law subject to apply for readmission the following year.

Students who fail to return from an approved leave of absence will be administratively withdrawn from the School of Law and will need to submit an application for admission to be readmitted. Readmission following an administrative or voluntary withdrawal is subject to the discretion of the School of Law.
Students may voluntarily withdraw from the School of Law by submitting a request in writing to the Dean of Students. Students who withdraw no longer remain as students in the School of Law. A student who voluntarily withdraws must submit an application for admission to the School of Law to be considered for readmission, subject to the discretion of the School of Law. Students who are readmitted following a voluntary or involuntary withdrawal will be readmitted to the first year program. The School of Law, in its discretion, may give the student credit for some or all of the classes previously completed.

If a student voluntarily withdraws after any or all exams have been taken or class requirements are completed, but prior to the posting of grades, the student is considered to be academically dismissed from the School of Law if after the posting of grades the student would have been academically dismissed as a result of those grades. Such dismissal will be reflected on the student’s transcript.
CHAPTER 10: ACADEMIC STANDING

Prior to the Fall 2012 semester, the School of Law faculty adopted changes to some policies regarding Academic Standing. The previous policies (as stated in Sections I-III below) are applicable to all students that matriculated prior to the Fall 2012 semester. The changes (as stated in Sections IV and V below) are applicable to all students that matriculate in or after the Fall 2012 semester. Sections VI and VII below apply to all students regardless of when they matriculated.

I. Academic Progress (Applicable to all students that matriculated prior to the Fall 2012 semester)

A. Definitions

1. Grade Point Average

Grade point average ("GPA") is the average of grades received in the School of Law during a semester by an individual student. The GPA is calculated by adding the total number of quality points and dividing that number by the total number of semester hours attempted. The hours for courses in which an F is assigned are counted in the number of credit hours attempted.

2. Cumulative Grade Point Average

CGPA is the average of all grades received in the School of Law during the student's enrollment. The calculation for the CGPA is the same as described above for the GPA

3. Semester

A semester includes the summer session, fall semester and spring semester.

B. Good Standing

A minimum cumulative grade point average of 2.00 is required for a student to remain in good standing with the School of Law.

C. Unsatisfactory Progress

1. Students who have completed and earned a grade in a minimum of 12 semester hours with a CGPA below 1.70 will be dismissed.

2. Students who have completed and earned a grade in a minimum of 11 semester hours with a CGPA between 1.70 and 2.00 are on academic probation.

3. Students who have completed and earned a grade in between 11 and 15 semester hours in their first semester and have a grade point average between 1.70 and 2.00 are on academic probation. These students are required to register for the Legal Methods course in their second semester instead of Constitutional Law I. The Legal Methods Course is a three-hour, pass/fail course, explicitly examining the analytical process needed to solve legal problems. Students will be required to complete Constitutional Law I in the next available semester. This requirement does not apply to part-time students in their first and second semester.

4. Students who have completed and earned a grade in between 11 and 15 semester
hours in their first semester and have a GPA between 2.00 and 2.10 are required to register for the Legal Methods course in their second semester instead of Constitutional Law I. Students will be required to complete Constitutional Law I in the next available semester.

5. Students who have completed and earned a grade in a minimum of 24 semester hours with a C.G.P.A below 1.90 will be dismissed.

6. Students who have completed and earned a grade in a minimum of 24 semester hours with a C.G.P.A between 1.90 and 2.00 are on academic probation. These students must meet on a regular basis with the Director of Academic Support.

7. Students who have completed and earned a grade in a minimum of 42 semester hours with a CGPA below 2.00 will be dismissed.

8. Academic dismissal will occur upon the posting of all grades in a given semester. If a student voluntarily withdraws after any or all exams have been taken or class requirements are completed, but prior to the posting of grades, the student is considered to be academically dismissed from the School of Law if after the posting of grades the student would have been academically dismissed as a result of those grades. Such dismissal will be reflected on the student’s transcript.

II. Conditions of Probation (Applicable to all students that matriculated prior to the Fall 2012 semester)

Students on academic probation will be notified by certified mail of such status and the conditions which apply during the probationary period. These conditions are as follows:

A. Students must meet regularly with the Director of Academic Support as determined by said Director.

B. Students shall consult with the Director of Academic Support and the Dean of Students regarding course selection. All courses must be approved by the Dean of Students.

C. In the semester immediately following the semester in which the student has attempted a minimum cumulative total of 24 hours of credit, excluding the summer semester, students must register for only courses that are second year priority courses or other Bar courses. Any substitutions for these courses must be approved by the Dean of Students.

D. Full-time students must enroll in 12-16 hours of credit. Part-time students must enroll in 8-11 hours of credit.

E. Students shall not participate in any extra-curricular activities.

F. Students enrolled in 12 or more credit hours shall not work without the written permission of the Dean of Students. Students enrolled in fewer than 12 hours shall make every reasonable effort to eliminate or minimize outside commitments.
III. Academic Restrictions (Applicable to all students that matriculated prior to the Fall 2012 semester)

A. Full-Time Students

1. Full-time students with a GPA at the end of the student’s first semester between 2.00 and 2.250 shall be required to register for at least three of the courses required pursuant to paragraph II.C. above during the student’s third, full-time semester (not including a summer session). Registration for this semester occurs during the student’s second semester.

   Full-time students with a CGPA that rises above a 2.250 at the end of the student’s second semester shall have the option of opting out of those courses before the start of the next semester.

2. Full-time students with a CGPA dropping to a 2.250 or below after the student’s second semester shall be required to conform her schedule for the third-semester (not including a summer session) to include at least three of the courses required pursuant to paragraph II.C. above.

   The Dean of Students may require that full-time students with a CGPA of 2.250 or below at the beginning of their third semester enroll in alternate courses in which the major element in grading is a final examination, if a minimum of three of the courses required pursuant to paragraph II.C. above are not offered or otherwise available in the student’s third semester.

B. Part-Time Students

1. Part-time students with a CGPA between 2.00 and 2.250 at the end of the student’s second, part-time semester shall be required to register for at least two of the courses required pursuant to paragraph II.C. above during the student’s fourth, part-time semester. Registration for this semester occurs during the student’s third, part-time semester.

   Part-time students with a CGPA rising above a 2.250 at the end of the student’s third, part-time semester (not including a summer session) shall have the option of opting out of those courses during the student’s fourth, part-time semester.

2. Part-time students with a CGPA dropping to a 2.250 or below at the end of the third, part-time semester (not including a summer session) shall be required to conform their schedule to include at least two of the courses required pursuant to paragraph II.C. above.

   The Dean of Students may require that part-time students, whose CGPA is 2.250 or below at the end of their third, part-time semester, enroll in alternate courses in which the major element in grading is a final examination, if a minimum of two of the courses required pursuant to paragraph II.C. above are not offered in the student’s fourth, part-time semester, or if the student’s CGPA is not known before the start of classes for that semester.

3. Part-time students with a CGPA of 2.250 or below at the end of the second semester enrolling in more than 11 credit hours after their second, part-time semester must comply with the requirements for full-time students in paragraph III.A.

C. Other Academic Restrictions

   Students with a CGPA at the end of any academic year between 2.00 and 2.250 shall enroll during the next academic year (two semesters) only in courses in which the major element in grading is a final examination. Except that in each semester during which the student is in this category, she may take
either:

1. One seminar, or
2. One professional skills course

IV. Academic Progress (Applicable to all students that matriculate in or after the Fall 2012 semester)

A. Definitions

1. Grade Point Average

Grade point average (“GPA”) is the average of grades received in the School of Law during a semester by an individual student. The GPA is calculated by adding the total number of quality points and dividing that number by the total number of semester hours attempted. The hours for courses in which an “F” is assigned are counted in the number of credit hours attempted.

2. Cumulative Grade Point Average

CGPA is the average of all grades received in the School of Law during the student's enrollment. The calculation for the CGPA is the same as described above for the GPA.

3. Semester

A semester includes the summer session, fall semester and spring semester.

B. Good Standing

A minimum CGPA of 2.10 is required for a student to remain in good standing with the School of Law.

C. Academic Dismissal

1. Students who have completed and earned a grade in a minimum of 8 hours with a CGPA below 1.70 will be dismissed.

2. Students who have completed and earned a grade in a minimum of 24 semester hours with a CGPA below 2.00 will be dismissed.

3. Students who have completed and earned a grade in a minimum of 42 semester hours with a CGPA below 2.10 will be dismissed.

4. Academic dismissal will occur upon the posting of all grades in a given semester. If a student voluntarily withdraws after any or all exams have been taken or class requirements are completed, but prior to the posting of grades, the student is considered to be academically dismissed from the School of Law if after the posting of grades the student would have been academically dismissed as a result of those grades. Such dismissal will be reflected on the student’s transcript.

D. Legal Methods

The Legal Methods course is a pass/fail course explicitly designed to examine the analytical process needed to solve legal problems. All students who have completed and earned a grade in at least
11 hours in their first year and meet the criteria below must enroll in the Legal Methods course at their earliest opportunity. This is generally the spring semester of the first year for full-time students and the summer semester for part-time students.

Students who have a CGPA of 2.30 or below after the completion of at least 11 hours are required to register for the Legal Methods course. Full-time first year students take Legal Methods in place of Constitutional Law I in the spring semester and are required to complete Constitutional Law I in the next available semester. Part-time students take Legal Methods during the summer following their first year or in the place of Constitutional Law I in their second fall semester.

