

Student Handbook

August 2023

SAINT LOUIS UNIVERSITY SCHOOL OF LAW

100 NORTH TUCKER BLVD.
ST. LOUIS, MO 63101-1930
314-977-2766

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.

DIVERSITY STATEMENT

As part of our Jesuit tradition, Saint Louis University (“University”) remains faithful to the value of promoting justice and the dignity of all human beings. Likewise, the School of Law advances academic excellence, freedom of inquiry, and respect for individual differences. These principles underlie our desire to provide an inclusive environment where differences, whether in religion, age, race, sex, gender, sexual orientation and identity, ethnicity, ability, socioeconomic background, or ideology, are heeded, supported, and valued in the academic experience. We strive to demonstrate this inclusiveness in all areas of our admissions practices, academic advising, student services and activities, curricular offerings, in the classroom, and administrative policies. Our goal is to produce well-rounded and culturally competent professionals who will respectfully serve their diverse communities.

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 The rules and procedures in the Handbook may also be superseded, suspended, or complemented by the Administration as they may deem it necessary and proper.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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CHAPTER 1: STUDENT SUPPORT

A directory of the School of Law offices and personnel providing student support can be found on the [School of Law website](#).

I. Office of Student Services

The Office of Student Services (“Student Services”), located in Room 1008 on the 10th floor, assists students throughout their time in law school. From orientation to graduation, Student Services provides advising, support, and resources to students to guide them through law school.

A. Dean of Students

The 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 on academic, administrative, and personal matters. Students should notify the Dean of Students of any issues that may affect their academic performance. The Dean of Students assists students with the initial transition to law school and the transition to the profession and provides referrals to other resources including the Academic Resource Center, Campus Ministry, Career Services Office, Student Health Center, and University Counseling Center.

B. Assistant Dean of Students

The Assistant Dean of Students shares responsibility for providing advice and support to full-time and part-time students. The Assistant Dean of Students also serves as program advisor to and liaison for student organizations. The Assistant Dean of Students coordinates Disability Services at the School of Law. Students in need of assistance in the Disability Services area should refer to Chapter 14 of this Handbook.

C. Assistant Director for Accessibility and Wellness

The Assistant Director for Accessibility and Wellness for the School of Law facilitates disability resources for students and assists with the development and implementation of wellness programming for students, faculty, and staff. The Assistant Director for Accessibility and Wellness consults with individual students to assess eligibility for academic accommodations and works with each student to implement reasonable accommodations. In addition, the Assistant Director for Accessibility and Wellness oversees the Wellness resources area, creating and implementing a range of programs that promote student resilience, professionalism, and overall wellness, including programming focused on the intersection of well-being and various forms of diversity.

D. 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, Hooding and graduation matters, coordinates the examination process, enters grades and administers degree audits and diploma conferrals.

E. Assistant Director for International Students

The Assistant Director for International Students primarily supports the School of Law's international student population in recruitment, admissions, transition to the U.S. and law school, and academic and other advising, with particular focus on students in the LL.M. in American Law for Foreign Lawyers program and the Two-Year J.D. for Foreign Lawyers degree program.

F. Office of Diversity, Equity and Inclusion

The Office of Diversity, Equity and Inclusion is responsible for the development and coordination of diversity, cross-cultural and inclusion awareness, outreach, and retention programs. The Assistant Dean of Diversity, Equity and Inclusion and the Assistant Director for Diversity and Inclusion assist 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.

G. Student Financial Services Office

The Student 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 of this Handbook or visit the financial aid section of the School of Law website.

II. Academic Resource Center

The Academic Resource Center, located in Room 1082, provides students with the assistance and support needed as they enter and progress through law school and prepare for the bar exam. The Director and Assistant Director of Academic and Bar Exam Success assist students in acclimating to law school and provide guidance, advice, and workable solutions for achieving academic success. This support includes tips and advice on getting accustomed to the law school curriculum, Socratic note taking, case briefing, case synthesis and outlining, study aids and supplements, exam strategies, and exam-taking techniques.

The Academic Resource Center also assists with questions about the bar exam, including what types of skills need to be developed, what classes to take, etc. Students nearing the end of their law school education are encouraged to attend programs and workshops focusing on bar preparation. These programs are designed to provide graduating students with an introduction to bar exam components and to develop effective techniques for bar study.

The Director and Assistant Director are available for students throughout law school for advice and guidance concerning these topics and students are encouraged to schedule an appointment.

III. Career Services Office

The Career Services Office ("CSO"), located in Room 1050, serves the career needs of current law students and graduates of the School of Law. The office is staffed by three professionals

(experienced attorneys who have practiced in many areas) and an administrative 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. First year students should wait to engage in substantive career counseling until after October 1 of their first semester. However, first year students are 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 agree with the following statement of equal opportunity may use the facilities and services of CSO:

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

The University Eckelkamp Center for Campus Ministry is in Wuller Hall, 3711 West Pine Mall, and can be contacted at 314-977-2425. Campus Ministry services are available to all students regardless of religious affiliation. Students who wish to meet with Campus Ministry for personal counseling, spiritual direction, marriage preparation, or any other topic of interest can make an appointment or stop by the office.

V. Information Technology Services

Information Technology Services (“ITS”) provides students with assistance for computing and technology related concerns at the School of Law. For assistance from ITS please contact 314-977-4000 or ask@slu.edu. Additional information including on-site support hours at Scott Hall is available on the [ITS website](#).

CHAPTER 2: STUDENT HEALTH AND SAFETY

I. Student Health and Counseling Services

A. Student Health Center

The Student Health Center provides medical treatment, outpatient services, and a variety of educational programs for all University students. The Student Health Center is in Marchetti Towers East, 3518 Laclede Avenue. Further information can be found on the [Student Health Center website](#) or by calling 314-977-2323.

B. Health Insurance

All full-time University students, including graduate and professional students, are required to have health care coverage. The Student Health Center is 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 University Health Plan coverage must submit a completed waiver form and proof of insurance to the Student Health Center, or (2) students without health insurance coverage must formally enroll in the University Health Plan. Full-time and part-time students without health insurance may purchase the University Health Plan. For a summary of benefits and the most up-to-date information, including deadlines, call 314- 977-2323 or go to the [Student Health Center website](#).

Students graduating in May can elect to receive the University Health Plan through the summer bar study period but must enroll in a 12-month plan before September 30, 2023. This option extends into the summer but must be selected at the time of enrollment.

C. Immunization

All incoming students are required to submit an immunization record to the Student Health Center by August 1 of their first academic year. Students with questions should call 314- 977-2323. Student immunization record information can be found on the [Student Health Center website](#).

D. University Counseling Center

Counseling services are available free of charge through the University Counseling Center. The University Counseling Center staff are highly trained specialists who can help students with a broad range of concerns. The University Counseling Center is in Wuller Hall, 2nd Floor, 3711 West Pine Mall.

A dedicated University Counseling Center counselor for School of Law students also holds office hours at Scott Hall on Wednesdays and Thursdays from 9:00 am to 4:00 pm in Room 1050. Scheduled appointments are encouraged but walk-in appointments are available.

For additional information or an appointment, call 314- 977-TALK (8255). A counselor is on call 24 hours a day and can also be contacted at 314- 977-TALK (8255) for mental health emergencies. Further information about services and procedures can be found on the [University Counseling Center website](#). Psychiatry appointments are available at the University Student Health Center by calling 314-977-2323.

E. Missouri Lawyers' Assistance Program

The Missouri Lawyers' Assistance Program ("MOLAP") is a professional, confidential counseling program for members of the Missouri Bar, their families, and law students in Missouri. Through a variety of 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 1-800-688-7859. Further information can be found on the [Missouri Bar website](#).

II. Safety

A. University Department of Public Safety

The University Department of Public Safety and Emergency Preparedness ("DPS") is dedicated to maintaining a safe and orderly atmosphere on campus. DPS is in the Wool Center, Room 114, 3545 Lindell Blvd., and can be contacted at 314-977-3000. The School of Law works with DPS and the St. Louis Metropolitan Police Department to address safety concerns. To discuss any safety issues, please contact the Dean of Students. Additional safety information, including crime prevention tips, safety procedures, campus safety notifications, statistics on reported incidents, etc. can be found on the [DPS website](#).

Individuals can report criminal and suspicious activity on the [DPS website](#) or to the University's toll-free hotline at 1-877-525-5669.

B. Safety Tips

When traveling to and from the School of Law to parking facilities and other downtown locations, please be aware of the following safety measures. Security cameras in the areas outside of Scott Hall are monitored by DPS. When walking anywhere try to travel in groups and remain alert and distraction free. For immediate safety concerns, call 911 or DPS at 314-977-3000.

1. University Shuttle and Safety Escorts

The University shuttle runs regularly between Scott Hall and the North and South University campuses. The shuttle schedule can be found on the [University website](#). In addition, the SLU Ride service is available for evening and weekend transportation to and from the North and South University campuses. More information regarding SLU Ride can be found on the [University website](#).

The Downtown St. Louis Community Improvement District offers a service that will provide safety escorts to students around the downtown area. This service is available Monday through Friday, 9:00 a.m. to 1:00 a.m. To schedule this service, contact Downtown St. Louis Community Improvement District at 314-280-4817. The schedule and other information can be found on the [Downtown Community Improvement District website](#).

Students can contact the Scott Hall reception desk on the first floor at 314-977-6370, to reach the security guard and DPS Officer who will assist individuals with safety concerns in getting to and from Scott Hall.

2. Taxicab Service

DPS has contracted with area taxicab companies to provide local transportation to students in emergency situations. If a student becomes stranded in St. Louis without any money, they should call DPS at 314-977-3000. DPS will send a cab to the location, and the student will be taken to the DPS office. The charge for the cab service will be billed to their student account. Students concerned about driving after consuming alcohol may also use this service.

3. Additional DPS Recommended Safety Measures

Walk with others whenever possible, especially at night or in an unfamiliar area. Remain alert and aware of surroundings and pay attention to suspicious persons or activity. Return to a safe place if something does not look right. Park your vehicle in University parking lots or garages. If you must park off campus, choose a well-lit and populated area. Look in and around your car before entering it. Report any suspicious activity or person on campus to DPS at 314-977-3000 or to the St. Louis Metropolitan Police Department at 911.

Students who are involved in a crime should call DPS immediately at 314-977-3000 if the incident occurs on campus or call 911 immediately if the incident occurs off campus. After calling 911, notify DPS as soon as possible. Try to get a good description of the people and any vehicle involved, including a license plate number, if possible.

4. Automobile Emergency

DPS officers will provide jump starts, transportation to obtain emergency gas, and other assistance when locked out of your car.

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

The University annually releases its Annual Security and Fire Safety Report, as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Annual Security and Fire Safety Report contains crime statistics that were reported to a Campus Security Authority or to local police from the three most recent calendar years for occurrences on campus, in or on non-campus buildings or property, and on public property as defined and required by the Clery Act. The report also contains University policies, resources, programs, and information related to safety and security as well as fire safety policies and statistics. The Annual Security and Fire Safety Report is available on the [DPS website](#).

III. Emergency Preparedness and Response

A. Emergency Numbers

- DPS: 314-977-3000 or 911 (calling 911 from a University telephone or on University property automatically alerts DPS)
- 1st Floor Security: 314-977-6370
- Dean's Office: 314-977-2700
- Dean Of Students Office: 314-977-3675

B. Fire or Other Alarm

All alarms must be considered valid unless prior notification has been made announcing the testing of the alarm system. If you discover a fire, pull a fire alarm pull station as you exit the building. Fire alarm pull stations are located next to the enclosed stairwells on each floor. 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. If you have access to a phone, call 911 or 314-977-3000 to notify DPS.

There are at least two fire extinguishers located in the hallways on each floor of the School of Law. However, students should not endanger themselves or others by trying to extinguish a fire.

When an alarm sounds, the alarm system will provide instructions as to whether to evacuate or temporarily remain on a particular floor. Occupants will be instructed to evacuate the floor where the alarm/fire is located and the one floor above and one floor below where the alarm/fire is located. For all other floors, the alarm system will instruct occupants to remain on that floor and await further evacuation and other instructions.

C. Evacuation Procedures

1. Evacuate immediately

At the sound of any fire or other alarm in the School of Law, if instructed by the alarm system to do so, all occupants (faculty, staff, students, and visitors) should immediately and calmly evacuate the building using the nearest exit. Individuals in an area without a ground floor exit should evacuate the building by using the two enclosed stairwells to the ground floor. Do not prop open the doors to the stairwells. Emergency phones located on each floor of the enclosed stairwells can be used to alert emergency personnel of your location, if needed. When on the ground floor, do not stop in the lobby but head directly and quickly for an exit out of the building.

The elevators, including the freight elevator, should not be used. Do not exit through the garage unless the exits on the first floor are not available.

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 enclosed stairwell's landing area of the floor they are on. Emergency personnel have been alerted to check these areas immediately upon their arrival.

2. Report to the designated gathering area to await further information

The School of Law designated evacuee gathering area is the plaza in front of the Civil Courts Building directly across Chestnut Street from Scott Hall. All evacuees should wait in the gathering area for further information or directions. Only DPS can issue the order to return to the building.

