

# Student Handbook

August 2024

## SAINT LOUIS UNIVERSITY SCHOOL OF LAW

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 The rules and procedures in the Handbook may also be superseded, suspended, or complemented by the Administration as they may deem it necessary and proper.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

School of Law offices providing student support are on the [School of Law website](#).

### I. Office of Student Services

The Office of Student Services (“Student Services”), located in Room 1008 on the 10<sup>th</sup> floor, assists students throughout their time in law school by providing advice, support, and resources.

#### 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 issues that may affect their academic performance. The Dean of Students 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 assists in coordinating disability services for the School of Law. For disability resources refer to Chapter 14 of this Handbook.

#### C. Assistant Director for Accessibility and Wellness

The Assistant Director for Accessibility and Wellness facilitates disability resources for students and the development and implementation of wellness programming for students, staff, and faculty. The Assistant Director for Accessibility and Wellness consults with students to assess eligibility for academic accommodations and works to implement reasonable accommodations. In addition, the Assistant Director for Accessibility and Wellness oversees wellness resources, including programs promoting resilience, professionalism, overall wellness, and the intersection of well-being and diversity.

#### D. School of Law Registrar

The Registrar creates and maintains student academic records after admission to the School of Law. The Registrar oversees and coordinates registration, hooding and graduation, the exam process, grades, degree audits, and diploma conferrals.

#### E. Assistant Director for International Students

The Assistant Director for International Students supports the School of Law’s international student population during recruitment, admissions, transition to the United States and law school, and with academic and other advising. The Assistant Director for International Students particularly focuses on LL.M. in American Law for Foreign Lawyers students and Two-Year J.D. for Foreign Lawyers students.

#### F. Office of Diversity, Equity and Inclusion

The Office of Diversity, Equity and Inclusion, located in Room 1002, develops and coordinates 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 students, student organizations, and University departments to provide programming to 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 financing options, and accessing scholarship resources. More information on financial policies, options, and regulations is found in Chapter 4 of this Handbook and the [School of Law Financial Aid website](#).

### **II. Academic Resource Center**

The Academic Resource Center (“ARC”), located in Room 1082, assists and supports students as they progress through law school and prepare for the bar exam. The Director and Assistant Director of Academic and Bar Exam Success, are available for students throughout law school. Students should schedule an appointment for assistance in acclimating to law school, guidance, advice, and solutions to achieve academic success, including advice on becoming accustomed to the law school curriculum, Socratic note taking, case briefing, case synthesis and outlining, study supplements, exam strategies, and exam-taking techniques. ARC also assists with questions about the bar exam. Students nearing the end of law school should attend programs and workshops focusing on bar preparation designed to introduce students to bar exam components and to develop effective bar study techniques.

### **III. Career Services Office**

The Career Services Office (“CSO”), located in Room 1050, serves the career needs of current students and graduates, and is staffed by three experienced attorneys and an administrative associate. CSO conducts weekly programs to explore traditional and non-traditional career paths and provide helpful information on various aspects of the employment search process. CSO offers individual assistance including career counseling, resume writing, and interview preparation. Students should 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 but should attend the weekly programming sponsored by CSO. CSO provides resources on job search information for local and national opportunities in the private and public sectors, coordinates on-campus interviewing for students, 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 employers whose practices agree with the following statement of equal opportunity may use CSO facilities and services:

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's 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 other topics of interest should make an appointment or stop by the Campus Ministry office.

#### **V. Information Technology Services**

Information Technology Services assists with computing and technology-related concerns. For assistance contact 314-977-4000 or [ask@slu.edu](mailto:ask@slu.edu). Additional information including on-site support hours at Scott Hall is on the [ITS website](#).

## CHAPTER 2: STUDENT HEALTH AND SAFETY

### I. Student Health and Counseling Services

#### A. Student Health Center

The Student Health Center is located on the first floor of Marchetti Towers East, 3518 Laclede Avenue and can be contacted at 314-977-2323. The center provides medical treatment, outpatient services, and educational programs. Further information is on the [Student Health Center website](#).

#### B. Health Insurance

All full-time University students are required to have health care insurance coverage. Students have two options: (1) students with other insurance not through the University Health Plan must submit a completed waiver form and proof of insurance to the Student Health Center, or (2) students without health insurance coverage must enroll in the University Health Plan. Information on enrollment/waiver forms, issues regarding processing, a summary of benefits, eligibility, and deadlines is on the [University Student Health Insurance website](#), at 314- 977-5666, and at [UHP@health.slu.edu](mailto:UHP@health.slu.edu).

Students graduating in May can elect to receive the University Health Plan coverage during the summer bar exam study period, but they must enroll in a 12-month plan before September 30, 2024.

#### C. Immunization

Students must submit an immunization record to the Student Health Center by August 1 of their first academic year. Immunization record information is available on the [Student Health Center website](#) or by calling 314- 977-2323.

#### D. Mental Health Resources

Additional information and resources for mental health wellness is on the [School of Law Student Health and Wellness website](#).

##### 1. University Counseling Center

Counseling services are available at no charge through the University Counseling Center (“UCC”) located in Wuller Hall, 2<sup>nd</sup> Floor, 3711 West Pine Mall. UCC staff are highly trained specialists helping students with a broad range of concerns. For additional information, an appointment, or to reach a counselor 24 hours a day in an emergency, call 314- 977-TALK (8255). Further information is on the [University Counseling Center Website](#). Psychiatry appointments are available at the Student Health Center by calling 314-977-2323.

A dedicated UCC counselor for School of Law students holds regular office hours at Scott Hall in Room 1050. Scheduled appointments are encouraged, and walk-in appointments may be available.

##### 2. Missouri Lawyers’ Assistance Program

The Missouri Lawyers' Assistance Program (“MOLAP”) is a free, 24 hours a day, seven days a



week, confidential counseling program for members of the Missouri Bar, their families, and law students in Missouri. Through individual or group sessions at Scott Hall or virtually, MOLAP helps individuals address depression, substance abuse, stress, and burnout. Further information is on the [Missouri Bar website](#) and at 1-800-688-7859.

### 3. Suicide Prevention Resources

Contact the 24 hours a day, seven days a week Suicide Prevention Hotline by dialing 988 or 1-800-273-TALK (8255).

## II. Safety

### A. University Department of Public Safety

The University Department of Public Safety and Emergency Preparedness (“DPS”), located in the Wool Center, Room 114, 3545 Lindell Blvd., 314-977-3000, is dedicated to maintaining a safe and orderly atmosphere on campus. The School of Law works with DPS and the St. Louis Metropolitan Police Department to address safety concerns. Contact the Dean of Students to discuss any campus safety concerns. Additional information, including crime prevention, safety procedures, safety notifications, and statistics on reported incidents are on the [DPS website](#). Individuals may report criminal and suspicious activity on the [DPS website](#) or the 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, be aware of the following safety measures. Security cameras in the areas outside of Scott Hall are monitored by DPS. When walking, 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 schedule is on the [University website](#). The SLU Ride service is available for evening and weekend transportation to and from the North and South University campuses and information is on the [University website](#). For assistance with safety concerns going to and from Scott Hall, contact the Scott Hall first floor security desk at 314-977-6370 for the guard and DPS Officer.

The Downtown St. Louis Community Improvement District offers 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, contact 314-280-4817. Information is on the [Downtown Community Improvement District website](#).

#### 2. Taxicab Service

DPS contracts with area taxicab companies to provide local transportation to students in emergencies. If students become stranded without any money or are concerned about driving while intoxicated, call DPS at 314-977-3000 to send a cab to their location and they will be taken to the DPS office. The charge for the taxi service is billed to their student account.

### 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 appears concerning. Park your vehicle in University parking lots or garages. If parking off campus, choose well-lit and populated areas. Look in and around your car before entering it. Report any suspicious activity on campus to DPS at 314-977-3000 or 911.

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

### 4. Automobile Emergency

DPS officers provide jump starts, transportation to obtain emergency gas, and assistance for students locked out of their 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. This annual report contains crime statistics that were reported to a campus security authority or 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 and 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*

1. DPS: 314-977-3000 or 911 (calling 911 from a University phone or on University property automatically alerts DPS)
2. 1<sup>st</sup> Floor Security Desk: 314-977-6370
3. Dean's Office: 314-977-8172
4. Dean Of Students Office: 314-977-3675

### *B. Fire or Other Alarm*

All alarms are considered valid unless prior notification has been announced regarding 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. Call 911 or 314-977-3000 to notify DPS. Fire extinguishers are located in the hallway on each floor of Scott Hall. 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. The alarm system will instruct occupants to evacuate the floor where the alarm/fire is located and the one floor above and one floor below where it is located. For all

other floors, the alarm system will instruct occupants to remain on that floor and await further instructions.

### *C. Evacuation Procedures*

#### 1. Evacuate immediately

At the sound of an alarm in Scott Hall, if instructed by the alarm system, all occupants should immediately and calmly evacuate the building using the nearest exit. Evacuate using the enclosed stairwells to the ground floor. Do not prop open the stairwell doors and do not use the elevators. Emergency phones are located on each floor in the enclosed stairwells to alert emergency personnel of your location, if necessary. When on the first floor, do not stop in the lobby; exit out of Scott Hall immediately. Do not exit through the garage unless the first floor exits are not available.

Individuals unable to use the stairs and are not on the first floor should go to the North side enclosed stairwell landing area of the floor they are on. Emergency personnel have been alerted to check these areas immediately upon 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 instructions. Only DPS can issue the order to return to Scott Hall.

#### 3. Individual responsibilities

##### a. Faculty

Faculty conducting class during an alarm shall direct students to evacuate the building if instructed. When outside Scott Hall, faculty should reconvene with the class in the designated gathering area.

##### b. Students

Students in class during an alarm must evacuate the building if instructed and reconvene with the faculty member and class in the designated gathering area. Students in other areas of Scott Hall must evacuate the building if instructed and reconvene in the designated gathering area with the staff, faculty, and students they were with at the time of the alarm.

##### c. Staff

Staff must evacuate the building if instructed 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 and avoid areas with glass

windows and glass doors. In addition to the enclosed stairwells, the following areas in Scott Hall are designated for tornado sheltering.

- 1<sup>st</sup> Floor - Hallway behind the elevator bank
- Garage Floors (floors 2, 3, and 4) - Seek shelter on floors 1 or 7
- 5<sup>th</sup> Floor - Restrooms
- 6<sup>th</sup> Floor - Restrooms
- 7<sup>th</sup> Floor - Restrooms and Study Rooms
- 8<sup>th</sup> Floor - Student Lounge, Staff and Faculty Lounge, Kitchen, Restrooms
- 9<sup>th</sup> Floor - Rooms 905 and 983, Restrooms
- 10<sup>th</sup> Floor - Rooms 1009, 1036, and 1043, Restrooms
- 11<sup>th</sup> Floor - Restrooms
- 12<sup>th</sup> 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 under a sturdy desk or table while holding on to your shelter. If you 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 move outside and away from Scott Hall to the designated gathering area away from buildings and electrical wires.

## 3. Class cancellations due to inclement weather

The decision to cancel classes is at the discretion of the University. In the case of inclement weather, call 314- 977-SNOW (7669) for a recorded message regarding cancellations. Individual faculty members may, at their discretion, cancel class and students will be notified by email and other available communication.

### *E. Medical Emergency*

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 as DPS officers are trained first responders. Do not leave injured or ill individuals alone except to notify DPS and do not move the individual unless they are in danger of further injury.