V. **Criteria and Conditions of Academic Restrictions** (Applicable to all students that matriculate in or after the Fall 2012 semester)

Students with a CGPA at the end of any semester below a 2.50 are on academic restrictions. These conditions are as follows:

A. All such students must meet regularly with the Director of Academic Support or her designee as determined by said Director. During the initial meeting period, the Director of Academic Support or her designee will perform a diagnostic review to determine reasons for the student’s CGPA and develop an individualized program designed to address issues identified.

B. All such students shall consult with the Director of Academic Support and/or the Dean of Students regarding course selection. All courses must be approved by the Dean of Students.

C. In each semester the student is on academic restrictions, students are restricted in their course enrollment for the following semester as follows:

1. Full-time students must register for a minimum of 3 courses, totaling a minimum of 8 hours, in designated bar exam courses.

2. Part-time students must register for a minimum 2 courses, totaling a minimum of 5 hours, in designated bar exam courses.

3. All students enrolled in a summer session must register for a minimum of 1 course of at least 2 hours in a designated bar exam course.

4. Students with a CGPA that rises to a 2.50 or above at the end of the student’s spring semester shall have the option of opting out of these course requirements before the start of the next semester.

D. Full-time students must enroll in 12-16 hours of credit. Part-time students must enroll in 8-11 hours of credit.

E. Students on academic restrictions shall not attend any study abroad program, including the School of Law’s summer abroad programs such as the Madrid summer program.

F. Students with a CGPA between 2.10 and 2.49 shall not hold more than one elected or appointed office in any student organization, including the Student Bar Association and Honor Council. If more than one position is already held by a student at the time she qualifies for academic restrictions,
the student shall resign such position(s) immediately. Students below a 2.10 (not in good academic
ing such office. If a position is already held by a student when her CGPA drops
below a 2.10, the student shall resign such position(s) immediately.

G. Students on academic restrictions are not allowed to participate in competition based
advocacy programs or competitions, even if participation is not for academic credit.

H. Students on academic restrictions are not eligible to participate on any law school journal.

I. Students on academic restrictions are not eligible to be faculty fellows, teaching assistants or
employed by the School of Law.

J. Failure of a student to comply with any of the conditions of academic restrictions may result
in the academic dismissal of the student from the School of Law.

VI. Admission and Retention after Academic Failure (Applicable to all students regardless of
the date of matriculation)

As a general rule, there is no retention process for students dismissed as a result of academic
failure. The only exception to this rule is set forth in Subsection B.

A. Application for Admission after Academic Failure

Students dismissed from the School of Law for academic failure may apply for admission to the
School of Law as a first year student no earlier than one year after the end of the last semester attended.
The application for admission will be considered by the Admissions Committee according to the then
applicable standards and practices for reviewing all applicants. The application must contain a reference
to dismissal for academic failure and must show to the satisfaction of the Admissions Committee that the
applicant is capable of pursuing law school study successfully. Factors considered include the
circumstances that caused academic failure and whether the student is competitive with the pool of
applicants. Applications for admission after academic failure are rarely granted.

B. Applications for Retention by Advanced Standing Students

1. General Rules

a. Students completing two semesters of the full-time program or three semesters
(excluding summer semesters) of the part-time program who: 1) were in good academic standing at the
end of each semester, and 2) shall not have received an F in any of the first year core curriculum courses,
and are thereafter dismissed for academic failure, may apply for retention immediately after notice of
dismissal.

b. Students will be retained in the School of Law only if the student establishes
to the satisfaction of the Committee on Retention that: 1) the student’s academic failure was caused by
extraordinary circumstances, 2) the extraordinary circumstances are no longer present, and 3) the student
possesses the requisite ability to complete law school successfully.

c. Circumstances that were avoidable by timely action on the part of the student
(e.g., by consulting with the Dean of Students, faculty member or other member of the School of Law
about reducing course load or involvement in other activities) and employment will generally not be
considered extraordinary.

d. Circumstances will be deemed extraordinary only if the Committee on Retention determines that such circumstances would likely cause academic failure of a typical law student.

e. Dismissal for academic failure is prima facie evidence that the student should not be retained and retention will only be granted in extraordinary cases.

f. Students dismissed for academic failure will not be permitted to continue enrollment in classes while the retention determination process is pending.

2. Committee on Retention and Procedure

Petitions for retention will be considered by at least three members of the Committee on Retention. The Committee on Retention consists of members of the faculty appointed by the Dean. The Committee on Retention shall afford each petitioner an opportunity to appear in person and state the petitioner's case. The Committee on Retention shall maintain records of each hearing. Retention shall not be granted unless a majority of the Committee on Retention so votes and the decision shall be final except for the appeal set forth below.

3. Petition for Review

a. Within 10 days after notification of the Committee on Retention's decision has been mailed, the petitioner may present to the Dean a petition for review based on one or more of the following grounds: 1) the Committee on Retention acted in violation of law, University regulation or School of Law regulation (in which case the specific law or regulation shall be cited and authority, if any, briefed); or 2) the Committee on Retention arbitrarily or unfairly excluded relevant testimony or documentation, or arbitrarily or unfairly included irrelevant testimony or documentation.

b. After consideration of the petition for review, if the Dean finds merit in the petitioner's contentions, the petition for review and all other records connected with the matter shall be presented to the faculty in the manner provided in subsection B.4. below.

c. The decision of the Dean in rejecting a petition for review shall be final.

4. Faculty Consideration

If the Committee on Retention cannot make a decision, or if the Dean determines that the Committee acted improperly, the petition and records shall be submitted to a meeting of the faculty (at which a quorum shall be a majority of the full-time faculty). The faculty shall decide by majority vote of those present whether the petitioner shall be retained. Decisions of the faculty shall be final. A petitioner whose petition is denied will be dismissed.

5. Conditions of Retention

Any petitioner retained shall be on academic probation or restrictions for the remainder of the student’s law school career. The Committee on Retention or the faculty, as the case may be, may impose additional restrictions or requirements on the petitioner as a condition for retention. The petitioner shall be subject to dismissal by the Dean for violation of the restrictions or requirements and may not thereafter reapply for retention.
VII. **LL.M. Academic Performance** (Applicable to all LL.M. students regardless of the date of matriculation)

Academic regulations regarding minimum grade point averages for continued enrollment, dismissal standards and probationary or restriction status will not apply to students enrolled in an LL.M. program, except as follows. An LL.M. student who has attempted a minimum cumulative total of 12 semester hours of credit with a CGPA of less than 2.00, will be dismissed from the School of Law unless she receives permission from the Director of the LL.M. program and the Dean to continue enrollment. To be awarded the LL.M. degree, a student must possess a CGPA of 2.00.
CHAPTER 11: REGISTRATION

I. Registration Process

Students register for spring semester classes in the preceding fall and for summer and fall semester classes in the preceding spring. Advising sessions are held each semester before registration periods. Registration materials regarding the particular semester are provided on the School of Law website. Students are responsible for registering according to the procedures specified in the registration materials and on the Banner Self Service system (“Banner”). Students are also encouraged to review their transcripts and/or use the degree evaluation option in Banner prior to registration each semester to determine the graduation requirements that have been and still need to be completed.

Students register in Banner according to their classification in the semester in which they are registering. Students are classified each semester by their program of study (full-time, part-time, dual degree, LL.M.), and the number of years they have attended law school. Students with questions about their classification should contact the Registrar.

Students are responsible for addressing any registration holds promptly, as holds will prevent registration. Students must be registered before federal loans can be disbursed.

A. First Year Core Curriculum

First year students are enrolled by the Registrar in all first year core curriculum courses. Under no circumstances can a first year student utilize the drop/add feature in Banner to change a first year core curriculum course. In extraordinary circumstances, a first year core curriculum course may be changed at the discretion of the Dean of Students.

B. Upper Division Course Registration

The School of Law uses a registration priority system to provide predictability, minimize conflicts and allow progression through the concentration programs. Courses are designated by the following four registration categories:

1. Seat Assigned

Some courses are not open to registration in Banner, including clinics, competition based advocacy, law journals, and other courses designated in the registration materials each semester. Seats in these courses are assigned by a faculty member.

2. Second Year Priority

Classes designated as second year priority classes are open first to students who are registering for their second academic year of law school. Remaining seats are available to other students during the open registration period. Students are required to take Legal Profession in their second year.

3. Third Year Priority

Classes not designated as second year priority are available first to students registering for their last academic year or semester. Remaining seats are available to other students during the open registration period.
4. Seminars

All students are required to take at least one seminar. There is a specific registration period, prior to other registration times, for students who will be in their last one or two semesters of law school in the semester in which the seminar is offered. Part-time students and second year full-time students may register for seminars during their regular priority registration time. Students who have previously taken a seminar will not be able to register for another seminar during priority registration. However, these students may enroll in a seminar during the open registration period.

C. Evening Course Registration and Priority

Courses offered in the evening (beginning at or after 6:00 p.m.) that are not seat assigned are open first to students classified as part-time students. A percentage of seats in courses beginning between 4:00-6:00 p.m. are open first to students classified as part-time students. Students in the part-time program may enroll in courses scheduled during the day during the open registration period, subject to seat availability.