3. Individual responsibilities

a. Faculty

Faculty conducting class at the time the alarm sounds are responsible for directing their students to evacuate the building if instructed to do so. Once outside the building, faculty should reconvene with the class in the designated gathering area to account for students who were present in class before the

evacuation.

b. Students

Students in class at the time the alarm sounds are responsible for evacuating the building if instructed to do so and for reconvening with the faculty member and class in the designated gathering area. Students in other areas of the School of Law should evacuate the building and reconvene in the designated gathering area with the faculty/staff/students whom they were with at the time of the alarm.

c. Staff

Employees should evacuate the building and reconvene in the designated gathering area with their office and supervisor.

D. Weather Related Emergency

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

1. Tornado

School of Law occupants should take shelter within an interior room or restroom and avoid any area with glass windows and glass doors. The following areas on each floor of Scott Hall are designated for tornado sheltering. The enclosed stairwells are also designated for tornado sheltering.

- 1st Floor - Hallway behind the elevator bank
- Garage Floors (floors 2, 3, and 4) - Seek shelter on floors 1 or 7
- 5th Floor - Restrooms
- 6th Floor - Restrooms
- 7th Floor - Restrooms and Study Rooms
- 8th Floor - Room 829, Staff and Faculty Lounges, Kitchen, Restrooms
- 9th Floor - Classrooms 905 and 983, Restrooms
- 10th Floor - Interview Rooms 1009, 1036, 1043, Restrooms
- 11th Floor - Restrooms
- 12th Floor - Seek shelter on floor 11 or lower

2. Earthquake

Use the “Drop, Cover, and Hold On” protocol. Individuals should drop to the ground, cover their head and neck with their arms, and seek shelter by going under a sturdy desk or table if nearby and hold on to your shelter. If you have difficulty or are unable to get safely to the floor, get as low as possible protecting your head and neck. Move away from windows or other items that may fall. The elevators should not be used. When the shaking subsides and you can move outside, move away from the building into the designated gathering area away from buildings and electrical wires. Wait for assistance from first responders.

3. Class cancellations due to snow

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

E. Medical Emergency

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

F. Mental Health Emergency

Call the University Counseling Center at 314-977-TALK (8255) for assistance with a student in a mental health emergency. If the emergency is a life-threatening situation, call 911 and DPS at 314-977-3000. University Counseling Center staff are available 24 hours a day, seven days a week to assist. School of Law students, faculty, or staff with specific concerns about the health or well-being of a student should also contact Student Services.

CHAPTER 3: SCHOOL OF LAW (SCOTT HALL) PREMISES

I. Hours and Access

Scott Hall is on card read access only and open to School of Law students, faculty, and staff with their valid University ID card from 6:00 a.m. to Midnight, seven days a week, including University holidays. All individuals are required to exit Scott Hall after midnight.

Students are required to always have their University ID card visible when in Scott Hall. 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 should contact the University Parking, Card and Transportation Services Office at 314-977-2957 or cardservices@slu.edu. Lost, stolen, or damaged University ID cards must be replaced by Parking, Card and Transportation Services immediately at the student's expense.

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 online [Room Reservation Form](#). For further inquiries email Julie Orr, Event Planner, at julie.orr@slu.edu. Organizations and individuals are responsible for cleaning after an event and returning the room to its original setting.

Rooms are available on a first come, first-served 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. Study Rooms

The School of Law has study rooms located on floors 7, 10, and 11. Study rooms are intended to provide space for collaborative work and group study. These guidelines are intended as best practices to maximize the use of the rooms and ensure fairness in their use.

A. Study Room Usage

Access to study rooms is on a first come, first-served basis. Generally, study rooms should be relinquished after three hours. Individual students may use any unoccupied study room, but preference should be given to groups. Groups should use rooms that are appropriate to the number of people in their group. Please reserve the use of larger study rooms for larger groups. Individual students are encouraged to study in the law library, available classrooms, and alcoves on each floor.

During exam periods the demand for study rooms exceeds the number of rooms available; therefore, please be respectful to other students in the amount of time you are occupying the room. During the exam period, groups or individuals should relinquish use of the room after four hours. Student Services may reserve study rooms for individuals taking exams or other uses.

CSO interview rooms (Rooms 1009, 1036, 1041, and 1043) may be used as study rooms when they are not being used by CSO.

B. Study Room Guidelines

Study room windows should not be covered with any material to block visibility into the room. Users of study rooms are responsible for the condition of the room. Please leave the room in good condition for the next users, including erasing the dry erase walls. While study rooms are designed for group use, they are not soundproof. Please maintain reasonable noise levels. Due to the heavy use of study rooms, please remove your belongings if you plan to be out of the room longer than 10 minutes. The School of Law is not responsible for any personal items stolen or damaged while left in a study room.

C. Alternative Options for Group Study/Meetings

Student organizations wanting to schedule a meeting space complete the online [Room Reservation Form](#). Study groups and student organization executive boards may reserve the Student Services Conference Room (Room 1008D) by emailing Joyce Brown at joyce.brown@slu.edu. Groups of two or more can reserve the room for up to two hours at a time. Student Services, CSO, The Academic Resources Center, and the Office of Development & Alumni Relations have priority in reserving Room 1008D.

IV. Bulletin Boards

Bulletin boards are located throughout the School of Law and are available for 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, email address, name of organization, or name of an individual) to identify the person or organization sponsoring the announced service 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, windows, and walls.

V. Lockers

Lockers are available on floors 10 and 11 for a rental 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 renting a locker and removing items at the end of the year.

VI. Smoking

The use of all tobacco products is prohibited in both indoor and outdoor spaces at the University, including the School of Law. For this policy, “tobacco” is defined to include, but not limited to, any lit cigarette, cigar, pipe, bidis, clove cigarette, e-cigarettes, or any other smoking product; smokeless or spit tobacco; and any other tobacco product or device not approved by the FDA for the strict purpose of tobacco cessation. This policy applies to all students, faculty, staff, and visitors.

VII. Lost and Found

The Circulation Desk of the Law Library (located on floor 6) is the lost and found area for the School of Law. Please bring all items found on the School of Law premises to the Circulation Desk.

VIII. Food and Beverages

Chris' at The Docket is located on floor 1 of Scott Hall and serves food and beverages. Vending machines, refrigerators and microwave ovens are in the student lounge on floor 11. Vending machines are also located on floors 8 and 10. Rules regarding eating and drinking in the classroom are at the discretion of individual faculty members.

IX. 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 a concealed carry law.

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 University website.

Students who have not made satisfactory settlement with Student Accounts for 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 will any diploma or transcript be issued, to a student who has an outstanding debt to the University.

After registering, students must make financial arrangements 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. 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.

J.D. and LL.M. Tuition for the 2023-2024 Academic Year (subject to change at any time)

Full-time tuition (12 or more credit hours)	\$24,020 per semester \$48,040 per year (fall/spring)
Part-time tuition (8-11 credit hours)	\$17,530 per semester \$35,060 per year (fall/spring)
Hourly tuition (1-7 credit hours)	\$2,280 per credit hour
Summer 2023 tuition	\$1,500 per credit hour (1-3 credit hours) \$6,000 flat (4-7 credit hours)

Mandatory Fees for the 2023-2024 Academic Year (subject to change at any time)

Student Activity Fee	\$30 (per semester)
University Fee (12 or more credit hours)	\$357 (per semester)
University Fee (less than 12 credit hours)	\$205 (per semester)

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 2 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

Fall and Spring Semesters		Summer Semester	
First Week of Classes	100%	First Week of Classes	100%
Second Week of Classes	100%	Second Week of Classes	80%
Third Week of Classes	90%	Third Week of Classes	60%
Fourth Week of Classes	80%	After Third Week	0%
Fifth Week of Classes	70%		
After Fifth Week	0%		

Tuition refunds after the 100% week(s) of classes are only applicable to students who withdraw from all 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 School of Law Financial Services Office for detailed information.

E. Employer Billing

Students whose employers pay tuition may arrange for third-party billing. Students should contact the School of Law Financial Services Office for detailed information. 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 includes 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, field placement, 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 currently no federal grants available for law students. To apply, students must start by filing the Free Application for Federal Student Aid (“FAFSA”) each year. 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”). Interest begins to accrue on the loan once the funds are disbursed. Eligibility for 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 April 1 via [studentaid.gov](#).

A student enrolled at least half-time may borrow up to the [cost of attendance](#) less other aid. 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, Legal Services of Eastern Missouri, and SSM Healthcare 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 Unsubsidized loans or Direct PLUS loans. Although students may be eligible, FWS is not automatically awarded, and funding cannot be guaranteed. Please contact the School of Law Financial Services 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 their cost of attendance budget (“COA”). Per University practice, a student cannot receive financial assistance in excess of their 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 for program completion are 150% of the required credit

hours for the program. Therefore, 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.

2) Qualitative Measurement Requirement

Students must maintain a cumulative grade point average (“CGPA”) of 2.000 to demonstrate satisfactory academic progress. The 2.000 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. 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, I, and F.

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 2.000, 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 Termination of Aid Appeal form on the [University Financial Aid website](#). Students should contact the School of Law Financial Services Office for assistance.

6) Regaining eligibility

A student terminated from receiving Title IV aid may regain eligibility upon obtaining a CGPA of at least 2.000 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. Private Loans

Private loans are available to law students. Most lenders require enrollment in at least six credit hours and a good credit history. A credit-worthy co-signer could help with loan approval or lower the interest rate. The lender has discretion on loan approval. Most private loan programs have similar eligibility requirements and borrowing limits. They differ mainly in repayment options. Private loans can be used to assist with tuition, fees, books, or living expenses associated with attending school. There are also specific private loans available for students preparing for the bar exam.

C. Emergency Loans

The School of Law has several emergency loan funds to assist students during their legal education and 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 School of Law Financial Services Office regarding the emergency loan funds.

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 preparation coursework. Applicants must 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 Scholar

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 number of students for their outstanding academic achievements. The program awards a limited number of 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 if 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 if the student remains in good academic standing.

3. Deans Honor Scholarship

J.D. 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 and 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 in fewer than 12 hours will receive the scholarship for six semesters (three years). The Deans Honor Scholarship will be renewed each semester if the student remains in good academic standing. Awards will be determined after spring semester first year rankings are released, with notifications sent to students in July.

4. Scholarship Retention Policy

Per the student's scholarship agreement letter, the scholarship will be renewed automatically each semester assuming they remain in good academic standing. If the student is no longer in good academic standing, the student will be on academic progress provisional status for the succeeding semester. During the provisional semester, the student will receive their scholarship. If at the end of the provisional semester, the student is still not in good academic standing, the student's eligibility for scholarship will be terminated for future enrollment periods. If the student returns to good academic standing, the student can automatically receive the original scholarship amount for future enrollment periods. Students serving a suspension will receive their scholarship again after their suspension ends unless otherwise informed of a change in their scholarship eligibility.

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 their 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. Private 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 Services website](#). The School of Law does not control these funds. All questions regarding private 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 Analysis, Research, and Communication instructors, librarians who teach law school classes, and visiting and adjunct professors.
 - (6) Hearing Panel – A panel designated to adjudicate a particular case.
 - (7) Honor Code – The Student Honor Code of the Law School.
 - (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.
 - (12) Plagiarism Policy – The Saint Louis University School of Law Plagiarism Policy Statement adopted by the Law School faculty, as amended.
 - (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.
- (15) Respondent – Any person who is accused of having violated the Honor Code while a student.
- (16) SBA – Student Bar Association.
- (17) Student – A person who is or was enrolled in one or more courses at the Law School.
- (18) 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.
- Sec. 5-3 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.
- Sec. 5-4 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.
- Sec. 5-5 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.
- Sec. 5-6 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.

- Sec. 5-7 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 Council 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.
- Sec. 5-8 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.
- Sec. 5-9 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 or for a co-curricular activity connected with 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

The following paragraph was written by a student author, Mary M. Wynne, and published as a Comment in *The Saint Louis University Law Journal: Primary Liability Amongst Secondary Actors: Why the Second Circuit's "Bright Line" Standard Should Prevail*, 44 St. Louis U. L.J. 1607, 1608 (2000).

EXCERPT FROM COMMENT BY MARY WYNNE:

Although the need for securities regulation may be obvious today, such was not always the case.⁵ It was not until the beginning of the 20th century that "[t]he idea that the general public ha[d] an interest in the control of the exchanges" came into fruition.⁶ 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.⁷ 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.⁸

5. See generally Steve Thel, *The Original Conception of Section 10(b) of the Securities Exchange Act*, 42 STAN. L. REV. 385, 394 (1990).

6. *Id.*

7. Kyle M. Globerman, *The Elusive and Changing Definition of a Security: One Test Fits All*, 51 FLA. L. REV. 271, 277, (1999) (Globerman noted the problems of the securities market prior to federal legislation, stating: "The absence of federal regulations and disparity in state legislation provided fertile ground for fraudulent and deceptive trading in securities leading to illusory market strength.").

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.¹

1. See generally Mary M. Wynne, Comment, *Primary Liability Amongst Secondary Actors: Why the Second Circuit's "Bright Line" Standard Should Prevail*, 44 ST. LOUIS U. L.J. 1607, 1608 (2000), and Steve Thel, *The Original Conception of Section 10(b) of the Securities Exchange Act*, 42 STAN. L. REV. 385, 394 (1990).

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".¹

1. Mary M. Wynne, Comment, *Primary Liability Amongst Secondary Actors: Why the Second Circuit's "Bright Line" Standard Should Prevail*, 44 ST. LOUIS U. L.J. 1607, 1608 (2000), quoting Steve Thel, *The Original Conception of Section 10(b) of the Securities Exchange Act*, 42 STAN. L. REV. 385, 394 (1990).