### *F. Mental Health Emergency*

Call the UCC at 314-977-TALK (8255) for assistance in a mental health emergency. If the emergency is life-threatening, call 911 and DPS at 314-977-3000. UCC staff are available 24 hours a day, seven days a week. Students, staff, and faculty with specific concerns about the wellbeing of a student should also contact Student Services.

## **CHAPTER 3: SCHOOL OF LAW (SCOTT HALL) PREMISES**

## **I. Hours and Access**

Scott Hall is open to School of Law students, staff, and faculty 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. A valid University ID card is required to enter Scott Hall and University ID cards must be visible when in Scott Hall. Contact the University Parking, Card and Transportation Services Office at 314-977-2957 or [cardservices@slu.edu](mailto:cardservices@slu.edu) regarding any issues with your University ID card. Lost, stolen, or damaged cards must be replaced immediately at the student's expense.

## **II. Room Reservation Requests**

Students may request to use Scott Hall rooms for student organization meetings and other group activities. Requests must be made by completing the online [Event Room Request form](#). For further inquiries email Julie Orr, Event Planner, at [julie.orr@slu.edu](mailto: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**

Study rooms located on floors 7, 10, and 11 provide space for collaborative work and group study. These guidelines are intended as best practices to maximize the fair use of the rooms.

### *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 is given to groups and rooms usage should be appropriate to the number in the group. Individual students are encouraged to study in the law library, available classrooms, and alcoves on each floor. Rooms 1009, 1036, 1041, and 1043 may be used as study rooms when they are not being used by CSO.

During exam periods the demand for study rooms exceeds the number of rooms available; therefore, respect other students with the amount of time you occupy 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 students taking exams.

### *B. Study Room Guidelines*

Study room windows must not be covered to block visibility into the room. Conditions of study rooms are the responsibility of the users of the room. Leave the room in good condition for the next users, including erasing the dry erase walls. Study rooms are not soundproof; maintain reasonable noise levels. Belongings shall not be left unattended for longer than 15 minutes or they may be removed. The School of Law is not responsible for personal items stolen or damaged when left in a study room.

### *C. Alternative Options for Group Study/Meetings*

Study groups and student organization executive boards may reserve the 10<sup>th</sup> Floor Conference Room (Room 1008D) by emailing Joyce Brown at [joyce.brown@slu.edu](mailto:joyce.brown@slu.edu). Groups may reserve the room for a maximum of two hours at a time. Student Services, CSO, ARC, and the Office of Development and Alumni Relations have priority in reserving Room 1008D.

#### **IV. Bulletin Boards**

Bulletin boards are located throughout Scott Hall and are available to members of the School of Law community. Some boards are designated for specific purposes. Items placed on a bulletin board should contain sufficient information (telephone number, email address, name of organization, or name of an individual) to identify the organization sponsoring the service or event and must not be larger than 8 ½ x 11 inches. Student Services must approve items to be posted and will remove items without required information or approval. Posting is not permitted on 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 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, sale, distribution, or free sampling of tobacco, including any smoking device, or carrying any lit smoking instrument in University owned, leased, or occupied facilities or on University leased, owned, or occupied property, at events on University properties, or in University owned, rented or leased vehicles, is always prohibited. The [University Smoke and Tobacco Free Campus Policy](#) applies to all students, staff, faculty, and visitors in all indoor and outdoor areas at Scott Hall.

#### **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 in Scott Hall 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. 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 Scott Hall. 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 must be made by the payment deadlines posted on the University website.

Students who have not made a 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 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 2024-2025 Academic Year (subject to change at any time)**

Full-time tuition (12 or more credit hours)	\$25,820 per semester \$51,640 per year (fall/spring)
Part-time tuition (8-11 credit hours)	\$18,840 per semester \$37,680 per year (fall/spring)
Hourly tuition (1-7 credit hours)	\$2,450 per credit hour
Summer 2023 tuition	\$1,610 per credit hour (1-3 credit hours) \$6,390 flat (4-7 credit hours)

#### **Mandatory Fees for the 2024-2025 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*

<b>Fall and Spring Semesters</b>		<b>Summer Semester</b>	
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, 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 other 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 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](http://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. 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. 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 aid programs require a higher minimum CGPA that must be maintained for renewal. Each scholarship or aid must be reviewed individually to determine the minimum renewal CGPA, other requirements, and maximum duration of aid 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. Review the Federal Appeal form on the [University Financial Aid website](#). 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. Contact the School of Law Financial Services Office regarding the emergency loan funds. The following emergency loans are available to law students:

1. 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.
2. 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.
3. 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.
4. 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 offers merit-based scholarships to a select group of highly qualified students. All complete applications received by the School of Law receive full consideration for scholarships by the Admissions Committee. Scholarship duration is based on the student's program of study. Scholarships only apply to tuition in fall and spring semesters for Saint Louis University courses in the semesters in which a student's primary classification is law. Scholarships do not apply to summer tuition.

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 offers 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 offered 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 offered 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 offered 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. Scholarships 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 offer letter, the scholarship will renew automatically each semester regardless of cumulative grade point average. 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 defines the procedures for a student who was offered a law school scholarship and changes their enrollment status from the one indicated in the scholarship agreement letter.

a. For students offered 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 offered 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: SAINT LOUIS UNIVERSITY SCHOOL OF LAW STUDENT HONOR CODE**

## I. Introduction

### A. Definitions

1. Chairperson and Vice-Chairperson – Elected officers of the Honor Council.
2. Complainant – A student or member of the Faculty or Staff who reports a suspected or alleged violation of this Honor Code to the Investigator.
3. Dean – Dean of the School of Law.
4. Dean of Students – Dean of Students for the School of Law.
5. Faculty – Individuals identified by the Dean as members of the School of Law faculty, whether full-time, part-time, visiting, adjunct, affiliated, or another category.
6. Hearing Panel – A panel designated to adjudicate a particular case.
7. Honor Code – School of Law Student Honor Code.
8. Honor Code Committee – A committee headed by an appointed member of the SBA and comprised of SBA elected representatives.
9. Honor Council – The entity responsible for administration and enforcement of this Honor Code.
10. Investigator – A member of the Faculty or Staff appointed by the Dean to investigate alleged Honor Code violations.
11. Plagiarism Policy – Saint Louis University School of Law Plagiarism Policy Statement adopted by the Faculty, as amended.
12. Presiding Officer – The Honor Council member assigned to preside at a Hearing Panel.
13. Respondent – Any person accused of having violated this Honor Code while a student.
14. SBA – School of Law Student Bar Association.
15. School of Law – Saint Louis University School of Law.
16. Staff - Individuals identified by the Dean as members of the School of Law staff, whether full-time, part-time, temporary, or another category.
17. Student – A person who is or was enrolled in one or more courses at the School of Law.
18. University – Saint Louis University.

### B. Scope

This Honor Code shall govern violations alleged to have occurred while any Student is or was enrolled in a course at the School of Law, including violations discovered after the Student's graduation, subject to the statute of limitations contained in Section I, G. Actions of the Honor Council under this Honor Code shall have no effect on the decisions of a member of the Faculty concerning a Student's grade in a class. This Honor Code supplements, but does not supplant, any other School of Law or University policies or rules of conduct that may be in effect at the time of the alleged violation.

### C. Agreement to be Bound by the Honor Code

Enrollment in a School of Law class constitutes agreement to be bound by this Honor Code. Each Student who attends the School of Law shall, prior to the beginning of their first semester of law school, sign a statement which states that the Student (1) has read the provisions of this Honor Code; (2) understands that they have a duty to comply with those provisions; and (3) consents to the jurisdiction of the Honor Council in matters governed by this Honor Code. Students enrolled in other programs of the University who enroll in School of Law classes shall be bound by this Honor Code.

### D. Purpose

Acceptance to the School of Law represents a significant 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, the School of Law, the court, the legal profession, and the public. The legal profession demands the highest degree of trustworthiness, honesty, integrity, and respect. As future members of the legal profession, Students 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 governing the conduct of Students.

*E. Duty to Comply with the Honor Code*

Students have a duty to comply with the provisions of this Honor Code. Applicants for admission to the School of Law will be advised of their obligations under the Honor Code when they are admitted and enrolled.

*F. Duty to Report Violations*

Students have a duty to report any matter where the Student knows of facts indicating a significant likelihood that a violation of this Honor Code has been committed. Retaliation against any Student or member of the Faculty or Staff because of reporting a violation of this Honor Code, participating in an investigation related to such a report, or participating in any hearing or appeal process related to a report is prohibited.

*G. Statute of Limitations*

A complaint may not be filed against any Student if more than one year has passed since: (1) the Student graduated from the School of Law; or (2) the Student completed their last School of Law class but did not graduate.

*H. Availability of the Honor Code*

The Honor Code is accessible to Students and applicants for admission to the School of Law on the School of Law website. Students will receive a copy of the Honor Code upon enrollment in the School of Law.

**II. Conduct Subject to the Honor Code**

*A. Academic Violations*

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

1. use materials, electronic devices, or technology resources during an examination other than those specifically authorized by a member of the Faculty, or use materials in a manner not consistent with the rules specified by the member of the Faculty;
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 member of the Faculty;
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 class 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 School of Law Library or any other University library;
7. make an unauthorized or improper use of a computer, computer program, computer application, or any other form of electronic media or technology resources in connection with a class assignment, research or writing 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 this Honor Code;
11. seek an advantage by making a material misrepresentation concerning class rank, grades, academic honors, or any other School of Law matter;
12. make a material misrepresentation related to class attendance.

*B. Conduct Violations*

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

1. deface, damage, or steal any property belonging to the School of Law or any member of the School of Law community, or misuse funds from the School of Law or a student organization;
2. engage in conduct that the Student knows or reasonably should know is harassment or discrimination on the basis of race, sex, religion, national origin, ethnicity, disability, age, sexual orientation, gender identity, marital status, or socioeconomic status; examples of such conduct include, but are not limited to, epithets; slurs; negative stereotyping; and threatening, intimidating, or hostile acts;
3. Section II, B does not preclude legitimate academic discussions when race, sex, religion, national origin, ethnicity, disability, age, sexual orientation, gender identity, marital status, or socioeconomic status are relevant to the academic discussion;
4. conduct involving allegations of sexual harassment, including sexual assault, dating violence, domestic violence, sexual or gender-based stalking is subject to and superseded by the University Title IX Sexual Harassment Policy;

*C. Violations Related to Enforcement and Procedures of this Honor Code*

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

1. violate any confidentiality provision of this Honor Code;
2. willfully conceal or misrepresent information material to an investigation or adjudication of an alleged violation of this Honor Code;
3. make or assist in making any allegation of misconduct under this Honor Code that the accuser knows is false, unfounded, or frivolous;
4. knowingly provide false testimony or other information in connection with proceedings under this Honor Code;
5. 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 in the proceedings at issue;
6. 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; or

7. retaliate against any Student or member of the Faculty or Staff because of reporting a violation of this Honor Code, participating in an investigation, or participating in any hearing or appeal related to this Honor Code.

### **III. Honor Council**

#### *A. Authority of the Honor Council*

The Honor Council is vested with the sole authority to adjudicate alleged violations of this Honor Code. The Honor Council is vested with the authority to adopt rules governing its procedures, consistent with the procedures established in this Honor Code.

#### *B. Composition*

The Honor Council shall consist of a total of eleven members. There shall be eight student members who will have completed at least two semesters at the School of Law prior to the beginning of their term, including the Chairperson and Vice-Chairperson, and three full-time members of the Faculty or Staff. Each member of the Honor Council shall have full and equal voting rights.