II. Adding Courses

A. Seminars

Students may add a seminar prior to the start of the second meeting of the class. Students will not be permitted to drop a seminar after this time except in the case of extraordinary circumstances and then only with the permission of the professor and the Dean of Students.

B. Non-seminar Courses

Students may add non-seminar courses through the first week of classes depending on space availability. After these time limits, courses may be added only with the permission of the Dean of Students in consultation with the faculty member.

III. Minimum and Maximum Course Loads

Generally, the maximum course load is 16 hours for full-time students and 11 hours for part-time students in the fall and spring semesters. The maximum course load during the summer semester is six hours. Students registered for less than twelve hours in the fall or spring semester will be classified as part-time students and may not register for fewer than eight hours without the written permission of the Dean of Students. Permission to take a reduced schedule will be allowed only in extraordinary circumstances.

Full-time students may enroll in no more than 17 hours in any fall or spring semester. Students with a CGPA of less than 3.30 at the time of registration, and who have or will complete by the end of that semester all first year core curriculum requirements, may enroll in 17 hours only with written permission from the Dean of Students.
CHAPTER 12: GRADING, RANKS, HONORS

I. Grading Policy

The Grading Policy is promulgated by the School of Law faculty and is subject to amendment by vote of the faculty.

A. Grading Definitions

1. A+ (4.0 quality points)
   Truly exceptional understanding of subject matter and truly exceptional mastery of skills of the course * (a rare grade, it is not the case that the top student in each class will earn this grade)

2. A (4.0 quality points)
   Excellent understanding of subject matter and mastery of the skills of the course

3. A- (3.7 quality points)

4. B+ (3.3 quality points)

5. B (3.0 quality points)
   Good understanding of the subject matter and good deployment of the skills of the course

6. B- (2.7 quality points)

7. C+ (2.3 quality points)

8. C (2.0 quality points)
   Minimally satisfactory understanding of the subject matter and minimally satisfactory deployment of the skills of the course

9. C- (1.7 quality points)

10. D (1.0 quality points)
    Less than satisfactory understanding of the subject matter or less than satisfactory deployment of skills of the course

11. F (0.0 quality points)
    Basic failure in understanding of the subject matter or basic inability to deploy the skills of the course

* “Skills of the course” are analytic problem solving skills ordinarily, but also may include drafting skills, oral presentation skills, etc.

B. First Year Grading Standards

1. The mean (average) of the grades assigned in first year core curriculum classes (not including any failing grades) must fall between 2.70 and 2.90.

2. The aggregate number of A+, A and A- grades should not be fewer than 5% of the class or more than 15% of the class.
C. Upper Division Grading Standards

1. Upper division courses with sixteen or more students
   a. The mean (average) of the grades assigned in the class (not including any failing grades) must fall between 2.75 and 3.25.
   b. The aggregate number of A+, A and A- grades should not be fewer than 5% of the class nor more than 15% of the class.

2. Upper Division courses with fifteen or fewer students
   a. The mean (average) of the grades assigned in the class (not including any failing grades) must fall between 2.60 and 3.40.
   b. The aggregate number of A+, A and A- grades may be as many as 35% of the class.

3. Upper Division courses where more than 50% of the grade is based on one-to-one student teacher contact
   a. The mean (average) of the grades assigned in the class (not including any failing grades) must fall between 2.60 and 3.40.
   b. The aggregate number of A+, A and A- grades may be as many as 35% of the class.

D. Grades Not Included in GPA Compilation

Passing grades in pass/fail courses and grades earned for Directed Research, participation as a Moot Court Board member, and courses taken outside of the School of Law are not calculated in a student’s GPA. An “X” will appear for these courses on the student’s transcript.

E. Pass/Fail Grades

A grade of P or F is assigned in courses graded on a pass/fail basis. Grades of P are not computed in a student’s GPA, although the credit hours are counted toward the hours required for graduation.

With the exception of the externship programs in Washington, D.C. through the Wefel Center of Employment Law and the Center for Health Law Studies, a student may obtain a maximum of 11 clinical pass/fail credit hours. This applies only to the clinical component and not the co-requisite classroom course.

Students do not have the option to take a course on a pass/fail basis if the course has been designated as being graded with a letter grade pursuant to Subsection I.A. above.

F. Incomplete

Students unable to complete course requirements during the semester may request a grade of I (incomplete) from the faculty member. If all course work is not completed within one year of the end of the semester when the incomplete is assigned, the student will be given a failing grade for the course.
Exceptions due to extraordinary circumstances may be granted by the Dean of Students in consultation with the faculty member. Students in their final semester of law school cannot be granted an extension of time to complete course requirements unless their graduation date is postponed.

G. Grade Submission Process and Posting

Faculty members have 30 days after the last day of the exam period to submit final grades to the Registrar. The Registrar verifies grade accuracy and, if necessary, confers with the Vice Dean for approval of any grades which vary from the assigned grading standards as stated in Section I, C. above. Once verification and/or approval are complete, the Registrar posts grades on Banner which are then viewable to the student after 7:00 pm on the day they are posted.

II. Class Ranks

Students are ranked according to their CGPA at the end of the fall and spring semesters. With the exception of the Final Ranks, a separate ranking is not calculated at the end of the summer semester. Transfer students are provided an estimated class rank based on the students in their same ranking group. Transfer students’ CGPA are calculated only for grades earned in courses taken at the School of Law. Students on Visiting Away status for one or more semesters will receive a rank based on the total number of credit hours earned at the School of Law. Students are placed in one of three ranking groups described below.

A. First Year Ranks

First Year Ranks include all students who began their legal studies in a particular academic year, and who have completed and earned grades in the ranking semester. The Fall First Year Rankings provide students with a percentile rank (top 5%, 10%, etc.) based on their grades for the fall semester. The Spring First Year Rankings provide students with a numeric rank based on their CGPA at the conclusion of the spring semester.

B. Third Year Ranks

Third Year Ranks include all students who will be graduating in a particular academic year (December, May or August). The Spring Third Year Ranks, or Final Ranks, are calculated after all summer semester grades for graduating students are posted.

C. Second Year Ranks

Second Year Ranks include all other students not included in First Year Ranks or Third Year Ranks as described above.

III. Transcripts

A transcript is a complete copy of the student's academic record. Official transcripts bear the University seal and the signature of the University Registrar. If a transcript is sent or given directly to the student, the words "Issued to Student" will appear on the transcript.

Official law school transcripts are available through the School of Law Registrar’s Office and may also be requested through Banner. Unofficial transcripts are available on Banner.
IV. Honors and Awards

A. Academic Honors

Only grades in courses taken at the School of Law will be considered for determining eligibility for honors. Students who receive the LL.M. degree are not eligible for the honors listed below. Transfer students are eligible for honors if they have maintained the required minimum CGPA at the School of Law and at the law school from which the student transferred. Students who have been granted permission to visit at another law school will be considered for honors based on their CGPA for the hours of credit earned at the School of Law.

Students who complete all J.D. requirements will be awarded honors as follows:

1. Summa Cum Laude - 3.80 minimum CGPA
2. Magna Cum Laude - 3.50 minimum CGPA
3. Cum Laude - 3.30 minimum CGPA

B. Dean’s List

Dean’s List status is awarded to students who achieve notable academic performance in a given semester, as defined below. Students who are awarded Dean’s List status will be notified by letter and have the achievement officially noted on their transcript. Qualification for Dean’s List status requires the following:

1. Completion of at least nine law school credit hours of graded and calculated in the GPA credit for the semester in which the Dean’s List status is awarded, and
2. Achievement of a GPA of 3.50 or higher for the semester in which the Dean’s List status is awarded.

C. Alpha Sigma Nu

Alpha Sigma Nu is the Jesuit Honor Society dedicated to recognizing those students who demonstrate strong scholastic ability, loyalty and service. Several upper division students are recommended by the Dean to this Society. A Mass and initiation ceremony is held in the Spring semester for all new initiates.

D. Excellence Awards

Students who earn the highest grade in a particular School of Law course receive an Academic Excellence Award. A certificate recognizing this honor is presented to students in the spring semester at the Excellence Awards Ceremony. Academic Excellence Awards are generally awarded in all courses in which a letter grade is earned that is calculated into a student’s cumulative GPA. Courses that are not eligible for an Academic Excellence Award include pass/fail courses, Competition Based Advocacy, and Directed Research. Clinic and Externship companion courses, Trial Advocacy courses, Moot Court courses, and law journals are also not eligible for Academic Excellence Awards as students in these courses are eligible for recognition through other awards.

E. Woolsack Honor Society

Woolsack is the School of Law honor society that encourages and rewards student scholarship
and promotes high professional standards at the bar and on the bench. Members of Woolsack are elected by the faculty during the first faculty meeting of the academic year following graduation or following the publication of Final Ranks for that graduating class. Eligibility is limited to December, May and August graduates who are ranked in the top ten percent of their graduating class. When the top ten percent includes a fraction, it is within the faculty’s discretion to eliminate or convert the fraction to a whole number. Students who transfer in to the School of Law after completion of their first year are not eligible. Students elected to Woolsack receive a certificate of membership in the Fall semester following their graduation.