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.¹ The stock market crash of 1929 taught everyone that there was a strong public interest in securities regulation.² In addition, the 1929 crash was caused by the false appearance of market vitality resulting from widespread fraud in stock trading practices.³

1. Mary M. Wynne, Comment, *Primary Liability Amongst Secondary Actors: Why the Second Circuit's "Bright Line" Standard Should Prevail*, 44 ST. LOUIS U. L.J. 1607, 1608 (2000), citing Steve Thel, *The Original Conception of Section 10(b) of the Securities Exchange Act*, 42 STAN. L. REV. 385, 394 (1990) (emergence of public interest in securities regulation).

2. Wynne, *supra* note 1, at 1608, citing Kyle M. Globerman, *The Elusive and Changing Definition of a Security: One Test Fits All*, 51 FLA. L. REV. 271, 278-80 (1999) (noting the importance of the 1929 crash and illusory market strength resulting from fraudulent 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.

1. Steve Thel, *The Original Conception of Section 10(b) of the Securities Exchange Act*, 42 STAN. L. REV. 385, 394 (1990).

2. Kyle M. Globerman, *The Elusive and Changing Definition of a Security: One Test Fits All*, 51 FLA. L. REV. 271, 277 (1999).

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

1. Mary M. Wynne, Comment, *Primary Liability Amongst Secondary Actors: Why the Second Circuit's "Bright Line" Standard Should Prevail*, 44 ST. LOUIS U. L.J. 1607, 1608 (2000), citing Steve Thel, *The Original Conception of Section 10(b) of the Securities Exchange Act*, 42 STAN. L. REV. 385, 394 (1990).

2. Wynne, *supra* note 1, at 1608, citing Kyle M. Globerman, *The Elusive and Changing Definition of a Security: One Test Fits All*, 51 FLA. L. REV. 271, 277 (1999).

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 “teach . . . students what plagiarism is and how to avoid it.” Terri Le Clercq, *Failure to Teach: Due Process and Law School Plagiarism*, 49 JOURNAL OF LEGAL EDUCATION 236 (1999) (describing surveys and recommendations by a committee of the Legal Writing Institute).

Most law school plagiarism statements are based on a document now entitled *What Is Plagiarism?* from *Sources: Their Use and Acknowledgement*, published by Dartmouth College in 1998 (first edition, 1960). (Copyright © 1998 Trustees of Dartmouth College www.Dartmouth.edu/~sources.) An earlier edition of the Dartmouth statement, which combines definitions, explanations, and illustrations of plagiarism, is reproduced as an appendix in a NOLPE monograph by Ralph D. Mawdsley entitled *Legal Aspects of Plagiarism* (1985 edition) and *Academic Misconduct: Cheating and Plagiarism* (1994 edition). The Dartmouth model was the basis for a plagiarism policy statement provided by Robert D. Bills, *Plagiarism in Law School: Close Resemblance of the Worst Kind?*, 31 SANTA CLARA LAW REVIEW 103, 123-30 (1990). See also Patsy W. Thomley, *In Search of a Plagiarism Policy*, 16 NORTHERN KENTUCKY LAW REVIEW 502 (1989). Thomley’s article contains on pp. 516-19 a statement by Louis J. Sirico, Jr., entitled *Primer on Plagiarism*. Explanations and examples of plagiarism are also provided in Elizabeth Fajans and Mary R. Falk, *Scholarly Writing for Law Students* (2nd ed. West 2000), pp. 112-14. In addition, the *Plagiarism Policy and Guidelines* prepared for the University of Missouri—Kansas City Law School by Julie M. Cheslik in 1990 also uses explanations, guidelines, and illustrations and is available on the UMKC website (<http://www.law.umkc.edu>). More elaborate examples of the same basic format are: (1) *Law School Plagiarism v. Proper Attribution* (2003) by the Legal Writing Institute, available at <http://www.lwionline.org>; and (2) *Citing Responsibly: A Guide to Avoiding Plagiarism* (2002) by the George Washington University Law School’s Committee on Academic Integrity, available at <http://www.law.gwu.edu>.

CHAPTER 7: ACADEMIC PROGRAMS

J.D. students are admitted to the full-time program or 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. Classifications include full-time (L1, L2, L3), part-time evening (P1, P2, P3, P4), part-time day (Y1, Y2, Y3, Y4), 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 and direct any questions or corrections to the Registrar. Students in their first year of the full-time or part-time program cannot take any courses, whether for credit or no credit, other than their assigned first year core curriculum courses.

I. Full-time J.D. Program

Students must complete 91 credit hours to receive their J.D. Full-time students generally complete their J.D. in three years, taking between 12 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 two semesters, students may enroll in courses in the evening subject to seat availability. Students may also take credit hours during the summer semester.

A. First Year Core Curriculum

Full-time students complete their required first year core curriculum in two semesters scheduled as follows. Students must also satisfactorily complete the Core Grammar for Lawyers program in their first semester.

Fall Semester (15 credit hours)	Spring Semester (15 credit hours)
Civil Procedure I (4 hours)	Constitutional Law I (3 hours)
Criminal Law (3 hours)	Contracts (4 hours)
Torts (4 hours)	Property (4 hours)
Legal Analysis, Research and Communication I (3 hours)	Legal Analysis, Research and Communication II (3 hours)
Introduction to Legal Studies (1 hour)	Law Office Technology (1 hour)

B. Upper Division Required Curriculum

Full-time students must also complete with a passing grade the following courses to graduate:

1. Legal Profession
2. Seminar
3. Six credit hours of Experiential courses (courses designated with an "E")

II. Part-time J.D. Programs

Students must complete 91 credit hours to receive their J.D. Part-time students generally

complete their J.D. in four to five years, taking between eight and 11 credit hours each fall and spring semester. Students may also take credit hours during the summer semester. Classes in the part-time evening program are scheduled Monday through Thursday between 6:00 p.m. and 10:00 p.m., with occasional electives scheduled to start at 4:00 p.m. or on Saturday. After the first two semesters, students in the part-time evening program may elect to take courses during the day, subject to seat availability.

A. First Year Core Curriculum

1. Part-time Evening

Part-time evening students complete their required first year core curriculum in two years by taking courses scheduled in the evening. Some classes will include both part-time evening students in their first year and part-time evening students in their second year. Course sequencing will be determined based upon the matriculating year (even numbered or odd numbered year). The course sequence is as follows. Students must also satisfactorily complete the Core Grammar for Lawyers program in their first semester.

a. Even Academic Years (i.e., Fall 2022 and Spring 2023)

Year One Fall (11 credit hours)	Year One Spring (11 credit hours)
Constitutional Law I (3 hours)	Civil Procedure (4 hours)
Property (4 hours)	Legal Profession (3 hours)
Legal Analysis, Research and Communication I (3 hours)	Legal Analysis, Research and Communication II (3 hours)
Introduction to Legal Studies (1 hour)	Law Office Technology (1 hour)
Year Two Fall (up to 11 credit hours)	Year Two Spring (up to 11 credit hours)
Criminal Law (3 hours)	Contracts (4 hours)
Torts (4 hours)	Electives (up to 7 hours)
Electives (up to 4 hours)	

b. Odd Academic Years (i.e., Fall 2023 and Spring 2024)

Year One Fall (11 credit hours)	Year One Spring (11 credit hours)
Criminal Law (3 hours)	Contracts (4 hours)
Torts (4 hours)	Legal Profession (3 hours)
Legal Analysis, Research and Communication II (3 hours)	Legal Analysis, Research and Communication II (3 hours)
Introduction to Legal Studies (1 hours)	Law Office Technology (1 hour)
Year Two Fall (up to 11 credit hours)	Year Two Spring (up to 11 credit hours)
Constitutional Law I (3 hours)	Civil Procedure (4 hours)
Property (4 hours)	Electives (up to 7 hours)
Electives (up to 4 hours)	

2. Part-time Day

Part-time day students complete their required first year core curriculum in two years by taking courses scheduled during the day as follows. Students must also satisfactorily complete the Core Grammar for Lawyers program in their first semester.

Year One Fall (11 credit hours)	Year One Spring (11 credit hours)
Civil Procedure (4 hours)	Constitutional Law I (3 hours)
Criminal Law (3 hours)	Contracts (4 hours)
Legal Analysis, Research and Communication I (3 hours)	Legal Analysis, Research and Communication II (3 hours)
Introduction to Legal Studies (1 hour)	Law Office Technology (1 hour)
Year Two Fall (up to 11 credit hours)	Year Two Spring (up to 11 credit hours)
Torts (4 hours)	Property (4 hours)
Electives (up to 7 hours)	Legal Profession (3 hours)
	Electives (up to 4 hours)

B. Upper Division Required Curriculum

Part-time students must also complete with a passing grade the following courses to graduate. Upper division required courses and most 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.

1. Legal Profession
2. Seminar
3. Six credit hours of Experiential courses (courses designated with an “E”)

III. Two-Year J.D. for Foreign Lawyers

The School of Law offers a Two-Year J.D. for Foreign Lawyers program enabling highly qualified candidates who have received their first degree in law outside of the United States to earn their J.D. in four semesters by granting them advanced standing based on their prior law studies. The Two-Year J.D. is designed for foreign lawyers who would like to enhance their professional training by earning the same degree held by U.S. lawyers, but in a shorter amount of time. Two-Year J.D. students attend classes with students in the traditional J.D. program and can participate fully in other academic and co-curricular opportunities. In addition to earning a credential that may enhance their home country practice, Two-Year J.D. students may sit for the bar exam in any state after successful completion of the program, although additional eligibility requirements must be satisfied in all states.

A. Requirements for Admission

To be eligible for admission, applicants must satisfy the following requirements. The School of Law requires the use of the LSAC Credential Assembly Service, including International Credential Evaluation, in applying for admission to the Two-Year J.D. program. The School of Law requires that all documentation be submitted in English or with an English translation.

1. Hold a first degree in law from a university or law school outside of the United States that qualifies the applicant for bar admission in the home country.

2. Have outstanding academic credentials and demonstrated excellence in professional career activities.

3. Complete an application for admission to the Two-Year J.D. program and submit all supporting documentation required in such application, including official transcripts and diplomas, two letters of recommendation, professional resume, and personal statement.

4. Submit an official LSAT score reported within the past three years that demonstrates the potential to succeed in the program.

5. If the language of instruction in the applicant's first law degree program was other than English, demonstrate a high level of spoken and written English proficiency by submitting an official TOEFL report with a score of 100 or above or an official IELTS report with a score of 7.5 or above.

B. Curriculum Requirements and Information

1. Students must complete 91 credit hours to receive their J.D. Students admitted to the Two-Year J.D. program will be granted advanced standing and may be permitted to transfer a maximum of 30 hours of academic credit earned at their first law degree granting university or law school. Credit will be granted only for courses completed at the applicant's undergraduate law school with a grade of B- or higher and that are similar to courses offered at the School of Law. Students must complete their remaining credit hours while in residence at the School of Law.

2. First Year Core Curriculum Requirements

In year one, students must earn 30 credit hours by completing all first year core curriculum courses, as listed in Section I., A. above.

3. Other Required Courses

In year two, students must complete with a passing grade the minimum of 31 credit hours through a combination of required courses and electives, including:

- a. Legal Profession
- b. Seminar
- c. Six credit hours of Experiential courses (courses designated with an "E")

4. Students planning to sit for a bar exam in the United States upon completion of the Two-Year J.D. are strongly advised to enroll in the following courses for bar preparation purposes: Business Associations, Constitutional Law II, Criminal Procedure: Investigation, Evidence, and Wills and Trusts.

5. In compliance with Chapter 9, Section VI, A of this Handbook, students may choose to take up to six elective credit hours in graduate level courses in another school or department of the University with the prior written approval of the Director of the Two-Year J.D. Program and the Dean of Students.

IV. Dual Degree Programs

Students admitted to a dual degree program start in the School of Law. After completion of the

first year core curriculum, students will enroll in courses in one or both degree programs depending upon the specific curriculum set for each program. For more information on dual degree programs, see Chapter 8 of this Handbook.

V. LL.M. Programs

A. LL.M. in Health Law

The LL.M. in Health Law is a graduate program for individuals who have completed a J.D. and are seeking to develop an expertise in health care law. The program primarily serves two groups: 1) those who 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 within the University outside the School of Law in approved, relevant disciplines. Students may choose to participate in the program full-time for one year, or part-time for two years. For more information on the LL.M. in Health Law program, please contact the Executive Director, Center for Health Law Studies.

B. LL.M. in American Law for Foreign Lawyers

The Center for International and Comparative Law offers an LL.M. in American Law for Foreign Lawyers. This one-year graduate degree program 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 Law, with a focus on the United States legal system. For more information on the LL.M. in American Law for Foreign Lawyers, please contact Professor Ira H. Trako, Associate Director, Center for International and Comparative Law.

VI. Study Abroad Programs

To enroll in all the study abroad programs, students must be in good academic standing and not on academic probation at the time of the application. Students are responsible for incidental expenses, airfare, ground transportation, lodging, meals, and medical insurance. Students will pay tuition and fees to the School of Law while studying abroad and must purchase the University's International Health Insurance. Students who successfully complete the courses abroad receive credit toward their J.D. Except for the Summer Madrid Program, students typically take at least 12 credit hours during their study abroad and a maximum of 14 credit hours and these credit hours will not be calculated into the student's CGPA.