#### *C. Election of Members*

The SBA shall hold elections once per academic year in the spring semester for the student members of the Honor Council. Candidates shall apply to the SBA and applicants will be reviewed by the SBA and the Dean of Students to determine eligibility. Students shall be eligible for election if they (1) meet University requirements for participation in campus activities, (2) have not violated this Honor Code, and (3) are not an elected SBA representative. Elections shall occur after the elections for SBA representatives.

Student members of the Honor Council shall take office on the day of the School of Law Hooding Ceremony in May and shall serve until the following May Hooding Ceremony.

A Faculty and/or Staff member of the Honor Council shall be appointed by the Dean who will provide their charge and will continue to serve until a replacement member is appointed by the Dean.

All Honor Council members shall undergo training after election or appointment.

#### *D. Student Member Appointment*

If a position on the Honor Council is open, 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, a runoff between the affected candidates shall be held as soon as is practicable.

2. If, due to lack of candidates, general elections do not fill all the allotted seats on the Honor Council, or if an elected Honor Council member fails to complete their term, the available seat shall be offered to the runner-up who ran in the same election as the member who is stepping down. If that candidate declines 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.

3. If there are no candidates who wish to fill the position, the SBA shall solicit additional applicants for the available positions. Candidates shall be selected by a majority vote of all elected members of the SBA with approval of the Dean of Students.

#### *E. Officers*

The Honor Council shall elect from its student members a Chairperson and Vice-Chairperson by majority vote to serve an annual term. These elected officers will administer this Honor Code. Whenever the Chairperson is unavailable, the Vice-Chairperson shall perform their functions.

#### *F. Removal*

An Honor Council member shall be removed for:

1. violation of this Honor Code; or
2. good cause upon a unanimous vote of the other members of the Honor Council.

#### *G. 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, they shall recuse themselves and refuse to act in the proceeding to avoid any actual or perceived impropriety. 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 themselves. If they elect not to recuse themselves 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 is required to exclude the challenged member. If all members of the Honor Council recuse themselves, or enough members recuse themselves so a quorum is not available or a hearing panel cannot be convened, the Dean of Students shall appoint alternative Students, Faculty, and/or Staff members as temporary members of the Honor Council to ensure that a reported allegation of a violation can be investigated and adjudicated.

#### *H. Quorum*

Seven members of the current Honor Council shall constitute a quorum.

### **IV. Confidentiality of Honor Code Proceedings**

#### *A. Confidentiality of Proceedings*

Proceedings before the Honor Council and Hearing Panel are confidential, subject to Sections VI, C and VI, D, and subject to applicable rules obligating the School of Law to disclose information to other University officials, state bar associations, or other licensing or government authorities. All members of the Honor Council and the Investigator shall refrain from disclosing any information that would deprive

the Complainant or the Respondent of their privacy rights or otherwise jeopardize the fair and orderly completion of such proceedings. The Investigator, members of the Honor Council, and all other participants in the proceedings shall be advised of these confidentiality requirements and shall affirm that they will abide by these confidentiality provisions.

*B. Honor Council 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 or government authorities. All official files shall be kept in the School of Law Student Services Office.

**V. Investigative Procedures**

*A. Appointment of Investigator*

Before the beginning of each academic year, the Dean shall appoint a member of the Faculty or Staff to serve as Investigator, pursuant to the charge given to the Investigator. The Investigator shall continue to serve in that capacity until the appointment of a different Investigator.

*B. Appointment of Alternate Investigator*

If a student is alleged to have committed a violation in a class taught by the Investigator, the Student 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 the alleged violation only.

*C. Reporting Violations*

Whenever a Student is obligated to report a violation pursuant to Section I, F, the Student shall promptly submit a written complaint to the Investigator. All complaints must be signed and are confidential under Sections IV, A and VI, C. The Investigator shall make best efforts to notify the Respondent of the allegations within 48 hours after receipt of the complaint by providing the Respondent a copy of the written complaint, with the identity of the Complainant concealed. 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 they have completed all exams.

*D. Investigation of Reported Violations*

The Investigator shall be responsible for investigating reported violations. All students have a duty to cooperate with the investigation and the refusal to cooperate may be considered a violation of this Honor Code. 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 they determine that there is probable cause to believe a violation has occurred. If the Investigator decides to dismiss the case, that decision is final, unless new evidence is discovered. If the Investigator decides to dismiss the case, the matter shall not be made a part of or referred to in the Respondent's

student file.

*E. Informal Resolution by the Investigator*

The Investigator may, at their 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.

*F. Probable Cause Determination*

If the Investigator determines that dismissal of the case is not warranted, and that informal resolution of the alleged violation is not practicable, 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. The Honor Council shall then convene a Hearing Panel.

*G. Convening a Hearing Panel*

Each Hearing Panel shall consist of three members: one faculty member and two student members of the Honor Council. All student and faculty members of the Honor Council, except any member who has been recused or excluded pursuant to Section III, G, shall be eligible to serve on the Hearing Panel. If more than one faculty and two student members of the Honor Council are eligible to serve on a particular Hearing Panel, then the Chairperson shall randomly select the Hearing Panel.

**VI. Adjudication of Alleged Violations**

*A. Presiding Officer at Hearing*

The Hearing Panel will select a student member who shall serve as the Presiding Officer of the hearing.

*B. Timely Adjudication*

The Respondent is entitled to a timely adjudication with due speed to ensure a fair hearing. The dates and times provided in this Honor Code are guidelines that should be followed as much as practicable. Except for the statute of limitations in Section I, G, failure to strictly comply with the guidelines for timely adjudication shall not automatically prevent the continued adjudication of a case. Subject to examination periods, University holidays, and breaks between semesters that may impact the scheduling of any adjudicative stage, the guidelines for timely adjudication are:

1. the Chairperson should provide the Investigator's Report to the Respondent and the Complainant 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 to achieve a fair and just result.

*C. Rights of the Complainant*

After a Hearing Panel has been convened, the Respondent 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, notwithstanding Section VI, D. The Complainant may:

1. request that they not be identified by name in any written or oral communication associated with the proceeding, but instead be designated as “the Complainant”;
2. subject to Respondent’s right to examine witnesses, request that any testimony they give be heard in a closed hearing, even if the proceedings are otherwise held publicly at the election of the Respondent pursuant to Section VI, D; and
3. be advised and represented by counsel, or by any other representative, at their own expense.

#### *D. 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;
2. to be presumed not responsible for any allegations and need not prove anything;
3. to call witnesses, present evidence, and examine all witnesses;
4. to make and submit a written statement in addition to or in lieu of oral testimony;
5. to be advised and represented by counsel, or by any other representative, at their own expense;
6. except as may be limited by an order of the Honor Council in response to a request from the Complainant under Section VI, C, 2, to have all proceedings against them held publicly or privately at their election;
7. to not testify at the hearing; and
8. to admit to the violation of this Honor Code and proceed to a hearing only on sanctions to be imposed, in which case the admission and cooperation of the Respondent may be taken into consideration by the Hearing Panel in imposing sanctions.

#### *E. 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 in consultation with the other Hearing Panel members has the discretion to exclude evidence that is irrelevant, unreliable, duplicative, or that a party failed to disclose in accordance with Section VI, F, 1. The Presiding Officer’s decision to admit or exclude evidence is final and unreviewable.

#### *F. Hearing Procedures*

1. At least five days prior to the hearing, the Hearing Panel and the Respondent shall place all documents and other material to be introduced into evidence in a folder in the Office of Student Services. 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 and the Respondent no later than forty-eight hours prior to the hearing. Any exhibits introduced at the hearing that were not placed in the Office of Student Services may be allowed into evidence, as fairness requires. All objections will be ruled on by the Presiding Officer at the hearing when the exhibits are offered as evidence.

2. The Hearing Panel may call witnesses. The Respondent shall have the right to testify on their own behalf and to request that witnesses be called. All testimony shall be given under oath or affirmation. The Respondent and any witness may decline to testify only as provided under Section II, C, 5.

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 Respondent may make an opening statement.
5. At any time during the hearing, members of the Hearing Panel may ask questions. The Hearing Panel members may introduce and examine exhibits as they are allowed into evidence, and during deliberations.
6. The Hearing Panel must find a violation by a preponderance of the evidence through witnesses and other evidence. The Respondent may assert objections to documents and other materials as they are offered into evidence and may question all witnesses.
7. The Respondent may call their witnesses and present other evidence. The Hearing Panel may also examine any witnesses called by the Respondent.
8. Following the presentation of all evidence, the Respondent may make a closing statement.
9. All proceedings before the Hearing Panel shall be recorded in a video and/or audio file. The deliberations of the Hearing Panel shall not be recorded. At the conclusion of the hearing, the Presiding Officer shall preserve the record for appellate review, and it will be kept in the Office of Student Services.
10. The Complainant, Respondent, and all witness shall have no ex parte contact with members of the Hearing Panel or the Honor Council relating to the complaint until all hearing procedures and appeals have been completed.

#### *G. Deliberations*

Only the Hearing Panel members shall be present during deliberations, at which time the Hearing Panel may review any evidence presented at the hearing.

#### *H. Finding of Violation*

No Student shall be found to have violated this Honor Code unless two of the three members of the Hearing Panel agree that by a preponderance of the evidence a violation has been committed.

#### *I. Hearing Decision*

Upon making a finding of a violation, the Hearing Panel shall prepare and submit a written report to the Dean of Students and the Honor Council setting forth a summary of the testimony, findings of fact, and conclusions, including an explanation of the evidentiary basis for the findings. If a member of the Hearing Panel does not agree with the finding of a violation, they may submit a dissent as part of the report. The report should be submitted within three calendar days of the end of the hearing proceedings.

#### *J. Hearing Decision History*

The Hearing Panel shall prepare and submit to the Dean of Students the same report as required by Section VI, I, with the exception that all personal information be removed from the report. This report shall be kept in a file in the Office of Student Services and shall be available for future Honor Councils to review during their term of service.

#### *K. Power to Impose Sanctions*

Except as provided below, and subject to the appellate procedures in Section VI, M, the Hearing Panel has the authority to impose any sanction(s) listed in Section VI, L. At least two members of the Hearing Panel must agree on any sanction(s) to be imposed. The Dean of Students, not the Hearing

Panel nor Honor Council, is responsible for ensuring compliance with sanctions.

#### *L. Sanctions*

Sanctions that may be imposed shall include the following, consistent with the nature of the violation, and should consider the educational aspects for the Respondent, and address the harm to the School of Law community from the violation:

1. expulsion;
2. suspension from the School of Law for a specified time;
3. probation for a specified time, which may include removal from and denial of eligibility for all elected or appointed offices or positions in the SBA, University, and School of Law student organizations, law journals, competitions and/or activities;
4. withdrawal of a granted degree, if a final determination that this Honor Code was violated is made after the degree has been awarded;
5. loss of University or School of Law services or privileges for a specified period of time;
6. restitution to the University, School of Law, 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. requirement to participate in community service; restorative justice programs, and/or educational programming and training;
9. any other sanction deemed appropriate, except that the Hearing Panel may not interfere with a member of the Faculty's authority to determine a grade; and/or
10. any combination of the sanctions listed in this section.

#### *M. Appeals*

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

1. Within seventy-two 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. The grounds for appeal may only be based on the following: there was a material deviation from the procedures set forth in this Honor Code that would significantly impact the outcome of the case or may have resulted in a different finding, and/or new and relevant information, not available at the time of the hearing, has arisen that would significantly impact the outcome of the case.