F. Leadership Awards/Stipends

To further acknowledge the time student leaders expend on helping advance student organizations and their programs, service initiatives, and overall and academic excellence on behalf of the entire student body, the School of Law provides the following leadership awards. The awards recognize student contributions in the areas of service, student organization involvement and general involvement in the law school and external communities. Students in their first year of law school are not eligible, and a student is not eligible to receive the same award more than once. Specific criteria, nomination forms and deadline information is provided each year. Leadership awards open to all students will be given at the annual Excellence Awards Ceremony and journal awards will be given at the annual Journal Banquet. Elected leaders will receive half of their stipend each semester.

The leadership awards are counted as financial assistance per federal regulations. See Chapter 4, Section II, A, 4 for more information on the over award policy.

Awards Open to All Students

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<tr>
<th>Award</th>
<th>Amount</th>
<th>Process</th>
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<tbody>
<tr>
<td>Leadership Award</td>
<td>$2,000</td>
<td>- Performance award open to all students</td>
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<tr>
<td></td>
<td></td>
<td>- Nominations submitted by SLU LAW faculty, staff, students</td>
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<td>- Recipient chosen by deans of Student Services</td>
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<tr>
<td>Diversity &amp; Cultural Competency Award</td>
<td>$2,000</td>
<td>- Performance award open to all students</td>
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<td>- Nominations submitted by SLU LAW faculty, staff, students</td>
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<td>- Recipient chosen by deans of Student Services and Director of Multicultural Affairs and Outreach</td>
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<tr>
<td>Community Service Award</td>
<td>$2,000</td>
<td>- Performance award open to all students</td>
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<td>- Nominations submitted by SLU LAW faculty, staff, students</td>
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<td>- Recipient chosen by deans of Student Services and Director of Pro Bono Program</td>
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<tr>
<td>Pro Bono Legal Service Award</td>
<td>$2,000</td>
<td>- Performance award open to all students</td>
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<td>- Nominations submitted by SLU LAW faculty, staff, students</td>
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<td>- Recipient chosen by deans of Student Services and Director of Pro Bono Program</td>
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### Awards Open to Journal Editorial Boards

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<tr>
<th>Award</th>
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<th>Process</th>
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</table>
| *Saint Louis University Law Journal* Excellence in Journals Award | $2,000 | - Performance award for editorial board member  
- Editor-in-chief not eligible  
- Recipient chosen by journal faculty advisors |
| *Saint Louis University Public Law Review* Excellence in Journals Award | $2,000 | - Performance award for editorial board member  
- Editor-in-chief not eligible  
- Recipient chosen by journal faculty advisors |
| *Saint Louis University Journal of Health Law & Policy* Excellence in Journals Award | $2,000 | - Performance award for editorial board member  
- Editor-in-chief not eligible  
- Recipient chosen by journal faculty advisors |

### Stipends for Elected Leaders

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<tr>
<th>Award</th>
<th>Amount</th>
<th>Process</th>
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</table>
| *Saint Louis University Law Journal* Editor-in-Chief | $3,000 ($1,500 / semester) | - Contingent on election  
- Stipend processed on a semester basis  
- Higher amount based on greater number of issues |
| *Saint Louis University Public Law Review* Editor-in-Chief | $2,000 ($1,000 / semester) | - Contingent on election  
- Stipend processed on a semester basis |
| *Saint Louis University Journal of Health Law & Policy* Editor-in-Chief | $2,000 ($1,000 / semester) | - Contingent on election  
- Stipend processed on a semester basis |
| SBA President | $2,000 ($1,000 / semester) | - Contingent on election  
- Stipend processed on a semester basis |
CHAPTER 13: EXAMINATIONS

I. General Information

No credit for a course in which an examination is required shall be given to a student unless she takes and passes the examination under appropriate conditions. Grades for the majority of courses are based on one examination given at the end of each semester. However, faculty members may give additional examinations, writing assignments or both during the course of the semester. The dates of the final examination period are included on the School of Law academic calendar and published on the School of Law website.

If a School of Law faculty member is to give a review session for an exam or otherwise discuss content of the class, whether the session is upon the faculty member’s own initiative or at the request of a student, group of students or student organization, that session must be open to all students and must be explicitly so advertised or announced. This provision does not apply to a group of students that visit a faculty member during office hours or by appointment, as such opportunities are available to all students.

Unless otherwise specified by the faculty member, all examinations are graded anonymously. To ensure anonymity, each student receives an exam number from the University that is posted on Banner prior to the examination period. Students are to use this number, rather than their name or other identifying information, on all examinations for that semester. Failure to use the examination number may result in a delay in the posting of grades. Grades are viewable by students on Banner.

Once a final examination has been taken, the results are final and students may not retake the exam; have the grade expunged, raised or changed to a pass; submit a paper as a substitute for the exam; or withdraw from the course. There is no process to appeal final grades.

II. Use of Laptops for Examinations

Students choosing to take an examination on their laptop must comply with the exam rules and procedures and laptop policy in effect for that examination period. The laptop exam software must be registered and downloaded by the dates set forth by the School of Law ITS department and/or Registrar. The exam rules and procedures and laptop policy will be posted with the examination information on the School of Law website.

III. Procedure and Regulations

A. J.D. Students

Students who believe they are eligible for an accommodation due to a permanent or temporary disability must submit a Request for Accommodation form and supporting documentation pursuant to the provisions of Chapter 14 of this Handbook. Students requesting such accommodation should notify the Dean of Student Activities as soon as possible, and no later than the deadline published each semester. Periodic updating of such documentation may also be required. Reasonable accommodations may include additional time for exams or use of a computer or other aid. See Chapter 14 of this Handbook for additional information.
B. International Students

For any proctored exam, International J.D. students (students who have not previously been awarded a degree for which the primary instruction has been in English and who have lived in an English-speaking country for one year or less) will be afforded one additional hour on first semester, first year exams and one additional half-hour on second semester, first year exams. Use of a foreign language dictionary is not permitted for any International J.D. student. For International L.L.M. students, one additional hour will be afforded on all proctored exams to those students who have not been previously awarded a degree for which the primary instruction has been in English. The additional time award does not apply to take-home examinations. Students should contact the Assistant Dean of Student Activities in advance of the exam period to confirm whether they shall be awarded this time.

IV. Scheduling

A. Self-Scheduled Examinations

Most upper division exams will be designated as self-scheduled. Information on the self-scheduled exam process will be published each semester on the School of Law website.

B. Take-Home Examinations

Faculty may elect to provide a take-home exam option. Take-home exams cannot serve as the basis of an exam conflict except in extraordinary circumstances as determined by the Dean of Students.

C. Scheduled Examinations

All first year core curriculum exams and upper division exams allowed to be scheduled must be taken on the date and at the time scheduled, unless a student has rescheduled as set forth below.

V. Rescheduling

Exceptions to the requirement of taking exams at their regularly scheduled time are limited to the following:

A. The student has been granted an accommodation for a disability.

B. The student is unable to take a scheduled exam due to extraordinary circumstances including but not limited to, serious illness, family crisis or serious illness or death in the immediate family. In this event, a student must notify the Dean of Students of the specific situation prior to the scheduled time of the exam. If reasonable, the exam will be rescheduled on the next day during the exam period when the student’s exam schedule permits without creating a conflict. The student bears the burden to substantiate illness and is required to provide supporting documentation.

C. The student’s religious or military obligations prevent taking the examination on the date scheduled.

D. Reasons that are not considered adequate grounds for rescheduling an exam include but are not limited to, plane reservations, weddings, family reunions, employment, and vacations.
E. Repeated failure to take exams as scheduled may serve as the basis for revealing a student’s lack of dependability and reliability going to the student’s character and fitness to practice law. This may be used in preparing the information submitted to a bar licensing or other authority.

VI. Conduct During Examination Period

Students are to be courteous and respectful to their classmates who are studying for or taking exams. This includes but is not limited to, the following conduct:

A. Students must not congregate outside of rooms where exams are being administered either before or after an exam starts or ends.

B. Students must observe the no-talking signs posted in the School of Law and the Law Library and the signs posted on the doors of rooms being used to administer exams.

VII. Conduct During Specific Exams

Students are to arrive to pick up an exam in a timely manner as indicated in the examination materials posted on the School of Law website with any material permitted to be used during the exam. Students must turn off all cell phones and electronic devices, other than a laptop if permitted. Students who need to be reached during an exam must make arrangements with the Dean of Students before the exam begins.

Students are to adhere to the instructions provided at the time of the exam, including oral and written instructions covering the length of the exam and scope of permitted materials. Any student who has started an exam and is unable to complete the exam must notify the proctor immediately.

VIII. Reporting Honor Code Violations

Students who know of facts indicating a significant likelihood that a violation of the Student Honor Code has been committed have a duty to report that violation. When such knowledge arises in the context of an exam, the student must notify the proctor or the administrator on duty at the time of the exam. The time taken to notify the proctor or administrator will not be counted toward the time allotted to complete the exam. The administrator on duty shall make a written report of the student’s concern, and shall have discretion to investigate the concern at that time, and/or to segregate a particular exam or exams. Both the student and the administrator are to submit written complaints to the Faculty Investigator for processing pursuant to the Student Honor Code.