The programs' application is submitted to the Associate Director, Center for International and Comparative Law.

A. Study in Spain

The Center for International and Comparative Law offers the Summer Law Program in Madrid. It is offered during the first six weeks of the summer in the beautiful, culturally rich, and exciting European capitol city of Madrid. This program takes place on the University'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 School of Law faculty members, who have extensive experience in specialized subject matter areas. The credit hours obtained during the Summer Law Program in Madrid will be calculated into the student's CGPA.

B. Study in France

Students may study law for one semester at one of three institutions located in France: Université de Toulouse, Université Paris-Dauphine, or Université d'Orléans. Université Paris Dauphine specializes exclusively in the areas of business and commercial law. Students wishing to participate in the Paris-Dauphine and the Toulouse program do not have to be fluent in French as the language of instruction is English. Students wishing to participate in the Orléans program must be fluent in French as the language of instruction is French. Students wishing to participate in courses in a language other than English must demonstrate a sufficient fluency in the language of study.

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 allows students to enroll in courses in which the language of instruction is German. Students wishing to participate in courses in a language other than English must demonstrate a sufficient fluency in the language of study.

D. Study in Ireland

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.

E. Study in China

Students may study for one semester at one of two institutions located in Nanjing, China: Nanjing University Law School and Hohai University School of Law. Nanjing University is a nationally renowned university in China, with expertise ranging from Chinese criminal law to international business law. The Hohai School of Law has expertise in environmental law, hydraulic engineering, water resources, and ocean engineering. Students wishing to participate in the Nanjing University Law School program do not have to be fluent in Chinese as the language of instruction is English. Students wishing to participate in the Hohei University School of Law program must be fluent in Chinese as the language of instruction is Chinese.

CHAPTER 8: ACADEMIC AREAS OF STUDY

The School of Law offers the following specialized areas of study while working toward the J.D. degree through concentrations and dual degree programs.

I. Concentrations

Students may earn a concentration in the following areas after successful completion of curricular and co-curricular requirements. Students interested in pursuing a concentration should contact the concentration advisors for advice and counseling.

A. *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 credit hours of approved coursework and write a substantial, 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 or Employment Law (students are strongly encouraged to take this foundational 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 consider the Employment Law semester in Washington D.C. program in the spring of their third (or final) year. Students can participate in field placements through the School of Law Clinic as well. Students have been placed in past years with the Equal Employment Opportunity Commission, the National Labor Relations Board, the Missouri Human Rights Commission, and the Civil Rights Enforcement Agency for the City of St. Louis (although the credit hours earned through these externships will not count toward the concentration).

The following regularly offered employment law courses and seminars count toward the concentration: Labor Law, Employment Law, Employment Discrimination, Disability Law, Alternative Dispute Resolution, Workers' Compensation, Employment Law Field Placement in Washington D.C., Employee Benefits Law, Sports Law: Labor Wrangling, and employment law seminars. In addition, students will receive concentration credits for serving as a staff editor and/or on the editorial board of the ABA Journal of Labor & Employment Law. Credit for directed research projects is also available with advisor approval. Please check the registration materials for more information.

To earn the concentration students also must complete the following requirements:

1. Attendance and participation in four activities associated with the Wefel Center for Employment Law and/or the Employment Law Association at least once every semester during their second and third years. Participation includes a short reflection paper, but event planners may also require submission of questions for the speaker or speakers in advance, or some combination of questions before and reflection after.

2. Demonstrated completion of a substantial practical experience or a substantial practical exposure to the field of employment law. Students must demonstrate that they worked in a position that had substantial labor or employment law component (such as listed above), attended networking and career events sponsored by the Wefel Center for Employment Law, or joined a professional

organization with a focus on labor or employment law and attending at least one event every semester during their second and third years.

For further information, students are encouraged to check the School of Law website for the Wefel Center for Employment Law and employment law concentration program, or to contact the concentration faculty advisor.

B. 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 for 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 at the Canvas “Law School Concentration” page or from the Program Coordinator 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 higher in a minimum of 10 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 Field Placement Program (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 year. In special circumstances and with prior approval from the faculty advisor, students may satisfy this requirement through a non-credit work experience in a practice setting which includes significant research and drafting relating to health care law as part of part-time or summer employment. Students must secure approval before the non-credit work experience begins and submit evidence of completion at the end of the employment experience. Non-credit work experience requires 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 faculty advisor. Papers completed for a health law seminar, the Journal of Health Law & Policy note, or approved directed research will fulfill 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 of those presentations. Part-time 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 two to four page 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.

C. Concentration in Intellectual Property Law

The Concentration in Intellectual Property Law emphasizes the legal doctrines, analytical tools, and skills lawyers need to competently represent their clients' intellectual property needs. It offers students specialization via courses, simulations, and activities that will expose them to the legal and practical issues that arise in intellectual property law.

Satisfactory completion of the IP Concentration requires a minimum of 11 credit hours of intellectual property law courses with a satisfactory grade (C or higher), including:

1. the Intellectual Property Survey course,
2. at least one intellectual property law core course; (Patent Law, Copyright Law, or Trademark and Unfair Competition Law),
3. at least five credit hours of elective intellectual property law courses (with the option of taking one cross-disciplinary course),
4. a significant scholarly writing which demonstrates the student's ability to conduct in-depth research and exhibit an understanding of policy issues that affect Intellectual property law,
5. participation in an experiential course or activity that applies intellectual property theory in a practice setting (such as patent drafting, intellectual property licensing, an intellectual property competition, or intellectual property field placement) or another activity that is approved, in advance, by the concentration advisor, and
6. participation in a minimum of two approved professional and/or co-curricular activities.

D. 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 recognizes J.D. students who complete a required course of study and co-curricular activities in international and/or comparative law offered through the Center for International and Comparative Law. A student earns the Concentration in

International and Comparative Law by completing the following requirements. Students interested in pursuing a concentration should contact the concentration advisor.

1. Apply for the Concentration in International and Comparative Law

Students must complete an application, available online or from the Associate Director of the Center for International and Comparative Law. 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. Course requirements

Students must obtain a grade of C or higher in a minimum of 10 credit hours in designated international and/or comparative law courses, including the foundational International Law course. Courses and seminars which may be used to satisfy this requirement are updated during each registration period and designated as international and comparative law courses. If a student earns a failing grade in an international and comparative law concentration course or seminar, their eligibility to earn the concentration is subject to the discretion of the faculty advisor. Students must meet with the faculty advisor if they earn a grade of C or lower in an international and comparative law concentration course or seminar. Credits from School of Law exchange programs and the Summer Law Program in Madrid may satisfy some of the requirements for the concentration. The concentration faculty advisor has discretion to approve individually crafted programs of study.

3. Practical experience

Students must gain substantial practical experience in an international and/or comparative law practice setting. This requirement may be completed through one semester of the School of Law Legal Clinic or Field Placement program in international or comparative law; working in a non-credit internship in a practice setting in the United States or abroad; or attending an international or comparative law conference such as those organized by the American Bar Association Section of International Law, the International Law Student Association, or other applicable organizations, followed by a two page reflection paper submitted within 30 days of the event or conference, and a follow-up meeting with the Associate Director of the Center for International and Comparative Law.

4. Writing requirement

Students must submit a substantial research paper or a publishable international and/or comparative law paper to be reviewed and approved by the Associate Director of the Center for International and Comparative Law. Papers completed for a seminar course, directed research or the *Jessup International Law Moot Court* memorandum may satisfy this requirement.

5. Colloquia attendance and three critical summaries

Students must show significant participation in Center for International and Comparative Law activities, including co-curricular undertakings with student involvement and written reflection. Students must attend at least three speaker events and submit three critical summaries over the course of their law school career that focuses on the subject matter within the International and Comparative Law Concentration. Students are encouraged to begin fulfilling this requirement during their first year

of law school. Part-time evening students and students with documented class conflicts may view recorded presentations to fulfill the attendance requirement. The critical summaries should consist of a two page evaluation of the information presented by the speaker and the student's evaluation of the presentation. Summaries are due within 30 days of the presentation. Summaries are not accepted after the end of semester in which presentation occurred and should be submitted to the Associate Director of the Center for International and Comparative Law.

II. Dual Degree Programs

The School of Law jointly sponsors interdisciplinary, dual degree programs with other graduate programs in the University. Dual degree students must fulfill all entrance requirements for 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. Admission to the graduate program of study is not guaranteed by admission 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 the Albert Gnaegi Center for Health Care Ethics for students already accepted to the School of Law. Applications 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 core curriculum requirements before beginning classes in the other program. Students may receive up to nine hours of credit toward their J.D. degree through completion of dual degree courses. While credits apply and appear on the student's transcript, grades received in these courses are not calculated in the School of Law CGPA.

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

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 Center 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 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 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 the Executive Director of the Center for Health Law Studies and the Ph.D. Program Director in the Center for Health Care Ethics.

B. Juris Doctor/Master of Accounting

The School of Law and the Richard A. Chaifetz School of Business jointly administer the degrees of J.D. and Master of Accounting (“MACC”). Prospective students apply separately to each program.

Students in the J.D./MACC program enroll in the 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.

C. Juris Doctor/Master of Business Administration

The School of Law and the Richard A. Chaifetz School of Business jointly administer programs leading to the degrees of J.D. and Master of Business Administration (“MBA”). Prospective students apply separately to each program.

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 School of Business the summer immediately following completion of their first year core curriculum courses or the completion of their second year and complete the M.B.A. coursework in three sequential semesters (summer, fall, and spring). During each of these semesters, students typically enroll in business and law school courses. Students then complete their J.D. coursework in the remaining semesters.

Students who start in the part-time program and who thereafter enroll in full-time J.D. course work, may be able to complete the dual degree depending on course scheduling in both the School of Law and School of Business. Students must complete all 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. Students complete their first year core curriculum courses in the School of Law part-time program. Students then enroll in the School of Business 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 a J.D./M.H.A. program. 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 and Social Justice.

Students must fulfill all admission requirements for the School of Law and the College for Public Health and Social Justice and must apply to each program separately. Students can apply during the

same admission period or can wait and apply to the M.H.A. program during their first year in the School of Law. The College for Public Health and Social Justice accepts some application materials from the School of Law, including the LSAT score. Unless otherwise published the deadline for applications is February 1 of the student's second semester of law school. For applications or further information, contact the Executive Director of the Center for Health Law Studies or the Director of Admissions, College for Public Health and Social Justice.

E. Juris Doctor/Master of Science in Law and Sociology and Anthropology

The School of Law and the Department of Sociology and Anthropology offer a J.D./M.S. in Law and Sociology and Anthropology. 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 all first year core curriculum courses before beginning coursework in sociology and anthropology. Students wishing to enter the J.D./M.S. 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.

F. 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 all first year core curriculum courses before beginning coursework in political science. 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.

G. 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 and Social Justice. Students are required to complete a 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 and Social Justice. The J.D./M.P.H. program can be completed in four years.

Students 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 can wait and complete the College for Public Health and Social Justice application during their first year in the School of Law. The College for Public Health and Social Justice accepts some application materials from the School of Law, including the LSAT score. Unless otherwise published, the deadline for applications is February 1 of the student's second semester of law school. For applications or further information, contact the Executive Director of the Center for Health Law Studies or the Director of Admissions, College for Public Health and Social Justice.

H. 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. Additional information on the J.D./M.S.W. program is available on the [School of Social Work website](#).

III. Graduate Minor in Women's and Gender Studies

Students can earn a Graduate Minor in Women's and Gender Studies from the Women's and Gender Studies Program within the regular time to earn a J.D. Students complete this minor by taking the following courses in the Women's and Gender Studies program: Feminist Theory (3 hours) and Feminist Epistemologies (3 hours), and a law school course approved by the Women's and Gender Studies Program. The six hours of courses in Women's and Gender Studies can be applied to the 91 hours required to earn the J.D. To request credit for these six hours, students must complete the Request to Take Courses Outside the School of Law form available on the School of Law website. Students interested in this minor program should contact Professor Constance Wagner in the School of Law. Further information is available on the [Women's and Gender Studies website](#).

CHAPTER 9: ACADEMIC REQUIREMENTS

I. Credit Hours and Grade Point Average

The unit of credit is the credit hour. Per ABA Standards and Rules of Procedure for Approval of Law Schools (“ABA Standards”) 310, a credit hour is an amount of work that reasonably approximates: (1) not less than one hour of classroom or direct faculty instruction and two hours of out-of-class student work per week for fifteen weeks, or the equivalent amount of work over a different amount of time; or (2) at least the equivalent amount of work as required in subparagraph (1) of this definition for other academic activities as established by the School of Law, including simulation, field placement, clinical, co-curricular, and other academic work leading to the award of credit hours. For purposes of determining credit granted, 50 minutes suffices for one hour of classroom or direct faculty instructions. An “hour” for out of class student work is 60 minutes, and the fifteen-week period may include one week for a final examination.

Per ABA Standard 311(a), students must receive at least 64 hours of credit toward the 91 credit hours required for graduation in courses that require attendance in regularly scheduled classroom sessions or direct faculty instruction. Examples of courses that do not qualify as such include, but are not limited to, field placements, directed research, law journals, teaching assistants and teaching fellows, competition based advocacy, and non-law school courses taken outside of the School of Law (including courses taken as part of a dual degree program).

When a paper is required for part or full credit in any course, directed research, seminar, or a School of Law 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 School of Law courses.