2. When a timely appeal is filed, any sanction(s) imposed shall be suspended until the appeal is resolved.

3. All appeals shall be decided by the full Honor Council, excluding the members who were selected for the Hearing Panel pursuant to Section V, G, respectively, and any member who has been recused or excluded pursuant to Section III, G. At least five members of the Honor Council are required to hear the appeal. If at least five members of the Honor Council are not available to hear the appeal, the Dean of Students has the authority to appoint alternative temporary members of the Honor Council to ensure that an appeal can be heard.

4. The Honor Council shall review the written record and recording of the hearing

before the Hearing Panel and provide the Respondent an opportunity to appear and present their grounds for appeal.

5. The Honor Council shall affirm the Hearing Panel's decision that a violation occurred, unless a majority of the Honor Council members present, and voting agree that a fair hearing was not provided or that no reasonable Hearing Panel could have reached the decision based on the evidence presented.

6. Upon the specific request of the Respondent as part of the appeal, the Honor Council on appeal shall have the authority to amend a sanction(s) imposed by the Hearing Panel if a majority of the Honor Council members present and voting agree that the sanction is unduly harsh given the nature of the violation.

7. The Honor Council shall reach a final decision on the appeal, if possible, within ten calendar days after the Respondent files the appeal.

8. All decisions on appeal by the Honor Council are final and not further reviewable, except for new evidence in accordance with Section VI, O.

#### *N. Publicizing Violations*

At the conclusion of the full adjudication process including any appeal, the Honor Council shall 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 their consent. Except as provided in the preceding sentence, all records of the proceedings shall remain confidential. At the end of each semester, the Honor Council through appropriate means, shall publicize a report of all matters handled under this Honor Code during that semester.

#### *O. 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 non-responsibility of the Respondent. No hearing shall be reopened unless a majority of the full Honor Council agrees that the interests of fairness require a new hearing. A person seeking to reopen a hearing upon the grounds of newly discovered evidence shall petition the Honor Council and state the nature of the evidence relied upon. The Honor Council has discretion to determine whether the charges should be reheard completely or whether the new evidence alone should be considered de novo in connection with the previous record.

### **VII. Amendments and Miscellaneous**

#### *A. Amendments*

The SBA through its standard voting process, and/or the Faculty may initiate amendments to this Honor Code. This Honor Code and any of its provisions may be repealed or amended by a two-thirds majority of currently enrolled Students present and voting and a two-thirds majority vote of the full-time Faculty present and voting at an announced faculty meeting. Amendments shall take effect immediately upon approval by both the currently enrolled Students and the full-time Faculty.

#### *B. Other Authority of the Dean and Faculty*

Except conduct governed by this Honor Code, the University, the Dean, and/or the Faculty shall retain all other authority to take appropriate disciplinary action for a Student's improper conduct.



## 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* (2<sup>nd</sup> 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.<sup>5</sup> 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.<sup>6</sup> 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.<sup>7</sup> 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.<sup>8</sup>

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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.<sup>1</sup>

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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”.<sup>1</sup>

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

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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.<sup>1</sup> Fraudulent securities regulations resulted from the absence of federal regulations and uniform state regulations.<sup>2</sup> The need for such regulations became evident only after the stock market crash of 1929.

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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.<sup>1</sup> Fraudulent securities regulations resulted from the absence of federal regulations and uniform state regulations.<sup>2</sup> The need for such regulations became evident only after the stock market crash of 1929.<sup>3</sup>

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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](http://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 should 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 matriculating prior to the Fall 2025 semester must complete 91 credit hours to earn their J.D. (beginning with the class matriculating in the Fall 2025, students must complete 89 credit hours to earn their J.D.). Full-time students generally complete their J.D. in three years, taking 12-17 credit hours each fall and spring semester. Classes in the full-time program are scheduled Monday-Friday between 8:00 a.m. and 6:00 p.m. After their first two semesters, students may enroll in evening courses subject to seat availability. Students may also take credit hours in the summer semester.

#### A. First Year Core Curriculum

Full-time students complete the required first year core curriculum in two semesters as follows.

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)
Professional Identity, Practices, and Skills I (1 hour)	Professional Identity, Practices, and Skills II (1 hour)

#### B. Upper Division Required Curriculum

Full-time students must 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 matriculating prior to the Fall 2025 semester must complete 91 credit hours to earn their J.D. (beginning with the class matriculating in the Fall 2025, students must complete 89 credit

hours to earn their J.D.). Part-time students generally complete their J.D. in four to five years, taking eight-11 credit hours each fall and spring semester. Students may take credit hours in the summer semester. Classes in the part-time evening program are scheduled Monday-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 their first two semesters, students in the part-time evening program may enroll in courses during the day subject to seat availability.

*A. First Year Core Curriculum*

1. Part-time Evening

Part-time evening students complete the required first year core curriculum in two years with 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 is determined based upon the matriculating year (even numbered or odd numbered year) as follows.

a. Even Academic Years (i.e., Fall 2024 and Spring 2025)

<b>Year One Fall</b> (11 credit hours)	<b>Year One Spring</b> (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)
Professional Identity, Practices, and Skills I (1 hour)	Professional Identity, Practices, and Skills II (1 hour)
<b>Year Two Fall</b> (up to 11 credit hours)	<b>Year Two Spring</b> (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 2025 and Spring 2026)

<b>Year One Fall</b> (11 credit hours)	<b>Year One Spring</b> (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)
Professional Identity, Practices, and Skills I (1 hour)	Professional Identity, Practices, and Skills II (1 hour)
<b>Year Two Fall</b> (up to 11 credit hours)	<b>Year Two Spring</b> (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 the required first year core curriculum in two years scheduled

during the day as follows.

<b>Year One Fall</b> (11 credit hours)	<b>Year One Spring</b> (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)
Professional Identity, Practices, and Skills I (1 hour)	Professional Identity, Practices, and Skills II (1 hour)
<b>Year Two Fall</b> (up to 11 credit hours)	<b>Year Two Spring</b> (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 complete with a passing grade the following courses to graduate. Upper division required courses and most elective courses are offered in the evening annually or every other year. Every attempt is made to schedule courses 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 earned their first degree in law outside of the United States to earn their J.D. in four semesters by granting them advanced standing. The Two-Year J.D. is designed for foreign lawyers who want 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 may fully participate in other academic and co-curricular opportunities. In addition to earning a credential that may enhance their home country practice, Two-Year J.D. graduates may sit for the bar exam in any state, although other eligibility requirements may be required.

#### *A. Requirements for Admission*

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. Applicants must satisfy the following requirements.

1. Hold a first degree in law from a university or law school outside the U.S. that qualifies the applicant for bar admission in their home country.
2. Have outstanding academic credentials and demonstrated excellence in professional career activities.

3. Complete an application for admission and submit all required supporting documentation, including official transcripts and diplomas, two letters of recommendation, professional resume, and a 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 degree in law program was not in 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 matriculating prior to the Fall 2025 semester must complete 91 credit hours to earn their J.D. (beginning with the class matriculating in the Fall 2025, students must complete 89 credit hours to earn their J.D.). Students admitted to the Two-Year J.D. program are granted advanced standing and may be permitted to transfer a maximum of 30 hours of academic credit earned from their first law degree granting university or law school. Credit is 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 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 their remaining required credit hours through 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 U.S. bar exam are strongly advised to enroll in the following courses for bar preparation: Business Associations, Constitutional Law II, Criminal Procedure: Investigation, Evidence, and Wills and Trusts.

5. In compliance with Chapter 9, Section VII, A of this Handbook, students may take a maximum of six credit hours in graduate level courses in another school or department of the University with 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 enroll in courses in one or both degree programs depending on each program's curriculum. For additional information, 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 J.D. graduates seeking to develop an expertise in health care law. The program primarily serves two groups: 1) lawyers without extensive experience in legal practice but who want to practice in health care law, and 2) lawyers with other specialty practice areas seeking to increase their exposure to health care law. The program places strong emphasis on research under the close supervision of faculty members. Students are encouraged to complete scholarly writing, attend seminars, and participate in directed research.

Students must complete 24 credit hours, including a master's thesis of publishable quality, and may take a maximum of six credit hours of directed research and six credit hours of graduate level coursework in the University outside the School of Law in approved, relevant disciplines. Students may choose full-time study for one year, or part-time study for two years. For more information, contact the Executive Director, Center for Health Law Studies.

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

The LL.M. in American Law for Foreign Lawyers is a one-year graduate degree program for highly qualified individuals with a law degree from a university outside the U.S. This program provides studies and research in American Law, with a focus on the U.S. legal system. For more information contact the Executive Director, Center for International and Comparative Law, or the Assistant Director for International Students.

## **VI. Study Abroad Programs**

To enroll in all study abroad programs, students must be in good academic standing at the time of application and must have completed one year of the full-time or part-time program. Students pay tuition and fees to the School of Law while studying abroad; must purchase the University's International Health Insurance; and pay incidental expenses, airfare, ground transportation, lodging, and meals. Students successfully completing courses abroad receive credit toward their J.D. Except for the summer program in Madrid, students enroll in 12-14 ABA credit hours that are not calculated into their CGPA. Study abroad applications are submitted to the Executive Director, Center for International and Comparative Law.

### *A. Spain*

The Center for International and Comparative Law offers the Summer Law Program in Madrid during the first six weeks of the summer in the beautiful, culturally rich, and exciting European capital city of Madrid. This program is located on the University's Madrid campus. Students earn up to six credit hours in international and comparative law courses taught by Spanish and School of Law faculty members with extensive experience in specialized subject matters. Students earn credit hours toward their J.D., and the grades are calculated into their CGPA.

### *B. France*

Students may study abroad for one semester at one of three universities located in France:

Université de Toulouse, Université Paris-Dauphine, or Université d'Orléans. Université Paris Dauphine specializes exclusively in business and commercial law. Students participating in the Paris-Dauphine and Toulouse programs are not required to be fluent in French as instruction is in English. Participants in the Orléans program must demonstrate sufficient fluency in French as instruction is in French.

#### *C. Switzerland*

Students may study abroad for one semester at the University of Bern through a cooperative agreement between the School of Law and the University of Bern. The program offers courses in both English and German. Students taking courses in a language other than English must demonstrate sufficient fluency.

#### *D. Ireland*

Students may study abroad for one or two semesters at University College Cork through a cooperative agreement between the School of Law and the University College Cork. Cork's Faculty of Law includes expertise in Irish law, European Union law, and several specialty areas, including international and European human rights law and health law.

#### *E. China*

Students may study abroad for one semester at one of two institutions in Nanjing, China: Nanjing University Law School and Hohai University School of Law. Nanjing University is a nationally renowned university with expertise, including in criminal law and international business law. Hohai School of Law has expertise in environmental law, hydraulic engineering, water resources, and ocean engineering. Students participating in the Nanjing University program are not required to be fluent in Chinese as instruction is in English. Students participating in the Hohai University program must be fluent in Chinese as instruction is in Chinese.

#### *F. India*

Students may study abroad for one semester at the Jindal Global Law School through a cooperative agreement between the School of Law and Jindal Global Law School. Jindal Global Law School is nationally renowned with a wide variety of legal expertise. The language of instruction is English.

#### *G. Peru*

Students may study abroad during the fall semester at the Universidad de Lima through a cooperative agreement between the School of Law and Universidad de Lima. Students wishing to participate in this program must be fluent in Spanish as the language of instruction is in Spanish.