A proctor’s role during the exam process is to assure that the exam starts and ends timely, that the materials necessary for the exam are provided to and received from students, and that the oath and receipt are signed by students. It is not the proctor’s responsibility to take any action regarding exam policy or ethical policy violations. Instead, where the proctor observes or is notified of exam policy or ethical policy violations, the proctor shall notify the administrator on duty.

IX. Exam Retention Policy

Individual student exams and answers are retained by the faculty member for one year from the date all grades for that exam are submitted to the Registrar.
CHAPTER 14: ACCOMMODATIONS POLICY

I. Introduction

Guided by our Catholic, Jesuit tradition of academic excellence, freedom of inquiry and respect for individual differences, our law school is committed to providing an inclusive environment which is responsive to the needs of all students. In doing so we are fully committed to implementing the provisions of the Americans with Disability Act, the Rehabilitation Act of 1973 and applicable state and local statutes and ordinances in order to provide accommodations to eligible law students to ensure equal access to the study of law.

Many of the concepts and some of the language in this policy are derived from content on the Association on Higher Education and Disability’s website, http://ahead.org and their guidance, Supporting Accommodation Requests: Guidance on Documentation Practices, April 2012.

II. Disability Services Coordinator

The Dean of Student Activities and Leadership is the Disability Services Coordinator (“Coordinator”) for the School of Law. Her responsibilities include implementation of this policy.

III. Confidentiality

The Coordinator is committed to providing students with confidential advice. All documentation submitted to the Coordinator and the records pertaining to the request for accommodations shall be held in confidence in a separate locked file. Information about a student’s disability will not be released to School of Law faculty or staff, unless there is a clear educational, health and/or safety reason.

IV. Process for Requesting Accommodations and Documentation Overview

A. Background

1. The process for determining accommodations is a collaborative one that may or may not require third-party documentation. We encourage students to contact us early in the semester to engage in discussions surrounding their disability as well as their need for accommodation.

2. The Americans with Disabilities Act allows postsecondary education institutions to request several forms of documentation prior to support a student’s request for accommodations. This effort is to ensure that administrators reviewing these requests can not only establish the disability, but to ensure that they are informed about its impact and are well suited to provide accommodations that resolve barriers to the student’s performance.

B. Overview of Process

1. The student should set an appointment with the Coordinator.

2. There are no deadlines for requesting accommodations; however, the request must be timely. Enough time needs to be given in order to properly review, approve and put the accommodations into place.
3. The student should bring any documentation they have available regarding their disability to the appointment. At the appointment, the Coordinator will let the student know if any additional documentation is needed for the request.

4. Following the appointment, the Coordinator will send a confirmation letter (“proposed schedule”) to the student. After one week, if there are no appeals, the accommodation is put into place.

5. Should the student seek an appeal pursuant to section VI of this policy, the proposed schedule will not become final during the appeal process but shall be in effect pending the result of the appeal.

**C. Sources and Forms of Documentation**

1. Documentation requests may be made to provide further details regarding the student’s request and can take place in several forms:

   a. **Primary Documentation: Student’s Self-report**

      Each student is best able to identify his or her limitations from a disability. Thus, it is important to have the student provide a narrative of his or her experiences with a disability, associated barriers to performance, and the effectiveness of particular accommodations. This alone may be sufficient to establish the disability and demonstrate the need for accommodation.

   b. **Secondary Documentation: Observation and Interaction**

      While in consultation with the student, ‘coordinator’ and other administrators may form impressions and conclusions regarding the effectiveness of previous or requested accommodations. These observations may serve as valuable forms of documentation when reviewing a student’s narrative of his or her request.

   c. **Tertiary documentation: Information From External or Third Parties**

      1) When necessary, students requesting accommodations may be asked to provide documentation from qualified professionals licensed in the relevant area.

      2) This documentation should be recent, typically within three to five years, and should include recommendations for accommodations.

      3) Educational or medical records and assessments may also be requested such as Individual Education Programs (IEP), Summary of Performance (SOP) evaluations, and teacher observations.

      4) Tertiary documentation should discuss the limitations or the impact of the disability on the student’s academic experience.

      5) While any and all documentation may be helpful in providing guidance for administrators, these tertiary forms of documentation may vary in both relevance and value depending on their original context, the credentials of the evaluator, and the level of detail provided in the reports.
D. Documentation Process

1. Individual Review

   a. The primary focus of student accommodations is to address barriers that impose limitations on the student’s performance. The process of individual review allows the student to articulate and clarify those barriers that result from his or her disability. While there is no ‘one-to-one’ correspondence of disability to accommodation, there is no prescribed standard for the type of documentation needed to establish and address a particular disability. The documentation process should reflect the uniqueness of the individual student and his or her request.

   b. A student who requests accommodations will meet individually with the Coordinator to discuss the student’s request. This conversation will help to surface details of the student’s history of disability, prior accommodations, and will result in a specific plan for moving forward. This plan may include a request for further documentation should it be helpful.

   c. The Coordinator will then review the requested documentation to determine the eligibility for accommodations pursuant to this policy. In so doing, the Coordinator may consult with professionals who have been involved with providing documentation. The Coordinator may also contact former educational institutions or employers to assess previous accommodations, including those received when taking standardized tests.

   d. Once the process of review is finalized, the Coordinator will release a proposed schedule of accommodations to the student. The Coordinator may discuss with faculty, University Disabilities Counselors, or other professionals for additional advice. The student’s confidentiality will remain in place at all times.

   e. This proposed schedule becomes final one week after being proposed to the student, unless the student appeals during that week.

2. Sensible Standard

   Every request for accommodation will be addressed utilizing a commonsense standard. Where a disability and its impact are readily apparent, third party documentation may not be necessary to develop a plan for review.

3. Non-burdensome Process

   Saint Louis University and the School of Law are committed to a non-burdensome process for students requesting accommodations in their academic experience. The School of Law will not impose a documentation process that is overly burdensome to a student or one that discourages a student from seeking accommodations.

V. Accommodations

A. “Reasonable accommodations” refer to any adaptation in the School of Law environment or in customary practice that enables an individual with a disability to enjoy equal educational opportunities. Reasonable academic accommodations may be made in the following areas:

   1. Academic Programs
These are accommodations necessary to enable a student to enroll in, qualify for, attend, and participate in all programs of the School of Law. In no case shall an Academic Program’s accommodation alter the essential nature of the School of Law program.

2. Examinations

These are accommodations necessary to enable a student to demonstrate competency on the course exam designed by the professor. Examples include, but are not limited to, additional time, use of a computer or scribe. Accommodations that alter the form or essential nature of the exam shall be rarely made and shall be made only in consultation with and the agreement of the professor.

3. Auxiliary Aids

These are materials or assistance necessary to enable a student to participate fully in the School of Law academic program. Examples include, but are not limited to assistive technology, note takers, readers, scribes and library assistance. The School of Law will utilize existing resources such as individual volunteers, state and local agencies and charitable organizations and shall have the cooperation of the student involved.

4. Physical Accommodations

These are accommodations necessary to provide students full physical access to all School of Law programs.

B. Disability Specific Accommodations

1. Learning Disabilities

   a. Requests will likely be made for current documentation (within the last three years) of a student’s learning disability from qualified professionals in the relevant area and specialty. Individual requests may also be made on a case-by-case basis for specific psychological tests to be performed. These tests should be reliable, valid, and must also be administered by qualified professionals in the relevant area and specialty.

   b. For individuals with ADD/ADHD, the student will likely be asked to provide documentation that includes a diagnostician’s report of the history of the student’s ADD/ADHD, including DSM-IV diagnostic criteria. It is helpful to include a complete history of treatment and the functional impact of treatment on the student’s disability and academic involvement.

   c. Possible accommodations for learning disabilities may include:

      1) Note Takers or Recorded Lectures
      2) Extended Exam Time
      3) Alternate Exam Location
      4) Modifications to classroom environment

2. Deaf and Hard-of-Hearing

   a. Documentation for hearing loss disabilities may include audiograms performed within the last ten years, or Certificates of Deafness (if applicable), will suffice if performed by a qualified professional in the relevant area.
b. Students who are deaf or who experience severe loss of functional hearing ability will often seek accommodations that may include Sign Language interpreters, real-time captioning, and others. However, students may prefer written transcripts instead of ASL interpreters and note takers. Additional accommodations may include:

1) Priority Registration  
2) Priority or Preferential Seating  
3) Oral Interpreters  
4) Closed Captioned TV, Video, and Film.

c. Students who experience mild functional hearing loss, or are hard-of-hearing, may benefit from a variety of Assistive Listening Devices (ALDs). Some forms may require faculty cooperation, such as amplification systems, and should be arranged through the Coordinator. Accommodations applicable to deaf students may also be available to hard-of-hearing students. However, these students often find assistive listening devices or CART (Computer Assisted Real Time) services to cover their needs.

d. The School of Law is equipped with assistive listening coils in half of the classrooms that seat 80 or more students. With advance notice, the Coordinator will assign the student’s class schedule to these rooms.