The CGPA is calculated by adding the total number of quality points awarded for each letter grade and dividing it by the total number of credit hours attempted. The hours for courses in which a failing (F) grade is assigned are counted in the number of credit hours attempted. Grades in courses taken outside the School of Law, including at another law school, are not included in calculating the CGPA. Pass/no-pass grades, grades for directed research, and grades received in courses designated with “X” on the transcript are not calculated into the School of Law CGPA.

II. Attendance

Per ABA Standard 308(a), all students are required to attend all classes in which they are enrolled and be punctual and prepared for class discussion. Students may encounter illness, emergency situations, or other unanticipated events that cause absence from one or more classes. Such absences may still be considered non-attendance. Students are encouraged to notify the Dean of Students of any issues that may affect their ability to comply with School of Law expectations and requirements.

In compliance with ABA Standard 308(a), 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. Faculty members must notify students at the beginning of the semester of the rules and potential sanctions for attendance policy violations.

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 do so on their behalf.

III. Recording of Classes

The general policy of the School of Law prohibits 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. Extraordinary circumstances allowing a student to ask permission of a faculty member to record a class are generally events that are unforeseen and unable to be rescheduled by the student and 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 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 recordings 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.

IV. J.D. Curriculum Requirements

A. 91 Credit Hours

Students must complete with a passing grade a minimum of 91 credit hours of course work with a CGPA of 2.100 or higher. Students in an approved dual degree program are required to earn a minimum of 82 credit hours in School of Law courses.

B. First Year Core Curriculum Courses

Students must complete with a passing grade all first year core curriculum courses as listed in Chapter 7, Sections I.,A., II.,A.,1., II.,A.,2., or III.,B.,2. of this Handbook. Students in their first year of the full-time or part-time program cannot take any courses, whether for credit or no credit, other than their assigned first year core curriculum courses.

C. Core Grammar for Lawyers

All J.D. students, except those who transfer into the School of Law with advanced standing, are required to complete Core Grammar for Lawyers (“CGL”) in their first year. CGL is an online, self-directed program that will assist in learning and reinforcing important rules of grammar, punctuation, and writing style that serve as the basis for effective legal writing. Students who complete the post-test with a score of at least 80% will fulfill the CGL graduation requirement. The timeline to complete the components of CGL is provided to incoming first year students prior to the beginning of classes. Students do not earn credit hours for completing CGL.

D. Upper Division Course Requirements

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

1. Seminar

Seminars involve a small group of students, who engage in extensive research and discussion under a faculty member's supervision. Seminars must include a thesis-driven research paper that is at least 20-25 pages in length. Ordinarily a seminar student must be required to: (1) provide a preliminary draft critiqued by the faculty member and returned prior to the preparation of the final written product, (2) present the paper to the class, (3) critique other students' presentations and drafts, and (4) submit a final written product. A journal comment/note or directed research will not satisfy the seminar requirement.

2. Experiential Courses

All students must complete with a passing grade a minimum of six credit hours of Experiential courses. Courses meeting this requirement are designated with an (E) in the registration materials.

3. Legal Profession

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

V. Progress toward Degree and Graduation

A. Juris Doctor

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 the approval of the Dean of Students.

B. LL.M. in Health Law

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 of the School of Law ("Dean") these periods may be extended.

C. LL.M. in American Law for Foreign Lawyers

LL.M. in American Law for Foreign Lawyers students must complete a minimum of 24 credit hours over two semesters, with the opportunity to continue through the following summer to complete a thesis. Students may choose from all classes offered at the School of Law. Students may also enroll in a maximum of three credit hours in another University graduate program.

LL.M. students are required to complete a three credit hour course in legal analysis, research, and communications and a foundation course in a common law subject such as contracts, torts, or property. Additionally, LL.M. students must take at least two credit hours for which they produce a written work, such as a seminar paper. LL.M. students may elect to write an LL.M. thesis for six credit hours. No more than eight of the 24 credit hours may consist of an LL.M. thesis, seminars, or research papers.

VI. Distance Education Courses

A Distance Education Course (DEC) is one in which students are separated from the faculty member or each other for more than one-third of the instruction and the instruction involves the use of technology to support regular and substantive interaction among students and between the students and the faculty member, either synchronously or asynchronously. The academic content, method of delivery, method of evaluating student performance, and all other issues related to DEC are subject to the same requirements as other School of Law classes and must be approved as part of the School of Law's regular curriculum approval process.

A student must be in good standing to enroll in a DEC and a student on academic probation may only enroll in a DEC with the permission of the Dean of Students. A student may earn no more than 15 DEC hours of credit towards the J.D.

VII. 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 credit hours of graduate courses offered in other University programs toward the 91 credit hours required for graduation. Courses taken outside the School of Law will not be calculated in the student's School of Law CGPA.

Students must complete a Request to Take Course Outside the School of Law form and submit it to the Dean of Students for approval. Students must obtain the signature of the dean, department chair, or faculty member for the course of the program in which the course is offered, prior to completing the registration process. Generally, a course will be approved under the following conditions: 1) it is a graduate level course (5000 or above), 2) it is compatible with the student's intended area of study, and 3) the basic subject matter is not offered in a School of Law course.

B. Courses Taken Prior to Matriculation

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

C. Courses Taken at Other Law Schools

To earn the J.D., students must complete a minimum of 61 credit 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, seminar, or experiential course), 4) the course does not duplicate or substantially cover material in a course the student has completed, 5) the majority of the grade is based on a final written examination, and 6) the student receives a grade of C or higher or its numerical equivalent. Pass/no-pass and credit/no-credit course work will not be accepted.

Students who wish to enroll in summer courses at another law school must submit to the Dean of Students a written request that 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 from the concentration faculty advisor.

2. Domestic Fall and Spring Semesters

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, seminar, or experiential 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 completed, 6) the student's academic status and CGPA would permit the student to enroll in the course if offered in the School of Law, and 7) the student receives a grade of C or higher or its numerical equivalent, or a pass in the case of pass/no-pass 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 that 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 from the concentration faculty advisor.

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 program is accredited by the ABA, 4) the course does not duplicate or substantially cover material in a course the student has completed, 5) the majority of the grade is based on a final written examination, 6) and the student receives a grade of C or higher or its numerical equivalent. Pass/no-pass and credit/no-credit course work will not be accepted.

To enroll in a study abroad program, students must be in good academic standing and not on academic probation at the time of the application. Students intending to apply the course toward

completion of a concentration must obtain permission from the concentration faculty advisor. Additional information on 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 pursuant to the 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 completed. 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 not be 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. Students attending the School of Law will have the opportunity to register 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/no-pass courses, to receive credit for the course. Students intending to apply the course toward completion of a concentration must obtain permission from the concentration faculty advisor.

5. Visiting Away Status

Students enrolled for a full 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 circumstances 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.

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 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 grade of C or higher

or its numerical equivalent, or a pass in the case of pass/no-pass courses. Written permission must be obtained prior to registration. Students intending to apply a course toward completion of a concentration must obtain permission from the concentration faculty advisor.

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.

VIII. **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 after the first two full weeks of fall and spring semester classes and the first full 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, or the final paper or assignment for that course has been submitted. After the start of a semester, students who are withdrawing from a course must complete the [Change of Registration](#) form and submit the form to the Dean of Students.

A. Required First Year Core Curriculum Courses

Any student requesting to withdraw from a required first year core curriculum 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. Students are expected to enroll in the course at the next available opportunity.

B. Seminars and Experiential Courses

Except as stated in subsection C, withdrawal from a seminar or an experiential course after the first full week of class meetings requires the student to notify the faculty member and obtain the faculty member’s permission to withdraw.

C. Clinic, Field Placements, and Journals

Withdrawal at any time from a clinic, field placement, or any journal after enrollment in the course requires the student to notify the faculty member and obtain the faculty member’s permission to withdraw.

D. Other Upper Division Courses

Except for courses mentioned in Sections B and C above, students are permitted to withdraw from other upper division courses, through the first two full weeks of the fall or spring semesters or the first full week of the summer semester. Students choosing to withdraw from such course after the deadline requires the student to notify the faculty member and obtain the faculty member’s acknowledgment of such notification.

E. Failure to Withdraw

Students who fail to withdraw per this Section and fail to complete the requirements of the course will receive a failing (F) grade in the course.

F. 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 I.,D. of this Handbook and on the School of Law Financial Services website. Students should also consult with the Dean of Students and the Assistant Director of Student Financial Services and Financial Education regarding withdrawals. Refund policies on books are set by the University Bookstore or other place of purchase.

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.

IX. Leave of Absence and Withdrawal from the School of Law

A leave of absence is a temporary break in a student's legal education that may occur only after the completion of the first semester in law school. Students may request a leave of absence from the School of Law on a semester-to-semester basis. Ordinarily, a leave of absence may be granted for a maximum of one year. Cumulative leaves of absence of more than one year will rarely be approved as such may prevent the student from completing the J.D. requirements within the five year maximum School of Law requirement 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. Students are not permitted a leave of absence after a semester's class requirements have been completed by the student. 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 who fail to return from an approved leave of absence will be administratively withdrawn from the School of Law and will need to apply 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 voluntarily withdraw no longer remain as a student in the School of Law must apply 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 the classes previously completed.

If a student voluntarily withdraws after any or all final exams 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 because of those grades. Such dismissal will be reflected on the student's transcript.

X. Non-Law Degree Seeking Students

With the permission of the Dean of Students, a University-affiliated individual who does not have a J.D. or LL.M. may be admitted as a non-degree seeking student. The course being taken by a non-degree seeking student must be taken for credit and approval to take a course will be at the faculty member's discretion and dependent on seat availability in the course. Non-degree seeking students will be admitted if they can demonstrate an appropriate educational foundation and experience base for study in the course they wish to take. Per ABA Standard 311(d), a course completed as a non-degree student cannot be applied later as credit toward the J.D. Non-degree students may take a maximum of two School of Law courses.

XI. Learning Outcomes and Performance Criteria

Learning Outcome #1: Graduates will demonstrate knowledge of substantive and procedural law and the American Legal system.

Performance Criteria:

1. Graduates will demonstrate an understanding of core legal doctrine, as defined by the courses required in the law school curriculum and those courses most frequently tested on the bar examination.
2. Graduates will demonstrate an understanding of advanced legal doctrine, as defined by elective doctrinal courses in the law school curriculum.
3. Graduates will identify various sources of law (e.g., common law, statutes, administrative regulations), describe how those sources are developed, and articulate differences among them in terms of their legal effect.
4. Graduates will demonstrate an understanding of the structure and processes of the American legal system.

Learning Outcome #2: Graduates will demonstrate an effective ability to resolve legal issues.

Performance Criteria:

1. Graduates will identify the relevant facts and the legal issues as they arise in a variety of contexts.
2. Graduates will read legal authorities critically and synthesize the applicable rules, standards, and policies from those authorities.
3. Graduates will thoroughly apply the relevant legal authorities to the relevant facts, including evaluating potential counterarguments, to determine the likely outcome.
4. Graduates will assess and appropriately take into account the policy implications of the legal authorities applicable to the relevant facts.
5. Graduates will develop and evaluate potential solutions to resolve legal problems that advance the client's goals.

Learning Outcome #3: Graduates will communicate effectively, orally and in writing, to clients and other audiences in a variety of legal contexts.

Performance Criteria:

1. Graduates will demonstrate active listening, facilitation, and dialogue skills.
2. Graduates will demonstrate the ability to effectively explain legal doctrine.
3. Graduates will demonstrate the iterative process of writing by developing, editing, providing, and receiving feedback and incorporating the received feedback.
4. Graduates will demonstrate the ability to communicate, formally and informally, in both objective and persuasive settings.

Learning Outcome #4: Graduates will research effectively and efficiently.

Performance Criteria:

1. Graduates will devise and implement a logical research plan which reflects an understanding of the limitations created by time and financial constraints.
2. Graduates will accurately assess the weight of authority.
3. Graduates will identify and effectively employ the fundamental tools of legal research.

Learning Outcome #5: Graduates will demonstrate competency in additional skills that are essential for effective lawyering.

Performance Criteria:

1. Graduates will capably manage legal projects (case, memorandum, mediation, transaction, etc.) from inception to conclusion.
2. Graduates will identify and be familiar with alternative dispute resolution techniques such as negotiations, mediations, arbitration, and lawmaking activities.
3. Graduates will effectively plan and control their use of time and other resources.
4. Graduates will demonstrate their ability to work as part of a team.

Learning Outcome #6: Graduates will exercise proper professional and ethical judgment in interactions with clients, the profession, and the legal system.

Performance Criteria:

1. Graduates will be familiar with and have the ability to locate and apply the Rules of Professional Conduct and related authorities which govern the conduct of attorneys.
2. Graduates will recognize, identify, and resolve ethical and other professional issues that are unique to the legal profession.
3. Graduates will display professional civility, dignity, and respect in all interactions with clients and all persons who are part of the legal system.
4. Graduates will recognize disparities of power and their effects on individuals and organizations as they interact with and through the legal system.
5. Graduates will recognize the special professional and ethical duty lawyers have to their clients, including the "consideration for the defenseless and oppressed." (quote from Missouri Bar Oath).

Learning Outcome #7: Graduates will exemplify the School of Law's mission.

Performance Criteria:

1. Graduates will demonstrate a knowledge and understanding of the Jesuit tradition of

academic excellence and intellectual openness in the context of a commitment to serve others.