## CHAPTER 8: ACADEMIC AREAS OF STUDY

The School of Law offers the following concentration and dual degrees in specialized areas while earning the J.D. degree.

### 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 individual concentration advisor for additional information and advice.

#### 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 earn a grade of C or higher in Labor Law, Employment Law, or Employment Discrimination (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 also participate in field placements through the School of Law such as 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 field placements will not count toward the concentration credit hour requirement).

The following regularly offered employment law courses 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, Negotiations, Mediation, and employment law seminars. Other courses that count toward the concentration are sometimes offered, such as International and Comparative Employment Law, Information Privacy Law, and Employment and Labor Law Research. 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. Check the registration materials for more information.

Students also must attend activities and have an experience related to the practice of labor and employment law. The specific requirements are:

1. Attendance and participation in at least four activities associated with the Wefel Center for Employment Law and/or the Employment Law Association. This averages one per semester during the second and third years but may be earned at any time during a student's course of study. 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. To register attendance and upload your reflection paper, use the Google form available on the concentration's Canvas page.



2. Demonstrated completion of a substantial practical experience or a substantial practical exposure to the field of employment law. Students must demonstrate that they:

a. Worked in a position that had a substantial labor or employment law component (such as in the course topics listed above);

b. Attended networking and career events sponsored by the William C. Wefel Center for Center for Employment Law, and attended at least one event every semester during their second and third years; or

c. Joined a professional organization with a focus on labor or employment law and attended at least one event every semester during their second and third years (b and c may be combined).

Students are also encouraged to join the ABA Section of Labor and Employment Law, which is free with your student ABA membership. For further information, review the concentration's Canvas page, or 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 on the concentration Canvas page or from the Program Coordinator in Room 941. Students should apply as soon as they decide to pursue the concentration and 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 earn a grade of C or higher in a minimum of 10 credit hours in designated health law courses. Courses and seminars that satisfy this requirement are updated each registration period and designated as Health Law courses on the published course schedule. If a student earns a failing grade in a Health Law Concentration class, eligibility to earn the concentration is subject to the faculty advisor's discretion.

#### 3. Practical experience

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 and to participate in the Health Law Semester in Washington D. C. program in the spring of their third year. In special circumstances 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 employment and submit evidence of completion at the end of the 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 and 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 Health Law Symposium. Students are required to attend and complete critical summaries of at least five speakers from the Colloquia. 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 and must complete at least three critical summaries by the end of their second to last semester. Critical summaries should consist of a two to four page evaluation of the presentation and are due within 30 days of the presentation and are not accepted after the semester 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 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 concentration requires a minimum of 11 credit hours of intellectual property law courses with a grade of C or higher, including:

1. Intellectual Property Survey,
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 demonstrating the ability to conduct in-depth research and exhibit an understanding of policy issues affecting 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 at least 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 by recognizing students who complete a required

course of study and co-curricular activities in international and comparative law offered through the Center for International and Comparative Law. A student earns the concentration by completing the following requirements.

1. Apply for the Concentration in International and Comparative Law

Students must complete an application available online or from the Executive Director of the Center for International and Comparative Law. Students should apply as soon as they decide to pursue the concentration and are not permitted to apply for the concentration in their last semester of law school.

2. Course requirements

Students must earn a grade of C or higher in a minimum of 10 credit hours in designated health law courses, including the foundational International Law course. Courses and seminars that satisfy this requirement are updated each registration period and designated as international and comparative law courses on the published course schedule. If a student earns a failing grade in a concentration class, eligibility to earn the concentration is subject to the faculty advisor's discretion. Students must meet with the faculty advisor if they earn a grade of C or lower in an international and comparative law concentration class. Credits from School of Law exchange programs and the summer Madrid program may satisfy some requirements of the concentration. The concentration 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 Executive Director of the Center for International and Comparative Law.

4. Writing requirement

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

5. Colloquia attendance and three critical summaries

Students must significantly participate in Center for International and Comparative Law activities, including co-curricular activities with student involvement and written reflection. Students are required to attend and complete critical summaries of at least three speakers during law school that focus on the International and Comparative Law subjects. 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. The

critical summaries should consist of a two page evaluation of the information presented by the speaker and the student's evaluation and are due within 30 days of the presentation and will not be accepted after the end of the semester the presentation occurred. Submit summaries to the Executive 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. Applications to the non-J.D. 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 completing the approved dual degree may receive up to nine hours of credit toward their J.D. through completion of classes in the non-J.D. program. While these nine hours of credit apply and grades 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. 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, including 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 their 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 J.D./MACC program. Prospective students apply separately to each program. Students in the J.D./MACC program enroll in the School of Business the summer or 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 use their 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 the J.D./MBA program. Prospective students apply separately to each program. The full-time J.D./M.B.A. Program is designed for students who can commit to full-time study. J.D./M.B.A. students enroll in the School of Business the summer 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 these semesters, students typically enroll in business and law courses. Students then complete their J.D. coursework in their remaining semesters.

Students who start in the part-time law program and 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 business school.

### *D. Juris Doctor/Master of Health Administration*

The School of Law and the College for Public Health and Social Justice jointly administer a J.D./M.H.A. program. After completing their first year core curriculum courses in the School of Law, 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 may apply during the same admission period or 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 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 jointly administer the J.D./M.S. in Law and Sociology and Anthropology program. This specialized program focuses on the relationship between law and society, combining the advantages of legal training and social science research expertise. Students typically complete both degrees in four years and complete all first year core curriculum courses before beginning coursework in sociology and anthropology. Students 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, 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 jointly administer the J.D./M.A in Political Science program. This specialized program focuses on the relationship between law and political science. Students typically complete both degrees in four years and complete all first year core curriculum courses before beginning coursework in political science. Students 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, 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 and Social Justice jointly administer a J.D./M.P.H.-HMP. through an integrated curriculum in both schools after completion of the first year core curriculum. Both degrees can be completed in four years. Students are required to complete a summer externship (typically between the 4<sup>th</sup> and 5<sup>th</sup> 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.

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 may apply during the same admission period or 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 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 School of Social Work jointly administer a J.D./M.S.W. program through an integrated curriculum in both schools. Full-time students can complete the J.D./M.S.W. program in four years. Additional information is available on the [School of Social Work website](#).

**III. Graduate Minor in Women's and Gender Studies**

The Women's and Gender Studies Program offers a Graduate Minor in Women's and Gender Studies that students can earn while enrolled in the J.D. program. Students complete this minor by taking Feminist Theory (3 hours) and Feminist Epistemologies (3 hours) in the Women's and Gender Studies program and a law school course approved by the Women's and Gender Studies Program. The six credit hours of courses in Women's and Gender Studies can be applied to the credit 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](#). Further information is found on the [Women's and Gender Studies website](#), or by contacting Professor Constance Wagner in the School of Law.

## CHAPTER 9: ACADEMIC REQUIREMENTS

### I. Credit Hours and Grade Point Average

The unit of credit is the credit hour. Per ABA Standard 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) 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 earn at least 64 credit hours in courses that require attendance in regularly scheduled classroom sessions or direct faculty instruction. Examples of courses that do not qualify include, but are not limited to, field placements, directed research, law journals, teaching assistants, 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 partial or full credit in any class, 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 independent of other law school papers.

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

### II. Attendance

Per ABA Standard 308(a), students are required to attend all classes they are enrolled in and be punctual and prepared for class discussion. Students may encounter illness, emergencies, or other unanticipated events resulting in absences from 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.

School of Law faculty members establish attendance policies for each class in compliance with ABA Standard 308(a) and have full discretion to determine the method of enforcement of their attendance policies. At the beginning of the semester, faculty members must notify students of their attendance policy and potential sanctions for 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

attendance sheet and the absent student who requested such action.

### **III. Recording of Classes**

The School of Law prohibits the audio or video recording of class lectures and discussions. Audio and video recording of individual classes may be permitted at the faculty member's discretion. Subject to the discretion of the faculty member, the audio or video recording will not count as attendance. A student may ask a faculty member's permission to record a class in extraordinary circumstances for events that are unforeseen and unable to be rescheduled including, serious personal or family medical emergencies, death in the family, jury duty, military obligations, travel for clinic assignments or to represent the School of Law in an official capacity, religious holidays, and other emergencies or obligations.

Faculty member permission to allow class 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.

### **IV. J.D. Curriculum Requirements**

#### *A. Credit Hours Required*

Students who matriculate prior to the Fall 2025 semester must complete at least 91 credit hours of course work with a CGPA of 2.100 or higher to earn their J.D. Beginning with the class matriculating in the Fall 2025, students must complete 89 credit hours of course work with a CGPA of 2.100 or higher to earn their J.D.

#### *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. 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. A seminar student is 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 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. The Dean of Students may extend this time in extraordinary circumstances.

### B. *LL.M. in Health Law*

Full-time LL.M. in Health Law students are expected to complete the degree in a maximum of two semesters plus one summer. Part-time LL.M. students are expected to complete the degree in a maximum of two years plus one summer. This may be extended in extraordinary circumstances with the approval of the Director of the LL.M. program and the Dean of the School of Law (“Dean”).

### 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 option to complete a thesis through the following summer. Students must complete a three-credit hour course in legal analysis, research, and communications; a foundational course in a common law subject such as contracts, torts, or property; and at least a two-credit hour upper division writing course or seminar. Students may write an LL.M. thesis for six credit hours. A maximum of eight credit hours may be for thesis, seminar, or research papers. Students may enroll in all classes offered at the School of Law and a maximum of three credit hours in another University graduate program.

## VI. Distance Education Courses

A Distance Education Course (DEC) involves students 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 matters 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.

Students must be in good standing to enroll in a DEC or have the permission of the Dean of Students. Students may earn a maximum of 15 DEC credit hours.

## VII. Credit for Courses Taken Outside the School of Law

### *A. Courses Taken at the University*

Students may earn a maximum of six credit hours from graduate courses in other University programs toward the credit hours required for their J.D. after all first year core curriculum courses are completed. A course may 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. Students must submit to the Dean of Students the [Request to Take Courses Outside the School of Law form](#) that includes the approval of an authorized representative of the program where the course is offered. Courses taken outside the School of Law are not calculated in the student's School of Law CGPA.

### *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*

Students must complete a minimum of 61 credit hours in residence at the School of Law to earn their J.D. Approval to apply credit for courses taken at other law schools is considered as follows.

#### 1. Domestic Summer Semesters

Credit for summer semester courses taken at other U.S. law schools may be approved 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 course work will not be accepted. To enroll in summer courses at another law school, students must submit the [Request to Take Courses Outside the School of Law form](#). Students intending the courses to apply toward a concentration must obtain prior approval from the concentration faculty advisor.

#### 2. Domestic Fall and Spring Semesters

Credit for fall and spring semester courses taken at other U.S. law schools may be approved 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 at 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. To enroll in summer courses at another law school, students must submit the [Request to Take Courses Outside the School of Law form](#). Students intending the courses to apply toward a concentration must obtain prior approval from the concentration faculty advisor.

### 3. Summer or Intersession Study Abroad

Credit for courses taken in summer or intersession study abroad programs taken through other law schools may be approved 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 study abroad program is accredited by the ABA, 4) courses do 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 course work will not be accepted. To enroll in a study abroad program, students must be in good academic standing at the time of the application. Students intending the courses to apply toward a concentration must obtain prior approval from the concentration faculty advisor. The Center for International and Comparative Law has additional information on study abroad programs.