3. Visual Disabilities

a. The extent to which a student demonstrates mild to severe visual disabilities, as well as the learning method that works best for that student, will help determine the most appropriate accommodations for both classroom participation and exam taking. Students with visual disabilities face challenges both inside and outside of the classroom such that accommodations are typically requested beyond the classroom and testing environment. Because of the nature of many of these accommodations, it is vital that the student notify Student Services for accommodations well in advance of the semester in an effort to obtain appropriate textbooks, allow for syllabi alterations, and prepare the student for priority enrollment.

b. Depending upon the student’s degree of remaining vision, the following in-class accommodations are typically requested:

1) Note-taking of lecture materials  
2) Handouts and PowerPoint presentations in useable formats  
3) Real-Time Computer Use of in-class board work  
4) Priority seating  
5) In-class Movies and Videos in appropriate formats

c. Likewise, the following outside-of-class accommodations are typically requested:

1) Readers (access to reader funding, if appropriate)  
2) Access to modified legal databases  
3) Feedback on Written Assignments  
4) Bluebook modifications
d. Exam accommodations will also be made according to the student’s need and may include:

1) Additional Time
2) Readers
3) Appropriate or modified lighting for students with remaining vision
4) Access to inspect testing locations in advance of the exam
5) Modified exam submission methods

e. Finally, most students with visual disabilities benefit most from accommodations made to reading materials. SLU Law’s curriculum depends heavily on a student’s ability to read and navigate large amounts of textual material, and accommodations to these standard materials significantly reduce many of the associated barriers for students with visual disabilities. The School of Law will work with textbook publishers, professors, and other resources to facilitate modifications to reading materials and to provide these accommodations in a timely fashion.

4. Mobility Related Disabilities

a. Students requesting accommodations may, if necessary to establish or identify a barrier associated with a mobility related disability, be asked to provide documentation from a qualified professional detailing the student’s loss of function and associated barriers.

b. In addition to universal modifications provided by the School of Law including elevators, ramps, designated parking, automated door openers, and others, students may benefit from other accommodations to alleviate barriers associated with facility access, classroom learning, and ease of use of School of Law services. These accommodations may include:

1) Priority Registration
2) Priority Seating
3) Priority Assignment of Lockers and Study Carrels
4) Modified classroom furniture (chairs, desks, etc.)
5) Removal of physical barriers
6) Alternative format texts
7) Lecture Notes
8) Adaptive equipment

c. Exam accommodations for students with mobility related disabilities will vary depending upon the specific barriers associated with the physical/mobility impairment. These may include:

1) Extended exam time
2) Modified exam location
3) Scribes

5. Mental Health Disabilities

a. Not all students who suffer from mental health related issues will consider themselves as having a disability. However, this should not prevent documented individuals from receiving accommodations to remove barriers associated with mental health issues.
b. Documentation would require communication from a qualified medical professional describing the DSM diagnosis. In other instances, some students requesting accommodations may need to provide results from various psychological tests to demonstrate the function impact of the student’s treatment, similar to those tests requested of students with learning disabilities.

c. Accommodations will vary widely depending upon the circumstances surrounding each individual’s situation, needs, and diagnosis. These may include:

   1) Note Takers and Lecture Notes
   2) Extended Exam Time
   3) Separate Exam Room
   4) Ability to Leave Class

6. Living with Chronic Illness

   a. Chronic illnesses that affect student performance can exist in myriad forms and will affect individual students in different ways. There is no one accommodation prescribed for an illness that will alleviate that student’s barriers to full performance in class and on exams.

   b. Requests will likely be made for documentation from relevant medical professionals describing the nature, associated impact, and limitations imposed upon the student’s performance.

   c. Accommodations may be very specific and may constitute one or more of those listed anywhere in this policy that address mental, physical, mobility, or cognitive learning disabilities.

VI. Appeal

A student who disagrees with the Coordinator’s eligibility determination or proposed accommodations shall have an appeal to the Vice Dean. The appeal process shall include an interview with the student, a review of the Accommodation File and consultation with the Coordinator. At the conclusion of the appeal process, the Vice Dean shall issue a letter of decision. A student who disagrees with the determination of the Vice Dean shall have an appeal to the Dean.

VII. Collaboration

School of Law faculty and staff shall collaborate with the Coordinator in providing appropriate accommodations to eligible students. Students shall collaborate with the Coordinator and the School of Law faculty and staff to help ensure that the academic programs are provided to all students in an equitable manner.
CHAPTER 15: CO-CURRICULAR ACTIVITIES

I. Law Journals

The School of Law publishes the following three law journals. Staff members and editors receive one hour of credit in the fall semester and two hours of credit in the spring semester.

A. The Saint Louis University Law Journal

The Saint Louis University Law Journal (“Law Journal”) is published quarterly by the student editorial board. The Law Journal publishes proceedings of various symposia and several special lectures held at the School of Law. Students must have completed the first year core curriculum to be eligible for participation on the Law Journal staff. In extraordinary situations, students who have completed more than 26 hours but less than 30 hours may be eligible for admission to the Law Journal staff with the permission of the faculty advisor and the Editor-in-Chief.

Full-time students who have completed the course requirements above and who rank in the top five percent of their class at the end of their second semester will receive an automatic invitation to join the Law Journal staff following the release of class rankings. Part-time students who have completed the course requirements above and who rank in the top five percent of their class at the end of their fourth semester will receive an invitation to join the Law Journal staff following the release of class rankings. Part-time students who transfer into the full-time program will receive an invitation to join the Law Journal staff if they are in the top five percent of their class when they first complete the course requirements. All memberships begin in the fall semester.

Students ranking below the top five percent of their class, ranking in the top fifty percent of their class may be invited to join the Law Journal staff through the write-on competition described below. All Law Journal members are required to submit a publishable article.

B. The Saint Louis University Public Law Review

The Saint Louis University Public Law Review (“Public Law Review”) is published bi-annually by the student editorial board. Eligibility for joining the staff is determined by the same criteria listed above for members of the Law Journal with the following modifications:

1. Students who have completed the first year core curriculum and who rank in the top ten percent of their class at the end of their second semester (for full-time students), fourth semester (for part-time students), or second year (if they are not already on a publication) receive an automatic invitation to join the staff of the Public Law Review; and,

2. All students who have completed both semesters of Legal Research and Writing and at least thirty credit hours of the first year core curriculum and who rank in the top fifty percent of their class at the end of their second semester are eligible to participate in the write-on competition described below. Public Law Review staff members are required to write and submit an article for publication for which they will receive graded credit.

C. The Saint Louis University Journal of Health Law & Policy

The Saint Louis University Journal of Health Law & Policy (“Journal of Health Law & Policy”) is published bi-annually by the Center for Health Law Studies and a student editorial board. Its articles provide in-depth analysis of topical and developing issues in health law and policy. Articles in the
Journal's fall issue feature the proceedings from the Center for Health Law Studies Annual Symposium while articles in the spring issue address emerging issues within a particular area of health law. Students and faculty at the Center for Health Law Studies solicit and review articles submitted for publication.

Staff selection is based on an application reviewed by the incoming editorial board and faculty advisor(s) each spring semester. Eligible candidates must have completed two semesters of law school and both semesters of the Legal Research and Writing course. The Journal of Health Law & Policy will hold an editorial meeting each spring to review the application process with students interested in applying. Each first-year staff member is required to write a publishable paper on a health law topic.

D. Write-On Competition

The Law Journal and Public Law Review jointly sponsor a write-on competition following spring semester exams. Generally, the write-on competition requires each participant to submit a mini case note (a detailed analysis of a recent case) and can be written to either support or criticize the court’s holding. A good case note is persuasive and well supported. The substance as well as form and citations are critical to the case note.

Write-on competition submissions use only the research and information provided and outside research is strictly prohibited. Case notes must conform to the competition rules. Submissions are graded anonymously by at least three Law Journal or Public Law Review members focusing on analysis, writing ability and technical skills, including Bluebook and grammar. In addition to the mini case note, the write-on competition includes a citation exercise. Generally, the exercise requires each participant to correct ten citations using the Bluebook.

E. Credit for Writings

In writing a note or comment to fulfill a requirement for the Law Journal, Public Law Review, or Journal of Health Law & Policy, students must choose a topic that is substantially different from any paper the student has written or is writing in another law school course, such as a seminar or directed research course. When a paper is required for partial or full credit in any course, directed research, seminar or a law school journal, a student shall not submit any paper that is substantially the same as another paper the student has written or is writing for credit. Each paper submitted for course credit must have its own thesis that is independent of other papers the student has written or is writing in other law school courses.

II. Competitions

A. Writing Competitions

Students may submit papers to a variety of writing competitions which are sponsored by the School of Law and several regional and national groups. The winners of these competitions may be eligible to receive a cash prize and/or the opportunity to have their paper published in a journal specified by the competition. For more information and a list of current competitions, contact Kim Novak Morse, Associate Director of Writing Support Services.

The Samuel I. Sievers Writing Competition is awarded annually to a graduating student who writes and submits the best paper on a topic concerning constitutional rights, civil rights, advancement of the democratic way of life or promotion and encouragement of better group relations. Students may submit a paper written for a law school seminar or journal. Announcement of this writing competition is
generally made in the spring semester with a February deadline and the winner (selected by a faculty committee) is announced at the Excellence Awards ceremony.

B. Professional Skills Competitions

Students may participate in annual competitions connected with professional skills courses. Additional information is available from the faculty members teaching in these areas and from Student Services.