2. Graduates will demonstrate the ability to provide competent and culturally sensitive legal services to all clients, including those who are underserved.
3. Graduates will demonstrate an understanding of the important role that lawyers play in the rule of law, achieving social justice, and the good of society.
4. Graduates will demonstrate a capacity for empathy, reflective learning, and self-awareness through the recognition of personal perspectives, preferences, and biases.

CHAPTER 10: ACADEMIC STANDING

I. Academic Progress

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 credit hours attempted. The hours for courses in which a failing (F) grade is assigned are counted in the number of credit hours attempted.

2. Cumulative Grade Point Average (“CGPA”)

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 semester, fall semester, and spring semester.

B. Good Standing

A minimum CGPA of 2.100 is required for a student to remain in good standing with the School of Law. Students who are not in good standing are on academic probation.

C. Academic Dismissal

1. Students who have completed and earned a grade in a minimum of 8 credit hours with a CGPA below 1.700 will be dismissed.

2. Students who have completed and earned a grade in a minimum of 24 credit hours with a CGPA below 2.000 will be dismissed.

3. Students who have completed and earned a grade in a minimum of 42 credit hours with a CGPA below 2.100 will be dismissed.

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

A student who transfers into the School of Law as an advanced standing student after having completed all or part of their first year at a different law school must achieve a grade point average after their first semester at the School of Law of 1.700 or higher or they will be dismissed.

When a student who transfers into the School of Law as an advanced standing student after having completed all or part of their first year at a different law school achieves a grade point average after their first semester at the School of Law between 1.700 and 2.099, that student will be allowed to continue their enrollment for one additional semester. At the end of that additional semester, they

must raise their cumulative grade point average to 2.100 or higher. If their School of Law cumulative grade point average does not rise to a 2.100 or above, or if it falls below 2.100 at any time thereafter, they will be dismissed.

5. Academic dismissal will occur upon the posting of all grades in each semester. If a student voluntarily withdraws after any or all final exams 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 because of those grades. Such dismissal will be reflected on the student's transcript.

D. Required Academic and Bar Exam Success Planning

Students with a CGPA that ranks in the lower 25% of their class are encouraged, and in some situations required, to participate in courses and programs that provide appropriate instruction and resources to facilitate academic success and future bar exam passage. Students should be mindful not to allow employment, extra-curricular, and/or co-curricular activities to negatively impact their studies and/or class attendance. Required courses include the following.

1. Legal Methods

Legal Methods is a pass/no-pass 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 10 credit hours in their first year and meet the criteria below must enroll in the Legal Methods course at their earliest opportunity. This is the spring semester of the first year for full-time students and the summer semester for part-time students.

Students with a CGPA that ranks in the lower 25% of their class after the completion of at least 10 credit 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 another course in their second year.

2. Advanced Legal Methodology

Advanced Legal Methodology ("ALM") is a pass/no-pass course explicitly designed to examine the analytical process needed to solve legal problems. All students who have completed their first two semesters of law school and meet the criteria below must enroll in ALM in the fall semester of their second year.

Students with a CGPA that ranks in the lower 25% of their class after the spring semester of their first year are required to enroll in ALM in the following fall semester. Part-time students who are required to take Advanced Legal Methodology can elect to take ALM in the fall semester or Legal Methods in the spring semester depending on the student's availability. Students who have already completed Legal Methods and are also required to take ALM can opt-out of ALM with the permission of the student's Legal Methods professor in consultation with the Dean of Students.

3. Advanced Legal Analysis and Strategies

Advanced Legal Analysis and Strategies (“ALAS”) is a pass/no-pass course introducing and reinforcing bar examination study and test taking skills. With intensive writing and feedback components, it will provide in-depth exploration of each part of the bar exam (multiple choice (MBE), essay (MEE), and multi state performance exam (MPT)) and build students’ skills regarding each part of the exam. The course will devote significant time to skills associated with analyzing, studying, and memorizing substantive information. This course is designed to provide at risk students the opportunity to hone the skills necessary for effective bar exam study, passing the bar exam, and eventual success as an attorney.

Students with a CGPA that ranks in the lower 25% of their class at the end of their second year of law school will be automatically enrolled in the course. These students can opt-out of ALAS with the permission of the faculty members teaching the course. Students seeking to opt-out must submit their request and justification for such action in writing to the faculty members teaching the course and meet with those faculty members to seek such permission.

E. Criteria and Conditions of Academic Probation

Students with a CGPA at the end of any semester below a 2.100 are not in good academic standing, are on academic probation, and will be informed of their probation status.

1. Students who have completed and earned a grade in a minimum of 42 credit hours with a CGPA below 2.100 will be academically dismissed.
2. Students must meet regularly with the Director of Academic and Bar Exam Success, or their designee as determined by said Director.
3. Students shall consult with the Director of Academic and Bar Exam Success and/or the Dean of Students regarding course selection. All courses must be approved by the Dean of Students.
4. Students should be mindful not to allow employment, extracurricular, and/or co-curricular activities to negatively impact their studies, class attendance, or academic performance. Participation in some School of Law activities requires a student to be in good academic standing, such as, participation on a law journal and eligibility for a study abroad program.
5. Failure of a student to comply with any of the conditions of academic probation may result in the academic dismissal of the student from the School of Law.

II. Admission and Retention after Academic Failure

Generally, there is no retention process for students dismissed because 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 prior to the semester of dismissal, and 2) shall not have received a failing grade in any first year core curriculum course, 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. Dismissal for academic failure is prima facie evidence that the student should not be retained, and retention will only be granted in extraordinary cases.

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. Circumstances that were avoidable by timely action on the part of the student and employment will generally not be considered extraordinary.

f. Students dismissed for academic failure cannot be enrolled 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 or University or School of Law regulation (in which case the specific law or regulation must 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 decide, or if the Dean finds merit in the petitioner's contentions per subsection B.3.b. above, 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 1) shall be on academic probation for the remainder of the student's law school career, 2) shall improve their CGPA after the first semester in which they are enrolled following retention, and 3) shall obtain a CGPA of 2.100 or higher after the second semester in which they are enrolled following retention. The Committee on Retention or the faculty 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 any restrictions or requirements imposed under this subsection and may not thereafter reapply for retention.

III. LL.M. Academic Performance

Academic regulations regarding minimum grade point averages for continued enrollment, dismissal standards, and probationary 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 credit hours with a CGPA of less than 2.000 will be dismissed from the School of Law unless they receive 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 2.000 or higher.

IV. Failing Grades

Students receiving a failing (F) or no-pass (NP) 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 faculty member other than the faculty member from whom the course was previously taken. The grade earned in 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 or any grade of F or NP be removed from a student's transcript or CGPA.

CHAPTER 11: COURSE REGISTRATION

I. Registration Process

Students register for spring semester classes in the preceding fall semester and for summer and fall semester classes in the preceding spring semester. Advising sessions are held each semester before registration periods. Registration materials 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 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 resolving 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. First year students may not use 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, field placements, competition based advocacy, law journals, and other courses so designated in the registration materials. 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 registering for their second academic year of law school. Remaining seats are available to other students during the open registration period.

3. Third Year Priority

Classes designated as third year priority classes are open 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. Second year students may register for seminars during open registration. Students who have previously taken a seminar will not be able to register for another seminar during seminar priority registration but 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 evening students. A percentage of seats in courses beginning between 4:00-6:00 p.m. are open first to students classified as part-time evening students. Students in the part-time evening program may enroll in upper division courses scheduled during the day during the open registration period, subject to seat availability.

II. Adding Courses

Students may add courses themselves in Banner through the first full week of classes subject to seat availability. After this time, courses may be added only with the permission of the faculty member and the Dean of Students.

III. Maximum and Minimum Course Loads

The maximum course load in the fall and spring semesters is 16 credit hours for full-time students and 11.5 credit hours for part-time students. The maximum course load during the summer semester is six credit hours. However, full-time students may enroll in a maximum of 17 credit hours in any fall or spring semester and all students may enroll in a maximum of seven credit hours in the summer semester with permission from the Dean of Students. Students with a CGPA of 3.300 or higher at the time of registration and who have or will complete by the end of that semester all first year core curriculum courses do not require such written permission. Under no circumstances can students enroll in more than 17 School of Law credit hours in a fall or spring semester or seven School of Law credit hours in a summer semester.

J.D. and LL.M. students registered for less than 12 credit hours in the fall or spring semester will be classified as part-time students and may not register for fewer than eight credit hours without the permission of the Dean of Students. Permission to take a reduced schedule may be allowed in extraordinary circumstances.

IV. Course Audit Policy

The course audit policy applies to all School of Law courses, including clinics, field placements, law journals, and competition based advocacy. Students are not allowed to audit courses required for graduation. Students are not allowed to audit courses until they have completed all required first year

core curriculum courses.

A. The faculty member has discretion whether to allow a student to audit their course. An audit will only be allowed if there are seats available in the course.

B. Students wanting to audit a course must complete the Petition for Course Audit form found on the School of Law website. The student and the faculty member shall clearly state the conditions to be met by the student auditing this course. These conditions should include the requirements regarding class participation, completion of assignments, taking exams, and any other requirements of the course.

C. An audited course will appear on the student's transcript designated with an AU. The student will not receive course credit toward graduation, no grade will be assigned, and there will be no effect on the student's CGPA.

D. Part-time students are not allowed to audit a course if the credit hours for that course would place the student over the 11.5 credit hour maximum in a fall or spring semester (and would otherwise classify the student as a full-time student) if the audited course were taken for credit.

E. Students shall be limited to auditing one course per semester.

F. Students must be in good academic standing to audit a course.

G. Students will not be charged additional tuition or fees to audit a course, except for students who are otherwise taking less than 8 hours in the semester the course is being audited.

H. Students cannot enroll in and receive credit for a course they have previously audited.

CHAPTER 12: GRADING, CLASS RANKINGS, 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.
12. FQ (0.0 quality points)
Grade given to a student who has ceased attending the course and as a result earned a failing grade.

* "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 2.700 and 2.900.
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 2.750 and 3.250.

b. The aggregate number of A+, A and A- grades should not be fewer than 5% of the class nor more than 30% 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 2.600 and 3.400.

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 2.600 and 3.400.

b. The aggregate number of A+, A and A- grades may be as many as 35% of the class.

D. Non-J.D. Grading Standards

Grades for LL.M. students and graduate students from other University programs are excluded from calculation of the mean (average) and the aggregate number of A+, A and A- grades. Grades are guided by the definitions in Section I.A. above and the LL.M. program or University program norms.

E. Grades Not Included in GPA Calculation

Grades in pass/no-pass courses, directed research, participation as a Moot Court Board member, courses taken outside of the School of Law (including at another law school), and specifically designated courses are not calculated in a student's CGPA.

F. Pass/No-pass Grades

A grade of pass (P) or no-pass (NP) is assigned in courses designated as pass/no-pass. Grades of P and NP are not calculated in a student's CGPA, although the credit hours earned are counted toward the credit hours required for graduation.

Students do not have the option to take a course on a pass/no-pass basis if the course has been designated as being graded with a letter grade as stated in Section I., A. above.

G. Incomplete

Students unable to complete course requirements during the semester may request a grade of Incomplete (I) to be approved in writing by the faculty member. If all course work is not completed within one year of the end of the semester when the Incomplete is assigned, or a sooner deadline determined by the faculty member, the student will receive a failing (F) grade for the course. Exceptions, including the ability to withdraw from the course prior to completion of all course requirements, due to extraordinary circumstances may be approved by the Dean of Students in consultation with the faculty member. Students in their final semester of law school cannot be assigned an Incomplete unless their graduation date is postponed.

H. Grade Submission Process and Posting

Faculty members have 25 days after the last day of the exam period in a semester to submit final grades to the Registrar, except that the Registrar shall set the deadline for the submission of final grades for first year core curriculum courses for the fall semester for the first working day in January. Faculty members must verify that final grades have been accurately calculated and recorded before submitting the final grades to the Registrar. The Registrar verifies grade accuracy and, if necessary, confers with the Associate Dean for Academic Affairs for approval of any grades which vary from the assigned grading standards stated in Section I.C. above. Once verification and/or approval are complete, the Registrar posts grades in Banner.

There is no appeal process for any final grade in any law school course. Faculty members may request a change to a student's final grade only in the rare circumstance in which documentation shows that a mathematical or clerical error was made in calculating the final grade, and any such grade change request must be approved by the Associate Dean of Academic Affairs. Final grades shall not be changed in any other circumstance, and the decision of the Associate Dean of Academic Affairs is not appealable.

II. Class Rankings

J.D. students are ranked according to their CGPA at the end of the fall and spring semesters. The Fall and Spring Rankings for each class provide students with a numeric rank and a percentile rank (Top 5%, 10%, etc.) based on their CGPA at the conclusion of each semester. Except for 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 ranking group. Transfer students' CGPA are calculated only for grades earned in courses taken at the School of Law. Students on Visiting Away status will receive a rank based on the total number of credit hours earned in residence at the School of Law. Students are placed in one of the following three ranking groups.

A. First Year Ranks

First Year Ranks include all J.D. students who began their legal studies in that particular academic year, and who earned grades in the ranking semester.

B. Third Year Ranks

Third Year Ranks include all J.D. students who will be graduating in that particular academic year (December, May, and August graduates). 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 J.D. 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. Official law school transcripts are available electronically and must be requested through the University Registrar's Office. Information regarding official transcript requests is on the [University Registrar website](#). Unofficial transcripts are available through 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 they transferred. Students who have been granted permission to visit another law school will be considered for honors based on their CGPA for the hours of credit earned in residence at the School of Law.