### 4. Enrollment in an Individual Course at Washington University School of Law

After completing their first 29 credit hours J.D. students may take an upper division course at Washington University School of Law (“Washington University”) without paying additional tuition to Washington University, per the schools’ Free Trade Agreement. 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.

The subject matter of the course taken at Washington University must not be offered by the School of Law, or if regularly offered, must not be offered during the same academic year the student seeks to take the course at Washington University. For students away for one semester in an academic program outside St. Louis, the course at Washington University must not be offered at the School of Law during the semester the student is in St. Louis. The course must not duplicate, or substantially cover material in a course the student has completed. A student’s academic status and CGPA must otherwise permit them to take the course if it were offered at the School of Law.

Enrollment is on a space available basis after all Washington University students have had their opportunity to enroll. To receive credit, students must receive a grade of C or higher or its numerical equivalent, or a pass in the cases of pass/no-pass courses. Students intending the courses to apply toward a concentration must obtain prior approval from the concentration faculty advisor.

### 5. Visiting Away Status

Students enrolled for a full semester at another U.S. law school are on visiting away status. Visiting away status is approved on a semester basis only for extraordinary circumstances that the student was unable to plan for in advance. Extraordinary circumstances may include emergency medical circumstances of the student or a family member, unexpected educational or employment opportunities or job transfers of a spouse, and an employment opportunity or job transfer affecting a part-time student’s employment outside of law school. The desire to be in another geographic location for actual or anticipated future employment opportunities or lower tuition and/or living expenses is not recognized as an extraordinary circumstance. Students may earn a maximum of 30 credit hours visiting away.

Written requests must be submitted to the Dean of Students and include an explanation of the

extraordinary circumstances, name of the school, a description of the courses to be taken, 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 must allow them to enroll in the courses if offered in the School of Law. Written approval to visit away must be obtained prior to enrollment. Students will earn credit only in classes with a grade of C or higher or its numerical equivalent, or a pass in the case of pass/no-pass courses. Students intending the courses to apply toward a concentration must obtain prior approval 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 credit hours from 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 withdrawing 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 semester 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 withdraw from a course must complete and submit the [Change of Registration 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, emergency family matters, 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 Section C below, 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 may withdraw from 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 withdrawing from such courses after the deadline requires the student to notify the faculty member and obtain the faculty member's acknowledgment of the 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*

Students who withdraw from one or all courses after the beginning of the semester may be entitled to a partial refund of tuition per University policies. See Chapter 4, Section I, D of this Handbook and the [School of Law Financial Aid website](#) for refund deadlines. 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. Students withdrawing from the School of Law due to extraordinary circumstances after the refund period may qualify for a partial tuition refund or credit to be applied to the next semester. Requests should be submitted in writing to the Dean of Students with supporting documentation, if applicable. The University must give final approval.

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

After the completion of the first semester of law school, a student may request a leave of absence as a temporary break from the School of Law on a semester basis because of extraordinary circumstances. Ordinarily, a leave of absence may be granted for a maximum of one year, as longer cumulative leaves of absence may prevent the student from completing the J.D. degree within the five-year maximum School of Law requirement or may adversely impact the student's education. Leave of absence requests must be submitted in writing to the Dean of Students. Students are not permitted a leave of absence after a semester's class requirements have been completed. Students on a leave of absence remain as a student in the School of Law subject to their return at the end of the approved leave of absence. Students failing to return from an approved leave of absence will be administratively withdrawn from the School of Law. Readmission following an administrative or voluntary withdrawal requires reapplication and 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 are no longer School of Law students and must apply for admission to the School of Law. Readmission is at the discretion of the School of Law and students readmitted after a voluntary or involuntary withdrawal are required to begin in the first year program. The School of Law has discretion to allow credit for some or all 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 academically dismissed from the School of Law if after the posting of grades, the student would have been academically dismissed because of those grades. 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 without a J.D. or LL.M. may be admitted as a non-degree seeking student. Courses taken by a non-degree seeking student must be for credit and approval will be at the faculty member's discretion, dependent on seat

availability. Non-degree seeking students will be admitted if they demonstrate an appropriate educational foundation and experience base for study in the course. Per ABA Standard 311, 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 legal doctrine associated with 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 associated with 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 consider the policy implications of the legal authorities applicable to the relevant facts.
5. Graduates will evaluate legal problems that hinder the client's goals and develop potential solutions to resolve those problems.

*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 explain legal doctrine effectively.
3. Graduates will demonstrate the iterative process of writing by developing, editing, providing feedback to others, and incorporating feedback received from others.
4. Graduates will demonstrate the ability to communicate effectively, both when trying to persuade others and when trying to present information objectively to others.

*Learning Outcome #4: Graduates will demonstrate competency in the 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 devise and implement a logical research plan which reflects an understanding of the limitations created by time and financial constraints.
4. Graduates will identify and effectively employ the fundamental tools of legal research and accurately assess the weight of legal authority.
5. Graduates will demonstrate their ability to work as part of a team.

*Learning Outcome #5: Graduates will exercise professional and ethical judgment in interactions with clients, the profession, and the legal system, as informed as by the School of Law's mission.*

Performance Criteria:

1. Graduates will display professional civility, dignity, and respect in all interactions with clients and all persons who are part of the legal system, adhering to the Rules of Professional Conduct and related authorities which govern the conduct of attorneys.
2. Graduates will approach their professional and ethical responsibilities in the Jesuit tradition of knowledge seeking, intellectual openness, and serving others.
3. Graduates will demonstrate a capacity for empathy, reflective learning, and self-awareness through the recognition of personal perspectives, preferences, and biases.
4. Graduates will recognize disparities of power, and how they may affect individuals and organizations who interact with the legal system, and the important role that lawyers play in the maintaining the rule of law, achieving social justice, and pursuing social welfare.
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)

## **CHAPTER 10: ACADEMIC STANDING**

## **I. Academic Progress**

### *A. Definitions*

#### 1. Grade Point Average

Grade point average (“GPA”) is the average of an individual student’s 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 by the total number of credit hours attempted. The hours for courses in which a failing (F) grade is earned are calculated in the number of credit hours attempted.

#### 2. Cumulative Grade Point Average (CGPA)

CGPA is the average of all grades received in School of Law classes during enrollment. The method to calculate 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*

Good standing in the School of Law requires a minimum CGPA of 2.100. Students 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 are dismissed.

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

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

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

Students transferring into the School of Law as advanced standing students after completing all or part of their first year at another law school must earn a grade point average of 1.700 or higher after their first semester to avoid dismissal. A student transferring into the School of Law who earns a grade point average after their first semester at the School of Law between 1.700 and 2.099 will be allowed to continue their enrollment for one additional semester. After that additional semester, their CGPA must rise to and continue to remain 2.100 or higher to avoid dismissal.

5. Academic dismissal occurs upon the posting of all grades each semester. Students voluntarily withdrawing after any or all final exams or class requirements are completed, but prior to the posting of grades, are academically dismissed from the School of Law if after the posting of grades, the



student would have been academically dismissed because of those grades. Dismissal is included on the student's transcript.

#### *D. Required Academic and Bar Exam Success Planning*

Students with a CGPA ranking in the lower 25% of their class are encouraged, and may be required, to participate in courses providing appropriate instruction and resources to facilitate academic success and future bar exam passage. Students should not 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. Students completing and earning a grade in at least 10 credit hours in their first semester with a CGPA ranking in the lower 25% of their class are required to register for Legal Methods at their earliest opportunity, typically the spring semester of the first year for full-time students. 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 evening students take Legal Methods following their first semester depending on availability.

##### 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. Students completing their first two semesters of law school 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 evening students required to take ALM can elect to take it 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 may opt-out of ALM with the permission of the Legal Methods faculty member 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 provides in-depth exploration of each part of the bar exam and builds students' skills for each part of the exam. ALAS devotes significant time to skills associated with analyzing, studying, and memorizing substantive information and is designed for at risk students to hone the skills necessary for effective bar exam study, passing the bar exam, and 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 ALAS. Students can opt-out of ALAS with the permission of the ALAS faculty members by submitting their written request and justification to the ALAS faculty members and meet with those faculty members.

#### *E. Criteria and Conditions of Academic Probation*

Students with a CGPA at the end of any semester below 2.100 are not in good academic standing and on academic probation.

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

2. Students must meet regularly with the Director of Academic and Bar Exam Success, or the director's designee.

3. Students must consult with the Director of Academic and Bar Exam Success or the director's designee regarding course selection and the Dean of Students must approve course selections.

4. Students should not 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 require a student to be in good academic standing, such as participation on a law journal and eligibility for a study abroad program.

5. A student's failure to comply with any condition of academic probation may result in academic dismissal from the School of Law.

## **II. Admission and Retention after Academic Dismissal**

Generally, there is no retention process for students dismissed because of academic failure. The only exception to this rule is set forth in Section B below.

### *A. Application for Admission after Academic Dismissal*

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) did not earn 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 (“Committee”) 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 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 that consists of members of the faculty appointed by the Dean. The Committee shall afford each petitioner an opportunity to appear in person and state the petitioner's case. The Committee shall maintain records of each hearing. Retention shall only be granted by a majority vote of the Committee, and the decision shall be final except for the review process below.

## 3. Petition for Review

a. Within 10 days after the student is notified of the Committee's decision, the student may present the Dean a petition for review based on one or more of the following grounds: 1) the Committee acted in violation of law or University or School of Law policy (in which case the specific law or policy must be cited and briefed), or 2) the Committee 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 petition, the petition for review and all other records in the matter shall be presented to the faculty per Section B, 4 below.

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

## 4. Faculty Consideration

If the Committee cannot decide, or if the Dean finds merit in the petitioner for review per Section B, 3, b above, the petition and records shall be presented at 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 student shall be retained. Decisions of the faculty shall be final.

## 5. Conditions of Retention

Any student retained shall, 1) meet with the Assistant Director of Student Financial Services and Financial Education, CSO, and ARC prior to re-enrolling in School of Law classes, 2) be on academic

probation for the remainder of the student's time in the School of Law, 3) improve their CGPA after the first semester they are enrolled following retention, and 4) have a CGPA of 2.100 or higher after the second semester they are enrolled following retention. The Committee or the faculty may impose additional restrictions or requirements on the student as a condition for retention and shall be subject to dismissal by the Dean for non-compliance with of any restrictions or requirements and may not thereafter petition for retention.

### **III. LL.M. Academic Performance**

Academic regulations regarding minimum grade point averages for continued enrollment, dismissal standards, and probationary status do not apply to students enrolled in an LL.M. program, except as follows. LL.M. students who have 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. Students must have a CGPA of 2.000 or higher to earn the LL.M. degree.

### **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 enroll the student in a section with a different faculty member from whom the course was previously taken. The grade earned in the repeated course will be on the student's transcript and used, along with the initial grade of F, to calculate the CGPA. Any grade of F or NP will not be removed from a student's transcript or CGPA under any circumstances.

## 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. Registration materials are on the [School of Law website](#). Students register according to the procedures specified in the registration materials and should review their transcripts prior to registration to determine the graduation requirements needing completion. Students register according to their classification in the semester in which they are registering and 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. LL.M. students have the same registration priority as third year students as described below. Per ABA Standard 313(c), for any courses required for the J.D. degree, needed for bar examination preparation, or required for bar admission, the School of Law is committed to ensuring sufficient seats over the academic year for all J.D. students by adjusting sections and class size limitations in the aggregate.