One hour of pass/fail credit for competition based advocacy can be earned by upper division students that wish to participate in inter-law school competitions. To be eligible for this competition based advocacy course, students must have: 1) completed both semesters of Legal Research & Writing, 2) completed at least twenty-four law school credit hours, and 3) satisfied all prerequisites applicable to the competition before registering for this course. Students not eligible for credit for this course pursuant to the above requirements are not eligible for funding from the School of Law for expenses related to the competition.

Students competing in the regional and national Trial Advocacy competitions are also eligible for two awards. The Milton Napier Trial Advocacy Award was created by the Lawyers Association of St. Louis in honor of Milton Napier, an outstanding St. Louis trial attorney. The Everett Hullverson Trial Award was created under the will of Everett Hullverson, a 1922 graduate of the School of Law. These awards recognize a student who demonstrates excellence and strong potential for litigation while in law school. Winners are announced at the Excellence Awards ceremony.

III. Student Organizations

A. Student Bar Association

The Student Bar Association (“SBA”) is the representative body for all students enrolled in the School of Law. Upon admission, a student automatically becomes a member of the SBA which is governed by elected representatives from each class of full-time and part-time students. Elected SBA officers include the President, Executive Vice-President, Vice-President of Finance, Vice-President of Administration and ABA Law Student Division Representative. The SBA sponsors several events during the academic year, including the Barristers Ball, the annual fall semester softball league, various social events and the selection of the Student of the Year, Faculty Member of the Year and Adjunct Faculty member of the Year.

All students are invited and encouraged to attend the regularly scheduled SBA meetings. Students wanting an item on the agenda should submit it to an SBA representative at least one day prior to the meeting.

B. Student Organizations

All organizations, with the exception of the SBA, are required to register with the Dean of Student Activities to be considered eligible for funding from the University or the use of any School of Law resources. No organization shall select its membership solely on the basis of race, color, sex, age, national origin, religion, sexual orientation, disability or status as a veteran.

The Student Organization Handbook contains various School of Law and University policies and procedures applicable to student organizations and can be found on the School of Law website. Because
the Student Organization Handbook cannot address every situation, students should work closely with the Dean of Student Activities as they pursue the organization’s goals and objectives.

IV. Faculty Fellows

Students in good academic standing who have completed all first year core curriculum courses are eligible to apply for Faculty Fellowships. Fellows are selected by a faculty member based on academic performance, research and writing ability, previous related experience and interest in specific areas of law. Appointments are for an entire academic year and summer appointments are also available. Fellows are assigned to work with faculty members on research projects and are paid an hourly stipend and need not qualify for FWS.
The School of Law expects students to uphold the highest possible standards of personal and professional behavior. Students are expected to act with integrity and respect toward all other members of the School of Law community. Law students are bound by the provisions in the University Student Handbook that are not superseded by those set forth in this Handbook. The University Student Handbook can be accessed at: http://www.slu.edu/x24204.xml.

I. Student Identification

All registered students are expected to carry their University ID card at all times. Lost, stolen or damaged cards must be replaced by Parking and Card Services immediately at the student’s expense. IDs are the property of the University and must be shown to any University official or her designated agent upon request.

II. Photography and Audio and Video Recording Opt Out Policy

The School of Law uses photographs, names, and audio and video recordings of employees and students for general use in publications, public relations, promotions, publicity and advertising. Any students who do NOT want to be photographed, named or recorded must complete a Photo Opt Out Release form with the Office of Communications, located in Room 872.

Unless a fully executed Photo Opt Out Release form is on file, your image and/or likeliness may at any time be captured by still photography or videography. The School of Law reserves the right to use any such image, photograph, video or the like for any school-related purpose, including but not limited to promoting, publicizing and/or advertising on behalf of the school in print and online, including official School of Law social media channels.

Individuals who submit a fully executed Photo Opt Out Form are also responsible for removing themselves from areas in which photography and/or recording is taking place, or notifying the camera operator of their opt-out status. Failure to do so may result in that individual’s inclusion in a photograph or recording and will be treated as consent for the School of Law to utilize that photograph or recording accordingly.

Images and videos taken in public spaces and/or at public events do not require authorization for publication. Your presence in or around School of Law facilities and/or properties, as well as at off-campus school-sponsored events, constitutes your consent to the capture and/or use of your image and/or voice by the School of Law, and waives any claims or rights, whether in law or in equity.

III. Policy on Email Communications

Students receive important information via their University email address. Students must check their University email account daily and are responsible for all information sent to them via email by the University and School of Law.

The University policy on electronic mail, including the length of time University email accounts remain active after graduation or other change of status or separation from the University, can be accessed at: http://www.slu.edu/Documents/its/SLUInfoSecurity%202.2%20EmailPolicy%20v1.0-.pdf.
IV. Intentional or Reckless Disregard for Others

Intentionally or recklessly committing any act, conspiring to commit any act or threatening to commit any act, through any means of communication, that injures, degrades, disgraces or tends to injure, frighten, degrade or disgrace any person, including indecent exposure, sexual assault, sexual harassment and hazing is prohibited.

V. Alcohol and Drugs

Consumption of alcoholic beverages by those over the age of 21 on University premises is permitted only at events and locations that have been expressly approved by the School of Law. Possession, use and distribution of illegal drugs and agents are prohibited on University premises.

All students are subject to the provisions of the University’s Drug and Alcohol Abuse Prevention Policy which can be found at: http://conduct.slu.edu/alcohol.php.

VI. Sexual Harassment

Sexual harassment is prohibited by Title VII of the Civil Rights Act of 1964 and by Title IX of the Education Amendments of 1972. The School of Law will take reasonable steps necessary to prevent sexual harassment from occurring including, but not limited to, providing a process for filing and handling complaints; educating the School of Law community; affirmatively raising the subject and expressing strong disapproval thereof; developing appropriate sanctions; informing faculty, staff and students of their rights; and developing methods to sensitize all concerned. For complete policies and procedures, see: http://www.slu.edu/x67608.xml.

VII. Sexual Assault

Sexual assault is prohibited. Sexual assault is defined as sexual contact without consent and includes intentional touching, either of the victim or when the victim is forced to touch, directly or through the clothing, another person’s genitals, breasts, thighs or buttocks; rape; attempted rape; sodomy without consent; or sexual penetration with an object without consent. To constitute lack of consent, the act(s) must be committed by force, intimidation or through use of the victim’s mental incapacity or physical helplessness, including intoxication. For complete policies and procedures, see: http://www.slu.edu/x67608.xml.

VIII. Information Technology Policies and the Digital Millennium Copyright Act of 1998

The University community is required to accomplish its goals without infringing on the intellectual property rights of others. In accordance with the University’s copyright policy and the Digital Millennium Copyright Act of 1998, the University may terminate access and exercise disciplinary and/or other correctional measures for any copyright infringement claim, including repeated claims and/or violations or misuse of the University’s information systems equipment or network connections and/or services. Users of University information should acquaint themselves with the use policies promulgated by the University’s Information Technology Department whose policies are incorporated herein. Such policies include, but are not limited to, the right of the University to monitor, view, obtain, block, prohibit, and the like, any transmission or use of information via University technology services and
IX. Information Technology Resource Use

Use of the University’s computing, communications, and information system resources shall be consistent with the University’s mission, policies, procedures and principles. Students, faculty and staff shall strive to abide by applicable policies, legal requirements and ethical practices when using these University resources. Breach of, or disregard for, usage policies are grounds for revoking access privileges and may lead to further measures under related policies.

This policy applies to all faculty, staff, students, and others affiliated with the University and covers all information technology resources obtained or financially supported by the University. Information technology resources include computing hardware, software, networks, data bases, associated support personnel and services, physical facilities and communications systems. Details and other information technology policies are available at: http://www.slu.edu/x11095.xml.
CHAPTER 17: BAR EXAMINATION AND LICENSING REQUIREMENTS

I. Administration of Bar Examination and Obtaining a License to Practice Law

Most state bar exams are administered on the last consecutive Tuesday and Wednesday in February and July each year. An application must be filed with the appropriate state bar licensing authority or Supreme Court in a timely manner. Specific information about filing an application for the Missouri and Illinois bar exams is available on the School of Law website, as well as from the Director of Bar Exam Preparation. Inquiries about bar exams for other states should be made to an individual state's bar licensing authority or Supreme Court. The Director of Bar Examination Preparation also is available to counsel students on these applications. For links to the individual state bar licensing authorities, visit http://ncbex.org/bar-admissions/.

In general, to obtain a license to practice law, applicants must file an application to sit for the state bar examination, complete a character and fitness application, sit for and pass the Multistate Professional Responsibility Exam, obtain a J.D., provide a law school transcript and pass the bar exam. Students should check with a particular state bar licensing authority or Supreme Court for details and deadlines for completing these and other requirements.

The School of Law sends certifications of completion of J.D. requirements upon request. In December, the School of Law certifies those students who have completed their J.D. requirements as of the end of the fall semester. In June, the School of Law certifies those students who have completed their J.D. requirements as of the end of the spring semester. In September, the School of Law certifies those students who have completed their J.D. requirements as of the end of the summer semester.

II. Multistate Professional Responsibility Exam (MPRE)

Most jurisdictions require the successful completion of the MPRE prior to being licensed to practice law. The MPRE is a 60 question multiple choice exam testing ethics and professionalism issues. Some states may require applicants to take and pass the MPRE prior to sitting for the bar exam. Passage requirements for each state differ and students are encouraged to check with the state where the student plans to take the bar exam. The MPRE is administered in March, August and November each year.