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

1. Summa Cum Laude - 3.800 minimum CGPA
2. Magna Cum Laude - 3.500 minimum CGPA
3. Cum Laude - 3.300 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 noted on their transcript. Qualification for Dean's List status requires the following.

1. Completion of at least eight School of Law credit hours of graded and calculated in the GPA credit hours for the semester in which Dean's List status is awarded, and
2. Achievement of a GPA of 3.500 or higher for the semester in which Dean's List status is awarded.

D. Alpha Sigma Nu

Alpha Sigma Nu is the Jesuit Honor Society dedicated to recognizing those students who

demonstrate strong scholastic ability, loyalty, and service. Upper division students are recommended by the Dean to this honor society.

D. Academic Excellence Awards

J.D. 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 and calculated into a student’s CGPA. Courses that are not eligible for an Academic Excellence Award include P/NP courses, Competition Based Advocacy and Directed Research. Clinic and field placement companion courses, Trial Advocacy courses, Moot Court courses and law journals are also not eligible for Academic Excellence Awards as students 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 a 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 into 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 acknowledge the efforts of students in advancing 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 are provided each year. 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. of this Handbook for more information on the over award policy.

Awards Open to All Students

Award	Amount	Process
Leadership Award	\$2,000	- Performance award open to all students - Nominations submitted by SLU LAW faculty, staff, students - Recipient chosen by a committee
Diversity & Cultural Competency Award	\$2,000	- Performance award open to all students - Nominations submitted by SLU LAW faculty, staff, students

		- Recipient chosen by a committee
Community Service Award	\$2,000	- Performance award open to all students - Nominations submitted by SLU LAW faculty, staff, students - Recipient chosen by a committee
Pro Bono Legal Service Award	\$2,000	- Performance award open to all students - Nominations submitted by SLU LAW faculty, staff, students - Recipient chosen by a committee

Awards Open to Journal Editorial Boards

Award	Amount	Process
<i>Saint Louis University Law Journal</i> Excellence in Journals Award	\$2,000	- Performance award for editorial board member - Editor-in-chief not eligible - Recipient chosen by journal faculty advisors
<i>Saint Louis University Journal of Health Law & Policy</i> Excellence in Journals Award	\$2,000	- Performance award for editorial board member - Editor-in-chief not eligible - Recipient chosen by journal faculty advisors
<i>ABA Journal of Labor & Employment Law</i> 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

Award	Amount	Process
<i>Saint Louis University Law Journal</i> 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
<i>Saint Louis University Journal of Health Law & Policy</i> Editor-in-Chief	\$2,000 (\$1,000/semester)	- Contingent on election - Stipend processed on a semester basis
<i>ABA Journal of Labor & Employment Law</i> 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 they take and pass the examination under appropriate conditions. Grades for many 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 semester. The dates of the final examination period are 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 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.

All final examinations are graded anonymously. To ensure anonymity, each student receives an exam number from the University that is posted in Banner prior to the examination period. Students are to use this number, rather than their name or other identifying information, on all final examinations for that semester. For a course in which the final grade is based solely on the final examination, faculty members shall submit final grades using exam numbers to maintain anonymous grading. Unless otherwise specified by the faculty member, in courses with a final examination as well as graded assignments or midterm examinations, the Registrar shall assist faculty members with converting the graded assignments or midterm examinations to exam numbers to maintain anonymous grading when faculty members are assigning final grades.

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 or no-pass; submit a paper as a substitute for the exam; or withdraw from the course. Students may ask faculty members for suggestions for improving their performance on examinations and other assignments, but students shall not request that a faculty member change the final grade for a course nor a grade on any examination or assignment.

There is no appeal process for any final grade in a law school course.

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. The exam rules and procedures and laptop policy are published with the examination information on the School of Law website.

III. English Language Accommodations

J.D. and LL.M. students who have not been previously awarded a postsecondary degree for which the primary instruction has been in English, may receive up to 25% additional time on School of Law exams and may request exam usage of an approved foreign language translation dictionary. The

use of all foreign language translation dictionaries must be approved by the Assistant Dean of Students in advance of the exam period. Additional time may not apply to take-home examinations for J.D. or LL.M. students. Students should contact the Assistant Dean of Students in advance of the exam period to request additional time, use of dictionaries, or both. Decisions will be made on an individualized basis.

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 administer a take-home exam. 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 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 emergency, or serious illness or death in the immediate family. In this event, students 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 for the next day during the exam period when the student's exam schedule permits. The student must substantiate the circumstance and may be required to provide supporting documentation.

C. The student's religious or military obligations prevent taking the examination as scheduled.

D. Reasons that are generally not considered adequate for rescheduling an exam include, but are not limited to, plane reservations, weddings, employment, and vacations.

E. Repeated failure to take exams as scheduled may serve as the basis for indicating a student's lack of dependability and reliability, demonstrating 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 the Examination Period

Students are to be courteous and respectful to their classmates who are studying for or taking

exams. Students must not congregate outside of rooms where exams are being administered either before or after an exam starts or ends. Students must observe the quiet please and other signs posted in the School of Law, the Law Library, and rooms being used to administer exams.

Students are to arrive to pick up an exam in a timely manner as indicated in the examination materials published on the School of Law website with any material permitted to be used during the exam. Students must turn off all cell phones, smart watches, and electronic devices, other than a laptop if permitted. Students who need to be contacted 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 verbal 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.

VII. 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 proceeding pursuant to the Student Honor Code.

A proctor's role during the exam process includes assuring 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 possible Student Honor Code violations. Where the proctor observes or is notified of a violation, the proctor shall notify the administrator on duty.

VIII. Exam Retention Policy

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

CHAPTER 14: ACADEMIC ACCOMMODATIONS

I. Introduction and Mission

Guided by our Catholic, Jesuit tradition of academic excellence, freedom of inquiry, and respect for individual differences, the School of Law is committed to fostering an inclusive environment which is responsive to the needs of all students. The School of Law Disability Resource Center (DRC) aims to lead campus efforts to recognize disability as a valued aspect of diversity and to embrace accessibility as a matter of social justice. In doing so, the DRC is committed to designing inclusive and equitable environments. When barriers to access are encountered, the DRC will collaborate with the student to determine appropriate academic accommodations.

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](#), and their guidance, [Supporting Accommodation Requests: Guidance on Documentation Practices](#), April 2012.

II. Disability Services Coordinator

The Assistant Director for Accessibility and Wellness is the DRC Coordinator ("Coordinator") for the School of Law and implements 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 file. Information about a student's disability or other health information will not be provided to School of Law faculty or staff, unless there is a clear educational, health, or safety reason.

IV. Process for Requesting Accommodations and Documentation Overview

A. Background

1. Every person should be respected for their individual disability and diversity; therefore, the Coordinator will have a conversation with each student about their experience and expectations. This conversation will help identify the information necessary to support an accommodation request. The process for determining disability accommodations is a collaborative one that involves documentation from the student and may or may not require third-party documentation. Students are encouraged to contact the DRC as early in the semester as possible, to discuss the student's experienced or anticipated barriers to access as well as possible accommodations. Students are not required to know the specific accommodations at the time of their request. The Coordinator will make recommendations, in addition to discussing accommodations the student requests.

2. Documentation informs administrators about the impact of disability and can aid in ensuring that the School of Law is well suited to provide accommodations to resolve barriers that have been identified in the School of Law's physical and learning environments.

B. Overview of Process

1. Student should fill out the [Academic Accommodations Request form](#) and share the information with the Coordinator, who will work with the student to schedule an appointment to discuss their request.
2. There are no deadlines for requesting accommodations; however, the request must be timely. Students are advised to give enough time to properly review, determine, and implement the accommodations.
3. Information necessary to support the accommodation request may include student self-report, medical records, psychoeducational reports, or past school records. The student should bring any current documentation available regarding their request to the appointment. After meeting with the student, the Coordinator will inform the student if any additional documentation is needed to determine eligibility.
4. Following the appointment, the Coordinator will send a confirmation letter to the student outlining the approved academic accommodations. If there are no appeals, the accommodation is implemented.
5. Accommodations are effective for one academic year (Fall, Spring, and Summer). Students are required to submit the [Renewal Application for Academic Accommodations form](#) each academic year to renew their request. A student can indicate on the renewal form that they wish to continue accommodations or document a change. If the latter, the Coordinator will arrange a time to discuss the change and revise accommodations accordingly.
6. Should the student seek an appeal pursuant to Section VII 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

Documentation requests may be made to provide further details regarding the student's request and can include the student's self-report, the Coordinator's observations and interactions, and information from external or third parties.

1. Each student is best able to identify the barriers to their access. Thus, it is important to have the student provide a narrative of their lived experience.
2. While in consultation with the student, the 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 their request.
3. When necessary, students requesting accommodations may be asked to provide documentation from qualified professionals licensed in the relevant area. This documentation should discuss the impact of the disability on the student's academic experience and include recommendations for accommodations.

D. Documentation Process

1. Individual Review

The primary focus of accommodations is to address barriers that impose limitations on the student's access to the program. The process of individual review allows the student to articulate and clarify those barriers that result from the physical or learning environment. Therefore, there is no prescribed standard for the type of documentation needed to establish and address a specific disability. The documentation process should reflect the uniqueness of the individual student and their request.

2. Non-burdensome Process

The School of Law is 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.

3. Other Universities and Testing Agencies

Other universities and testing agencies (such as the National Conference of Bar Examiners or Missouri Board of Law Examiners) may require more extensive documentation. Students are advised to research these separate requirements well in advance of requesting accommodations. Accommodations provided by the School of Law does not guarantee that other universities or testing agencies will grant the same or any accommodations.

V. Accommodations

Reasonable accommodations refer to any adaptation in the School of Law environment or in customary practice, which enables a disabled individual to enjoy equal educational opportunities. Reasonable accommodations do not fundamentally alter the nature of the program, course, service, or activity. Reasonable academic accommodations may be made in the following areas.

A. Academic Programs

Accommodations necessary to enable a student to enroll in, qualify for, attend, and participate in all programs of the School of Law. Examples of accommodations include, but are not limited to, additional time while testing, note-taking services, use of a recording device, use of a scribe or reader, alternate format of print materials, accessible classroom location, or use of interpretation/transcription services.

E. Examinations

Accommodations necessary to enable a student to demonstrate competency on the course exam designed by the faculty member. Examples include, but are not limited to, additional time, a distraction-reduced testing space, use of a computer, or use of a scribe.

F. Auxiliary Aids

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, alternative format materials (braille, digital, audio, etc.), assistive technology, note takers, readers, scribes, and library assistance.

G. Physical Accommodations

Accommodations necessary to provide students full physical access to all School of Law programs.

VI. Temporary Conditions

The School of Law provides support to students with temporary conditions to meet their needs on a case-by-case basis. Follow the procedures outlined in Section IV of this policy to request temporary classroom support. Support is typically provided through the duration of the impact of the condition. If functional impact continues beyond the duration initially discussed, students are encouraged to contact the Coordinator to discuss extended support or implementation of permanent disability accommodations.

VII. Appeal

Students who disagree with the Coordinator's eligibility determination or proposed accommodations shall appeal to the Associate Dean for Academic Affairs. 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 Associate Dean for Academic Affairs shall issue a letter of decision. A student who disagrees with the determination of the Associate Dean for Academic Affairs shall appeal to the Dean.

VIII. 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 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 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 student is permitted to participate in only one School of Law journal in an academic year.

A. *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 courses to be eligible for participation on the Law Journal staff. In extraordinary circumstances, students who have completed more than 26 credit hours, but less than 30 credit hours may be eligible for admission to the Law Journal staff with the permission of the faculty advisor and the Editor-in-Chief.

The Law Journal sponsors a write-on competition following spring semester exams. Any full- or part-time students that have completed the above course requirements may participate. Generally, the write-on competition requires each participant to submit a mini case note (a detailed analysis of a recent case). Write-on competition participants will be given the research and information needed to complete the case note, outside research is strictly prohibited. Submissions are graded anonymously by at least two Law Journal 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 requiring each participant to correct citations using the Bluebook. Participants will be notified during the summer and all memberships begin in the fall semester.

All Law Journal members are required to submit a publishable article.

B. *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 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. Student editors solicit and review articles submitted for publication under faculty advisement.

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 Legal Analysis, Research and Communication I and II. The Journal of Health Law & Policy will hold an editorial meeting each spring to review the application process with students interested in applying. Students selected for membership are required to remain on the journal for two years.

Each staff member is required to write a publishable paper on a health law topic.

C. *ABA Journal of Labor & Employment Law*

The ABA Journal of Labor & Employment Law is a publication of the ABA's Section on Labor & Employment Law. The School of Law and the Wefel Center for Employment Law have been chosen to serve as the editorial home for the Journal. The Wefel Center faculty serve as co-editors on the Journal and work with students to produce the editorial content for the Journal.

The Journal is published three times a year and is distributed to all members of the ABA Section of Labor & Employment Law. The Journal follows a law-review format, but its articles are aimed towards a mixed audience of academics, practitioners, and judges. It endeavors to provide timely, thorough, and readable explorations on topics of interest to the labor and employment law bar.