Students must resolve any registration holds that will prevent registration. Students must be registered before federal loans are disbursed.

### A. First Year Core Curriculum

First year students are enrolled by the Registrar in all first year core curriculum courses and may not drop, add, or 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 concentration programs. Courses are designated by the following four categories.

1. Seat Assigned: Some courses, including clinics, field placements, competition-based advocacy, law journals, and other courses designated in the registration materials are not open to self-registration. Seats in these courses are assigned by a faculty member.
2. Second Year Priority: Classes designated as second year priority classes are first open 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 first open to students registering for their last academic year or semester. Remaining seats are available to other students during the open registration period.
4. Seminars: There is a specific registration period for students who are registering for a seminar offered in their last one or two semesters of law school. Students who have previously taken a seminar and second year students are not able to register for a seminar during seminar priority registration but may enroll in a seminar during the open registration period.
5. Evening Priority: Non-seat assigned courses beginning at or after 6:00 p.m. and a percentage of seats in courses beginning between 4:00-6:00 p.m. are first open to students classified as

part-time evening students. After completion of their first year, students in the part-time evening program may enroll in courses scheduled during the day during the open registration period.

## **II. Adding Courses**

Students may add courses themselves in Banner through the end of 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 semester is 16 credit hours for full-time students and 11 credit hours for part-time students, and six credit hours during the summer semester. Full-time students may enroll in a maximum of 17 credit hours in a fall or spring semester and all students may enroll in a maximum of seven credit hours in the summer semester with approval from the Dean of Students. Students with a CGPA of 3.300 or higher and who have completed all first year core curriculum courses do not require such approval. Students may not 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 enrolled in less than 12 credit hours in a fall or spring semester are classified as part-time students. In extraordinary circumstances, students may enroll in fewer than eight credit hours with approval from the Dean of Students.

## **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 may not audit courses required for graduation and may not audit courses until they have completed all required first year core curriculum courses. Students cannot enroll in and receive credit for a course they previously audited.

- A. The faculty member has discretion to allow a student to audit their course and only if there are seats available.
- B. Students must complete the [Petition for Course Audit](#) form. The student and the faculty member must clearly state the conditions required of the student including, class participation, completion of assignments, taking exams, and other requirements of the course.
- C. Audited courses appear as "AU" on the student's transcript. Students will not receive course credit toward graduation, no grade will be assigned, and the course will not be calculated in CGPA.
- D. Part-time students may not audit a course if the credit hours would place the student over the 11-credit hour maximum in a fall or spring semester if the audited course were taken for credit.
- E. Only students in good academic standing may audit a course and are limited to one per semester.
- F. Students are not charged additional tuition or fees to audit a course, except for students otherwise taking less than 8 hours in the semester the course is being audited.

### **CHAPTER 12: GRADING, CLASS RANKINGS, HONORS**

## I. Grading Policy

The School of Law grading policy is promulgated by the School of Law faculty and is subject to change with approval 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 Core Curriculum Course Grading Standards

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. 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 Course Grading Standards

1. Upper division courses with sixteen or more students

The mean (average) of the grades assigned in the class (not including any failing grades) must fall between 2.750 and 3.250. 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 or where more than 50% of the grade is based on one-to-one student teacher contact.

The mean (average) of the grades assigned in the class (not including any failing grades) must fall between 2.600 and 3.400. The aggregate number of A+, A and A- grades may be as many as 35% of the class.

*D. Pass/No-pass Grades*

A grade of pass or no-pass 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 pass/no-pass if the course is designated as graded with a letter grade per Section I, A above.

*E. 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. or University program norms.

*F. Grades Not Included in GPA Calculation*

Grades in pass/no-pass courses, directed research, Moot Court Board, 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.

*G. Incomplete*

Students unable to complete the course requirements during the semester may request a grade of Incomplete (I) 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 receive 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 to submit final grades to the Registrar, except that the Registrar shall set the deadline for the submission of final grades for fall semester first year core curriculum courses for the first working day in January. Faculty members must verify that final grades have been accurately calculated and recorded before submitting them to the Registrar. The Registrar verifies grade accuracy and, if necessary, confers with the Associate Dean for Academic Affairs for approval of grades that vary from the assigned grading standards stated in Section I, B and I, C above. When verification and/or approval is 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 by 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 based on their CGPA at the end 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 and are calculated based only on grades earned in courses taken at the School of Law. Visiting away students 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 matriculating in that particular academic year who earned grades in the ranking semester.

### *B. Third Year Ranks*

Third year ranks include all J.D. students graduating December, May, and August in that particular academic year. The Spring semester third year ranks/final ranks are calculated after the posting of all summer semester grades for graduating students.

### *C. Second Year Ranks*

Second year ranks include all other J.D. students not included in first year ranks or third year ranks 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 School of Law transcripts are available electronically and must be requested through the University Registrar's Office. Information on official transcript requests is on the [University Registrar website](#). Unofficial transcripts are available in Banner.

## **IV. Honors and Awards**

### *A. Academic/Latin Honors*

Only grades in courses taken at the School of Law determine eligibility for Latin honors. LL.M. students are not eligible. Transfer students are eligible if they have maintained the required minimum CGPA at the School of Law and at the law school they transferred from. Students who visit another law school will be considered based on their CGPA for the credit hours earned in residence at the School of Law. Students who complete all J.D. requirements with a minimum CGPA as follows are awarded Latin honors: (1) Summa Cum Laude - 3.800, (2) Magna Cum Laude - 3.500, (3) Cum Laude - 3.300.

### *B. Dean's List*

Dean's List status is awarded to students who achieve notable academic performance in a semester. Students who are awarded Dean's List status will be notified, and the achievement is noted on their transcript. Qualification for Dean's List status requires the following for the semester in which Dean's List Status is awarded: (1) Completion of at least eight School of Law credit hours of graded and calculated in the GPA credit hours, and (2) a GPA of 3.500 or higher.

### *C. Alpha Sigma Nu*

Alpha Sigma Nu is the Jesuit Honor Society dedicated to recognizing those students who demonstrate strong scholastic ability, loyalty, and service. Upper division students are nominated to this honor society by the Dean.

### *D. Academic Excellence Awards*

J.D. students earning the highest grade in a School of Law course receive the Academic Excellence Award that is presented 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. Pass/No-pass courses, Competition Based Advocacy, and Directed Research are not eligible for an Academic Excellence Award. Clinic and field placement companion courses, Trial Advocacy courses, Moot Court courses, and law journals are not eligible as students are eligible for recognition through other awards.

### *E. Woolsack Honor Society*

Woolsack is the School of Law honor society encouraging student scholarship and promoting high professional standards. Members of Woolsack are elected at the first faculty meeting of the academic year following graduation. Eligibility is limited to December, May, and August graduates 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.

### *F. Leadership Awards/Stipends*

To acknowledge the efforts of students in advancing student organizations and their programs, service initiatives, and overall 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**

<b>Award</b>	<b>Amount</b>	<b>Process</b>
Leadership Award	\$2,000	- Open to all students and chosen by committee - Nominations submitted by SLU LAW students, staff, and faculty
Diversity and Cultural Competency Award	\$2,000	- Open to all students and chosen by committee - Nominations submitted by SLU LAW students, staff, and faculty
Community Service Award	\$2,000	- Open to all students and chosen by committee - Nominations submitted by SLU LAW students, staff, and faculty
Pro Bono Legal Service Award	\$2,000	- Open to all students and chosen by committee - Nominations submitted by SLU LAW students, staff, and faculty

#### **Awards Open to Journal Editorial Boards**

<b>Award</b>	<b>Amount</b>	<b>Process</b>
<i>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>Journal of Health Law and 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 &amp; 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**

<b>Award</b>	<b>Amount</b>	<b>Process</b>
<i>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>Journal of Health Law and Policy</i> Editor-in-Chief	\$2,000 (\$1,000/semester )	- Contingent on election - Stipend processed on a semester basis
<i>ABA Journal of Labor &amp; 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**

Credit for a course requiring an exam is only earned by students taking and passing the exam under appropriate conditions. Grades for many courses are based on one exam given at the end of the semester. Faculty members may give additional exams, writing assignments, or both. Final exam dates are published on the [School of Law website](#). All final exams are graded anonymously. To maintain anonymity, the University provides each student with an exam number to use, rather than their name or other identifying information on all final exams that semester. For courses solely basing the final grade on the final exam, faculty members must submit final grades using exam numbers. Unless otherwise specified by the faculty member, in courses with a final exam and graded assignments or midterm exams, the Registrar assists with converting the graded assignments or midterm exams to exam numbers to maintain anonymous grading.

After a final exam has been completed, 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 exams and other assignments, but students must not request that a faculty member change the final grade for a course nor a grade on any exam or assignment. There is no appeal process for any final grade in a law school course.

Faculty members reviewing or discussing content of a class, whether upon the faculty member's initiative or at the request of students, must open such sessions to all students and it must be explicitly so advertised or announced. This provision does not apply to a group of students who visit a faculty member during office hours or by appointment, as such opportunities are available to all students.

## **II. Use of Laptops for Exams**

Students choosing to use their laptop must comply with the exam rules and procedures in effect for that exam period. The laptop exam software must be registered and downloaded by the dates set forth. Exam rules and procedures and laptop policies are published 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 usage of an approved foreign language translation dictionary during exams. The use of all foreign language translation dictionaries must be approved by the School of Law in advance of the exam period. Additional time may not apply to take-home examinations. Students should contact the School of Law in advance of the exam period to request additional time and/or use of dictionaries and decisions will be made on an individualized basis.

## **IV. Scheduling**

*A. Self-Scheduled Exams:* Upper division exams are self-scheduled. Information on the self-scheduled exam process is published each semester on the [School of Law website](#).

*B. Take-Home Exams:* Faculty members may administer a take-home exam. Take-home exams cannot

create an exam conflict except in extraordinary circumstances as determined by the Dean of Students.

*C. Scheduled Exams:* All first year core curriculum course exams 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 an exam at its scheduled time are limited to the following.

A. A disability accommodation that has been approved for the student.

B. The student is unable to take a scheduled exam due to military or religious obligations or an extraordinary circumstance such as, serious illness, serious illness or death in the family, or other emergency. 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 of the exam period that the student's schedule permits. The student must substantiate the circumstance and may be required to provide supporting documentation.

C. Repeated failure to take exams as scheduled may indicate a student's lack of dependability and reliability, demonstrating the student's character and fitness to practice law and may be used in preparing information submitted to a bar licensing or other authority.

## **VI. Conduct During the Exam Period**

Students must be courteous and respectful to other students studying for or taking exams. Students must not congregate outside of rooms where exams are being administered and must observe all signs posted in the School of Law, the Law Library, and exam rooms. Students must arrive to pick up an exam in a timely manner with any material permitted to be used. Students must turn off all cell phones, smart watches, and other electronic devices. Students needing to be contacted during an exam must notify the Dean of Students prior to the exam. Students must comply with 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 of a violation of the Student Honor Code have a duty to report that violation. When such knowledge occurs in the context of an exam, the student must immediately notify the proctor or administrator on duty. Time taken to notify the proctor or administrator will not be counted toward the time allowed to complete the exam. Both the student and the administrator are to submit written complaints to the Faculty Investigator to proceed pursuant to the Student Honor Code. The proctor is not responsible for taking any action regarding exam policies.