III. Law Student Registration Form

Missouri does not require students to file a Law Student Registration form. However, applicants who file for early character and fitness determination during their first year of law school are able to save money on their bar exam application. In order to qualify for this reduced application fee, students must file a Law Student Registration during or immediately following their first year of law school, depending on the jurisdiction. For Missouri applicants, a timely Law Student Registration must be properly completed and filed by the first June 30th after beginning law school. The Missouri Law Student Registration application can be found on the Missouri Board of Law Examiners website at http://www.mble.org. Students planning to take the bar exam in other states should inquire with that state's bar licensing authority or Supreme Court for that state's requirements.

IV. Character and Fitness

ABA Standards require law schools to advise each applicant that state bar requirements address
the character and fitness of an applicant at the time they seek certification to register for the respective state bar exam. ABA Standards further allow the law school to seek information on character and fitness to ensure that appropriate law school requirements are met. Acceptance by the School of Law does not guarantee certification by the state bar examiners. Students are encouraged to seek information regarding any issues that may affect eligibility to practice law from the bar licensing authority or the appropriate committee on character and fitness in the state the student intends to practice to determine the applicable character, fitness and other qualifications.

Students have a continuing obligation to update their answers to the character and fitness questions contained on the School of Law application throughout their time enrolled in the School of Law. Updated information must be submitted in writing to the Dean of Students. For example, a student who is arrested or charged with an offense during the time enrolled in law school must immediately submit written notification of that occurrence to the Dean of Students.
CHAPTER 18: STUDENT RECORDS POLICY

The School of Law complies with the University’s policy on student records, which is summarized in this section. The Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. Section 1232g, as amended, is a federal law giving certain rights to parents or students regarding education records at schools of every level receiving funding from the U.S. Department of Education.

At the post secondary school level, the rights afforded by FERPA belong, in general, to the student rather than the parent.

These rights, as summarized in the Department of Education regulations, 34 C.F.R. Section 99.7, are as follows:

1. The right to inspect and review the student's education records.
2. The right to request the amendment of the student's education records that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.
3. The right to consent to disclosure personally identifiable information contained in the student's education records, except to the extent that FERPA and the regulations authorize disclosure without consent.
   The right to file with the U.S. Department of Education a complaint concerning alleged failures by the institution to comply with the requirements of FERPA and the regulations.
5. Copies of Saint Louis University’s student records policy are available from the Office of the Registrar.

I. Right to Inspect and Review

Students may inspect and review their education records upon written request to the Registrar. The regulations define “education records” as meaning, subject to a few exceptions, those records that are: 1) directly related to a student, and 2) maintained by an educational institution or by a party acting for the institution.

A student should submit to the Registrar a written request, which identifies, as precisely as possible, the record or records she wishes to inspect. The Registrar will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given within a reasonable time, but in no event more than 45 days from the receipt of the request. When a record contains information about more than one student, the student may inspect and review only that part of the record that relates to her.

The School of Law reserves the right to refuse to permit a student to inspect the following records:

1. Financial records of the student’s parents.
2. Confidential letters and statements of recommendation for which the student has waived her right of inspection and review.
3. Records connected with an application to attend the University or a component unit of the University if that application was denied.
4. Those records which are excluded from the FERPA definition of education records.

The School of Law reserves the right to deny copies of transcripts or copies of records (but not access to the record) in any of the following situations:
1. The student lives within commuting distance of the University.
2. The student has an unpaid financial obligation to the University.
3. The student has failed to comply with disciplinary sanctions.

II. Right to Seek Amendment

If a student believes the education records relating to the student contain information that is inaccurate, misleading, or in violation of the student’s privacy rights, she may ask the School of Law to amend the record. The procedures for amendment of records are as follows:

1. Students should submit to the Registrar a written request for amendment of the record, identifying the part of the record to be changed and specifying why it is inaccurate, misleading, or in violation of their privacy rights.
2. The School of Law will decide whether to amend the record as requested within a reasonable time after receiving the request.
3. If the School of Law decides not to amend the record as requested, it shall inform the student in writing of its decision and of her right to a hearing.
4. If the student requests a hearing, the School of Law shall hold the hearing within a reasonable time after receiving the request. The School of Law shall give the student reasonable advance notice of the date, time, and place. The hearing may be conducted by an individual without a direct interest in the outcome, including a School of Law official. At the hearing, the School of Law shall give the student a full and fair opportunity to present evidence relevant to the issues. Students may, at their own expense, be assisted or represented by one or more individuals of their own choice, including an attorney.
5. The School of Law shall make its decision in writing within a reasonable period of time after the hearing. The decision must be based solely on the evidence presented at the hearing and must include a summary of the evidence and the reasons for the decision.
6. If, as a result of the hearing, the School of Law decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall amend the record accordingly and inform the student of the amendment in writing.
7. If, as a result of the hearing, the School of Law decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the student of the right to place a statement in the record commenting on the contested information and stating why she disagrees with the decision of the School of Law.
8. If a statement by the student is placed in the record, the School of Law shall maintain the statement with the contested part of the record for as long as the record is maintained and disclose the statement whenever it discloses the portion of the record to which the statement relates.

III. Right to Consent to Disclose

The School of Law will not disclose personally identifiable information from a student’s educational record without the prior written consent of the student, except:

1. To comply with a federal grand jury subpoena, or any subpoena issued for a law enforcement purpose, in which case the court or other issuing agency orders, for good cause shown, that the existence or contents of the subpoena or any information furnished in response to the subpoena not be disclosed.
2. To parents or legal guardians of students under 21 regarding a disciplinary violation involving a University or School of Law rule or policy governing the use or possession of alcohol or a controlled substance, and

3. To University or School of Law officials who the School of Law has determined to have a legitimate educational interest in the records. A University official, in most cases, will have a legitimate educational interest if the official is carrying out the duties or responsibilities of her position. The definition of a University official includes, but is not necessarily limited to:

   a. A person employed by the University in an administrative, supervisory, academic or research, or support staff position.
   b. A person employed by or under contract to the University to perform a special task, such as an attorney or auditor.
   c. A person serving on the Board of Trustees.
   d. A student serving on an official committee, such as a disciplinary committee, or assisting another school official in performing her task.

4. To school officials of another university where the student seeks or intends to enroll, subject to certain conditions outlined in the regulations.

5. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with state or federally supported education programs.

6. In connection with a student’s request for or receipt of financial aid, as necessary to determine eligibility, amount, or conditions of the financial aid, and to enforce the terms and conditions of the aid.

7. If required by a state law requiring disclosure that was adopted before November 19, 1974.

8. To organizations conducting very specific kinds of studies for or on behalf of the University, as defined by the regulations.

9. To accrediting organizations to carry out their functions.

10. To parents of a student who claim the student as a dependent for income tax purposes (verified by School of Law financial aid records or by receiving a copy of the pertinent portions of the parents’ most recent income tax return, and only after prior notice to the student).

11. To comply with a judicial order or a lawfully issued subpoena (only if the School of Law makes a reasonable effort to notify the student of the order or subpoena in advance of compliance).

12. To appropriate parties in a health or safety emergency.

13. If the information has been designated as directory information by the University.

14. The final results of any disciplinary proceeding against a student who is an alleged perpetrator of a crime of violence, as defined in 18 U.S.C Section 16, if it is determined that the student committed a violation of the institution’s rules or policies with respect to that crime. The final results of any disciplinary proceeding shall include only the name of the student, the violation committed, and any sanction(s). In cases involving alleged sexual assault, both the accuser and the accused shall be informed of the outcome of any student conduct proceedings.

15. The University has designated the following as directory information: Student’s name, home and campus mailbox address, home and school phone numbers, E-mail address, major and field of study, classification, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received (including Dean’s List), and the most recent previous educational institution attended.

In accordance with the requirements of FERPA, the School of Law annually will give public
notice to students, via the Handbook, of the types of personally identifiable information that the University had designated as directory information. Furthermore, the University will give students the opportunity to refuse to let the University designate these types of information about them as directory information. Copies of forms to request non-disclosure of directory information are available in the Registrar’s Office on each campus.

It is important to understand several points related to "legitimate educational interest”:

1. Curiosity is not a legitimate educational interest. Just because you have access to student information and are able to view the record of your neighbor's son, does not mean that you have a legitimate educational interest in his grades and cumulative GPA.
2. Simply the fact that you are a university employee does not constitute legitimate educational interest. Your need to know must be related to your job responsibilities in support of the university's educational mission. In other words, records should be used only in the context of official business in conjunction with the educational success of the student.
3. Your legitimate educational interest is limited. While you may have a need to access education records for students in your college, you do not necessarily have a similar need to view records of students outside your college. In other words, access to information does not authorize unrestricted use.

IV. Record of Request for Disclosure

Subject to certain expectations set forth in the regulations, the Registrar will maintain a record of all requests for and/or disclosure of information from a student’s educational records. The record will indicate the name of the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the student.

V. Right to File a Complaint

Students have a right to file a complaint with the U.S. Department of Education if they believe that the School of Law has failed to comply with the requirements of FERPA. The complaint should be in writing and contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA has occurred. The complaint should be sent to:

Family Policy Compliance Office
U.S. Department of Education
Washington, D.C. 20202-4605