Staff selection is by the incoming Editor-in-Chief and incoming Lead Managing Editor along with the Faculty Editors each spring semester. Eligible candidates must have completed two semesters of law school and Legal Analysis, Research and Communication I and II. In their first year on the Journal, staff editors are required to complete a student note on a labor and employment law topic and take one of the following courses: Employment Law, Labor Law, Workers' Compensation, or Employment Discrimination. Staff editors who take one of these courses and have otherwise met the requirements for the first year of the Journal are eligible to apply for the editorial board, which includes positions such as editor-in-chief, supervising editors, and articles editors. Students receive three credits for serving as staff editors and three credits for serving on the editorial board.

D. Credit for Writings

In writing a note or comment to fulfill a requirement for a School of Law journal, students must choose a topic that is substantially different from any paper the student has written or is writing in another law school class, 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 School of Law 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 (including the Samuel I. Sievers award) and several regional and national organizations. The winners of these competitions may be eligible to receive a monetary award and/or to have their paper published in a publication specified by the competition.

B. Professional Skills Competitions

Students may participate in competitions connected with experiential courses. Additional information is available from the faculty members teaching in these areas and from Student Services. One hour of P/NP credit for competition-based advocacy can be earned by upper division students who participate in inter-law school competitions. To be eligible for this competition-based advocacy course, students must have: 1) completed Legal Analysis, Research & Communications I and II, 2) completed at least 24 School of Law credit hours, and 3) satisfied all prerequisites applicable to the competition before registering for the course. Students not eligible for credit for this course are not eligible for

funding from the School of Law for expenses related to the competition.

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. Elected SBA officers include the President, Executive Vice-President, Vice-President of Finance, Vice-President of Administration, Vice-President of Philanthropy and Community Engagement, and Vice-President of Diversity & Inclusion. SBA sponsors events during the academic year, including the Barristers Ball; the fall semester softball league; various social events; and the selection of the Student of the Year. All students are invited and encouraged to attend 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 student organizations, except SBA, are required to register with the Assistant Dean of Students to be eligible for School of Law funding or the use of any resources. No organization shall select its membership solely based on religion, age, race, sex, gender identity and expression, sexual orientation, ethnicity, ability, veteran status, socioeconomic background, or ideology. The Student Leadership Handbook contains various School of Law and University policies and procedures applicable to student organizations. Because the Student Leadership Handbook cannot address every situation, students should collaborate with the Assistant Dean of Students to pursue the organization’s 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. Faculty 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. Selection is for an entire academic year. Fellows are assigned to work with faculty members on research projects and are paid an hourly stipend. Faculty Fellows do not need to qualify for FWS.

V. Employment While in Law School

Students enrolled in 12 or more credit hours are strongly discouraged from being employed more than 20 hours per week. Students in the full-time program are discouraged from being employed during their first semester of law school. All students should be mindful to not allow their employment to impact their studies, class attendance, or academic performance.

CHAPTER 16: NON-ACADEMIC CONDUCT AND POLICIES

I. Community Standards

To create an educational climate of excellence that is rooted in the Jesuit, Catholic tradition students are expected to strive for excellence, to become people for others, to integrate classroom and out of classroom learning, to develop their talents through discovery and reflection, and to be concerned for the care of each individual person. Students are expected to contribute to the development and sustainability of community through word and action. The University community is characterized by respect for the dignity of others, honesty, and the pursuit of truth.

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. It is essential that students assume responsibility for their conduct. When students infringe on the rights of others, the University and/or School of Law may intervene. Proceedings initiated pursuant to the University Community Standards or other policies are integral to the educational mission of the School of Law. Law students are bound by and subject to the provisions of the [University Student Responsibility and Community Standards policies](#).

II. Bias-Related Incidents

The University welcomes students, faculty, and staff from diverse backgrounds and identities and strives to create a sense of community that facilitates their development as people for and with others. The University affirms that harassment because of sex, gender, race, color, religion, national origin, ancestry, disability, age, sexual orientation, marital status, military status, veteran's status, pregnancy, or any other protected classification is detrimental to its mission and values.

The School of Law considers acts of hate and bias unacceptable and antithetical to its commitment to an inclusive learning community that respects the fundamental dignity of all human beings and that is committed to excellence in teaching, research, health care, and service. The School of Law values freedom of expression and the open exchange of ideas and considers expression of controversial ideas and differing viewpoints a vital part of safe discourse. This value of openness protects expressions that may be offensive, inflammatory, or contrary to some, but it does not protect harassment or expressions of bias or hate that violate the Community Standards or the University's Harassment Policy. Law students are bound by and subject to the provisions of the [University Bias-Related Incident policies](#).

III. Sexual Misconduct Policy

The School of Law is committed to fostering a safe and supportive environment conducive to the academic pursuit and healthy personal development of all persons. All members of the University community share responsibility for fostering this environment by adhering to standards of conduct. Any form of sexual misconduct is a serious violation of these standards and will not be tolerated.

The University desires to create a supportive climate that will encourage individuals to report incidents of sexual misconduct. The Sexual Misconduct Policy is designed to achieve the following goals:

- Provide prompt and compassionate support services.

- Provide a comprehensive framework in which the needs and decision of all parties concerned are central in determining further administrative response and assistance.
- Create a campus environment that both facilitates and expedites the prompt reporting of sexual assault.
- Cultivate a climate of community empowerment and education in which behaviors that contribute to sexual misconduct are not tolerated.
- Ensure that appropriate steps are followed when sexual misconduct is reported.
- Protect the rights of the reporting party, the accused party, and other parties involved in or affected by the case.

The University's Title IX Coordinator is responsible for overseeing all sex discrimination, sexual harassment, and sexual assault complaints at the University. The Title IX Coordinator is also responsible for conducting an annual report and review of all complaints to identify and address any patterns or systemic problems within the University community. The University Title IX Coordinator is Anna Kratky, Office of Institutional Equity and Diversity, DuBourg Hall, Room 36, 314-977-3886, anna.kratky@slu.edu. In addition, the University has designated individuals as Deputy Title IX Coordinators throughout campus. The Deputy Title IX Coordinator for the School of Law is the Assistant Dean of Students, 314-977-2728, christine.self@slu.edu. Additional information on reporting, resources, and a full list of Deputy Title IX Coordinators can be found on the [University Sexual Assault Resources website](#).

IV. Communication and Technology Policies

A. 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 student who does **NOT** want to be photographed, named, or recorded must contact the School of Law Office of Communications (Room 872) and submit a written request to opt-out.

Unless a written request to opt-out has been made to the Office of Communications, a student's image and/or likeness 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 of Law in print and online, including official School of Law social media channels.

Individuals who wish to opt-out 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. A student's presence in or around School of Law facilities and/or properties, as well as at off campus, school sponsored events, constitutes the student's consent to the capture and/or use of their image and/or voice by the School of Law and waives any claims or rights, whether in law or in equity.

B. Email Communications

Students will 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. Students should contact ITS to receive account information or request support for their email account.

C. Information Technology Policies

1. Information Technology Appropriate Use Policy

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. Additional information can be found in the [University Appropriate Use Policy](#).

2. 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 equipment. Additional information can be found in the [University DMCA Policy](#).

3. Other Information Technology Policies and Standards

Additional policies and standards are available on the [University ITS website](#).

V. Student Complaint Policy

As a law school accredited by the Council of the Section of Legal Education and Admissions to the Bar of the American Bar Association, the School of Law is subject to the [ABA Standards](#). Pursuant to ABA Standard 510, a student who wishes to bring to the attention of the School of Law 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 a reasonable time 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. 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 ten 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 policy, nor permit any faculty member, administrator, employee, or student to do so.

VI. Transcript Requirement

Pursuant to ABA Standard 502(d), by October 15 of the year of matriculation into the School of Law, all students are required to have on file with the School of Law the student's official transcripts verifying all academic credits undertaken and degree(s) conferred. This may be the transcript provided by LSAC as part of the student's School of Law application or an official transcript that was requested by the student directly from the institution. Failure to comply with this deadline will result in the student being administratively withdrawn from the School of Law in the absence of an extraordinary circumstance.

CHAPTER 17: BAR EXAMINATION AND LICENSING REQUIREMENTS

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

Most jurisdiction's 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 jurisdiction's 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 Academic Resource Center Canvas page, and the Academic Resource Center in Room 1082. Inquiries about bar exams for other jurisdictions should be made to an individual jurisdiction's bar licensing authority or Supreme Court. The Director and Assistant Director of Academic and Bar Exam Success are also available to counsel students on these applications. Information about the individual jurisdiction bar licensing authorities can be found on the [National Conference of Bar Examiners website](#).

In general, to obtain a license to practice law, applicants must file an application to sit for the jurisdiction's bar examination, complete a character and fitness application, sit for and pass the Multistate Professional Responsibility Exam ("MPRE"), obtain a J.D. which is verified by an official law school transcript, and pass the bar exam. Students should check with the jurisdiction's 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 from graduates.

II. Multistate Professional Responsibility Exam

Most jurisdictions require the successful completion of the MPRE prior to being licensed to practice law. The MPRE is a two-hour, 60-question, multiple choice exam testing ethics and professionalism issues. Students should plan to sit for the MPRE after they have completed Legal Profession and before graduation. Passage requirements differ for each jurisdiction and students are encouraged to check with the jurisdiction to determine the required passing score and whether applicants are required to pass the MPRE prior to sitting for the bar exam. The MPRE is administered by appointment at Pearson VUE testing centers in March, August, and November each year. Students intending to apply for test accommodations for the MPRE must do so before registering for the exam and are strongly encouraged to reach out to the Assistant Director for Accessibility and Wellness for further information to make the strongest accommodations application. Information on the MPRE and registration can be found on the [National Conference of Bar Examiners website](#).

III. Law Student Registration Form

Missouri provides for an early character and fitness determination for first and second year students. 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 qualify for a reduced fee on their Missouri bar exam application. To qualify for this reduced application fee, students must file a Missouri Law Student Registration no later than June 30 following their first year of law school. Students who miss that first deadline may still file a Missouri Law Student Registration no later than June 30 following their second year of law school, not for a reduced fee, but still allowing to split the cost of the bar exam application and to complete the character and fitness determination prior to their final semester. The Missouri Law Student Registration application can be

found on the [Missouri Board of Law Examiners website](#). Students planning to take the bar exam in other jurisdictions should inquire with the bar licensing authority or Supreme Court for those requirements.

IV. Character and Fitness

ABA Standards require law schools to advise each applicant that jurisdiction bar requirements address the character and fitness of an applicant at the time they seek certification to register for the respective jurisdiction's bar exam. Representatives from the Missouri Board of Law Examiner speak to the first year class during Introduction to Legal Studies to introduce the class to the purpose behind, and general requirements of, the character and fitness application. 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 jurisdiction's 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 jurisdiction 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 their 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 summarized in this section. The Family Educational Rights and Privacy Act of 1974 ("FERPA") is a federal law giving certain rights to parents and students regarding education records at schools of every level receiving funding from the United States Department of Education.

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

These rights 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.
4. 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.

Copies of the University's student records policy are available from the University Registrar.

I. Right to Inspect and Review

Students may inspect and review their education records upon request to the appropriate office. Regulations define "education records" as, subject to a few exceptions, those records that are directly related to a student and maintained by an educational institution or by a party acting for the institution.

A student should submit to the appropriate office a written request that identifies, as precisely as possible, the record or records they wish to inspect.

The office 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. Students will receive access within a reasonable time (no more than 45 days from the receipt of the request).

If a record contains information about more than one student, the student may inspect and review only that part of the record that relates to them.

The University reserves the right to refuse inspection of the following records:

1. Financial records of the student's parents.
2. Confidential letters and statements of recommendation for which the student has waived their 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 University 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 their education records contain information that is inaccurate, misleading or in violation of the student's privacy rights, they may ask the University to amend the record.

Students should submit to the appropriate office 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.

The University will decide whether to amend the record as requested within a reasonable time after receiving the request. If the University decides not to amend the record as requested, the student will be informed in writing of the decision and of their right to a hearing.

If the student requests a hearing, the University will hold it within a reasonable time after receiving the request and provide the student with reasonable advance notice of the date, time, and place. The student will receive a full and fair opportunity to present evidence relevant to the issues. They may, at their own expense, be assisted or represented by one or more individuals of their own choice, including an attorney.

The University will 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.

If the University decides that the information is inaccurate, misleading or otherwise in violation of the privacy rights of the student, it will amend the record accordingly and inform the student of the amendment in writing.

If the University decides that the information is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, it will inform the student of the right to place a statement in the record commenting on the contested information and stating why they disagree with the decision of the University. The University will 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

There are situations wherein the University retains the right to disclose personally identifiable information from a student's educational record without the prior written consent of the student. These exceptions include:

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 rule or policy governing the use or possession of alcohol or a controlled substance.
3. To school officials within the University who the University has determined to have a legitimate educational interest in the records. A school official, in most cases, will have a legitimate educational interest if the official is carrying out the duties or responsibilities of their position. The definition of a school 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.
 - 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 their 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 University 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 University 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, 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 sanctions. In cases involving alleged sexual assault, both the accuser and the accused shall be informed of the outcome of any student conduct proceedings.
15. In accordance with the requirements of FERPA, the University annually will give public notice to students via email of the types of personally identifiable information that the University has designated as directory information. The University will give the student the opportunity to refuse to let the University designate these types of information about him or her as directory information. Copies of forms to request non-disclosure of directory information are

available in the University registrar's office.

16. The University has designated the following as directory information: name, home and campus mailbox address, home and school telephone numbers, email 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.

What constitutes "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 CGPA.
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.
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.

The University maintains a record of all requests for 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.

IV. 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 University 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