## **VIII. Exam Retention Policy**

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

## CHAPTER 14: ACADEMIC ACCOMMODATIONS

### I. Introduction and Mission

Guided by our Jesuit tradition of academic excellence, freedom of inquiry, and respect for individual differences, the School of Law is committed to fostering an inclusive environment responsive to the needs of all students. The School of Law Disability Resource Center (DRC) aims to lead efforts to recognize disability as a valued aspect of diversity and to embrace accessibility as a matter of social justice. The DRC is committed to designing inclusive and equitable environments. When barriers to access are encountered, the DRC collaborates with students to determine appropriate accommodations. Many of the concepts and language in this policy are derived from 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 and all documentation and records pertaining to accommodations are secured and held in confidence. Information about a student's disability or other health information will not be provided to School of Law or University staff and faculty, except for a clear educational, health, or safety reason.

### IV. Process for Requesting Accommodations and Documentation Overview

Students are respected for their individual disability and diversity. The Coordinator will have a conversation with each student about their experience and expectations to help identify information necessary to support an accommodation request. Determining disability accommodations is collaborative and involves documentation from the student and may require third-party documentation. Documentation provides information about the impact of disability and may assist in ensuring provided accommodations can resolve identified School of Law barriers in the physical and learning environments. Students are encouraged to contact the DRC to discuss their experienced or anticipated barriers to access and possible accommodations. Students are not required to know their specific accommodations at the time of their request.

#### A. Overview of Process

Students should submit the [Academic Accommodations Request form](#) to the Coordinator and schedule an appointment to discuss their request. Although there are no specific deadlines for requesting accommodations, the request must be timely to allow time to properly review, determine, and implement accommodations. Information necessary to support the accommodation request may include the student's self-report, medical records, psychoeducational reports, or past school records. Students should bring current documentation to the appointment and provide it in advance if possible. After the meeting, the Coordinator will inform the student if any additional documentation is needed.

Following the appointment, the Coordinator will send a confirmation letter to the student outlining the approved academic accommodations. Accommodations are then implemented. Accommodations are effective for one academic year (fall, spring, and summer semesters). Students must submit the [Renewal Application for Academic Accommodations form](#) each academic year to renew their request and may indicate they wish to continue or change accommodations. For requests to change, the student and Coordinator will discuss the requested change and revise accommodations accordingly. If a student appeals a determination per Section VII below, the proposed schedule will be in effect pending the appeal.

### *B. Sources and Forms of Documentation*

Documentation requests may be required to provide details regarding the student's request and may include the student's self-report, the Coordinator's observations and interactions, and information from external parties. Each student is best able to identify their barriers to access and it is important the student provide a narrative of their lived experience. 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. 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.

### *C. 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. Individual review allows the student to articulate and clarify those barriers that result from the physical or learning environment. There is no prescribed standard for the type of documentation needed to establish and address a specific disability. The documentation process should reflect the student's uniqueness and their request.

#### 2. Non-burdensome Process

The School of Law is committed to a non-burdensome process for students requesting accommodations and will not impose a documentation process that is overly burdensome or discourages students 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 requirements in advance of requesting accommodations. Accommodations provided by the School of Law do not guarantee that other entities 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 enabling 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 School of Law programs. Examples include 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.

*B. Examinations*

Accommodations necessary to enable a student to demonstrate competency on the course exam designed by the faculty member. Examples include additional time, a distraction-reduced testing space, use of a computer, or use of a scribe.

*C. Auxiliary Aids*

Materials or assistance necessary to enable a student to participate fully in the School of Law academic program. Examples include alternative format materials (braille, digital, audio, etc.), assistive technology, note takers, readers, scribes, and library assistance.

*D. 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. Students should follow the procedures outlined in Section IV above 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 disagreeing with the Coordinator's eligibility determination or proposed accommodations may appeal to the Associate Dean for Academic Affairs. The appeal process must 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 issues a letter of decision. A student who disagrees with this decision may appeal to the Dean.

**VIII. Collaboration**

School of Law staff, faculty, students, and the Coordinator will collaborate to provide appropriate accommodations to ensure that academic programs are provided to students equitably.



## CHAPTER 15: CO-CURRICULAR ACTIVITIES

### I. Law Journals

The School of Law publishes three law journals. Staff members and editors receive one credit hour in the fall semester and two credit hours 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 the Law Journal staff with the permission of the faculty advisor and editor-in-chief.

The Law Journal sponsors a write-on competition following spring semester exams. Any full- or part-time students who have completed the above course requirements may participate. The write-on competition requires each participant to perform a citation exercise using the Bluebook and 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 and outside research is strictly prohibited. Submissions are evaluated anonymously by at least two Law Journal members focusing on analysis, writing ability, and technical skills, including Bluebook and grammar. Participants will be notified during the summer and membership begins in the fall semester.

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

#### B. *Saint Louis University Journal of Health Law and Policy*

The Saint Louis University Journal of Health Law and Policy (“Journal of Health Law and 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. Articles in the spring issue address emerging issues within a particular area of health law. Student editors, under faculty advisement, solicit and review articles submitted for publication. Staff members are required to write a publishable paper on a health law topic.

Staff are selected based on an application reviewed by the incoming editorial board and faculty advisor(s) in the spring semester. Applicants must have completed two semesters of law school and Legal Analysis, Research and Communication I and II. Students selected for membership are required to remain on the journal for two years.

#### 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 selected to serve as the editorial home for the Journal. Wefel Center faculty serve as co-editors on the journal and work

with students to produce the editorial content for the Journal published three times a year and distributed to members of the ABA Section of Labor & Employment Law. The journal follows a law-review format, but articles are aimed towards an 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, incoming lead managing editor, and faculty editors each spring semester. 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 must 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 also must join the ABA Section on Labor & Employment Law (at no cost with their student ABA membership). Staff editors meeting the requirements for the first year of the Journal may apply for the editorial board, which includes positions such as editor-in-chief, managing editors, note editors, and articles editors.

#### *D. Credit for Writings*

In writing a note or comment to fulfill a requirement for a School of Law journal, students must select a topic substantially different from any paper the student has written or is writing in another class, such as a seminar or directed research course. When a paper is required for partial or full credit in any class, 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 independent of other law school papers.

## **II. Competitions**

### *A. Writing Competitions*

Students may submit papers to a variety of writing competitions sponsored by the School of Law and other organizations. Competition winners may be eligible to receive a monetary award and/or 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 faculty members teaching in these areas and Student Services. One hour of pass/no-pass credit for competition-based advocacy may be earned by students participating in inter-law school competitions. To be eligible for competition-based advocacy courses, before registering, students must have: 1) completed Legal Analysis, Research and Communications I and II, 2) completed at least 24 School of Law credit hours, and 3) satisfied all prerequisites applicable to the competition. Students not eligible for credit are not eligible for School of Law funding 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 and sponsors events during the academic year. Upon admission, students automatically

become members of 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 and Inclusion. All students are encouraged to attend regularly scheduled SBA meetings.

#### *B. Student Organizations*

All student organizations, except SBA, are required to annually register with the Assistant Dean of Students to be eligible for School of Law funding and other 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 applicable School of Law and University policies and procedures. Student organizations should collaborate with the Assistant Dean of Students to pursue their objectives.

#### **IV. Faculty Fellows**

Students in good academic standing who have completed all first year core curriculum courses may apply for faculty fellowships. Faculty members select faculty fellows based on academic performance, research and writing ability, previous related experience, and interest in specific areas of law. Faculty fellows are hired for an entire academic year, paid an hourly stipend, and assigned to work with faculty members on research projects. 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 employment to impact their studies, class attendance, or academic performance.

## CHAPTER 16: NON-ACADEMIC CONDUCT AND POLICIES

### I. Academic Freedom and Freedom of Expression

Consistent with ABA Standard 208 and the University [Civil Discourse, Speech, And Expression Policy](#), the School of Law encourages and supports the free expression and open exchange of ideas and considers expression of controversial or unpopular ideas and differing viewpoints through robust debate, demonstrations, or protests a vital part of constructive discourse. This value of openness protects expressions that may be offensive, inflammatory, or contrary to some, but it does not protect expression that violates the law, is a genuine threat or harassment, or bias or hate that violates the community standards or the University's harassment or other policies listed below.

### II. Community Standards

To create an educational climate of excellence rooted in the Jesuit tradition, students are expected to strive for excellence, become people for others, integrate classroom and out of classroom learning, develop their talents through discovery and reflection, and be concerned for the care of each individual person. Students are expected to contribute to the development and sustainability of community through words 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, act with integrity and respect toward all other members of the School of Law community and 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 and other policies are integral to the mission of the School of Law. Students are bound by and subject to the provisions of the [Student Responsibility and Community Standards policies](#).

### III. Bias-Related Incidents

The University welcomes students, staff, and faculty 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 is committed to excellence in teaching, research, health care, and service. Law students are bound by and subject to the provisions of the [University Bias-Related Incident policies](#).

### IV. 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 strives to create a supportive climate encouraging individuals to report incidents of sexual

misconduct. The sexual misconduct policy is designed to achieve the following goals: (1) Provide prompt and compassionate support services, (2) provide a comprehensive framework in which the needs and decision of all parties concerned are central in determining further administrative response and assistance, (3) create a campus environment that both facilitates and expedites the prompt reporting of sexual assault, (4) cultivate a climate of community empowerment and education in which behaviors that contribute to sexual misconduct are not tolerated, (5) ensure that appropriate steps are followed when sexual misconduct is reported, and (6) 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; for conducting an annual report and review of all complaints; and to identify and address patterns or systemic problems within the University community. The University Title IX Coordinator is Anna Kratky, Office of Equal Opportunity and Title IX, DuBourg Hall, Room 36, 314-977-3886, [anna.kratky@slu.edu](mailto:anna.kratky@slu.edu). The University has also designated individuals as Deputy Title IX Coordinators throughout campus, including the Assistant Dean of Students, 314-977-2728, [christine.self@slu.edu](mailto:christine.self@slu.edu). For additional information on reporting, resources, and a full list of Deputy Title IX Coordinators see the [University Sexual Assault Resources website](#).

## **V. 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, a student's image and/or likeness may 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 school related purposes such as promoting, publicizing, 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 responsible for removing themselves from areas where photography or recording is occurring 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 or at public events do not require authorization for publication. A student's presence in or around School of Law facilities or properties, as well as at off campus, school sponsored events, constitutes the student's consent to the capture or use of their image or voice by the School of Law and waives any claims or rights, whether in law or in equity.

### *B. Email Communications*

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

### *C. Information Technology Policies*

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

#### 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, staff, and faculty 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 is on 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 is on the [University DMCA Policy](#).

### **VI. Student Complaint Policy**

The School of Law is approved by the Council of the Section of Legal Education and Admissions to the Bar of the American Bar Association, 321 North Clark Street, Chicago, IL 60654, 312-988-6738, per the [ABA Standards](#). A student wishing 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, per ABA Standard 510, shall follow the below procedure.

#### *A. Written Submission of Complaint*

A student must submit the complaint in writing to the Dean of Students, describing 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 the Standards, even if a specific ABA Standard is not cited in the complaint. 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, the Dean of Students will determine if the alleged facts implicate a standard and provide a substantive, written response to the complaint and/or provide other information regarding the steps the School of Law will take to address 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 is final.

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

The School of Law will maintain a record, including the resolution, of any student complaint submitted during the most recent accreditation period, even if a specific standard is not cited in the complaint. The record will be kept in Student Services.

### *E. Protection Against Retaliation*

The School of Law will not retaliate against a student who makes a complaint under this policy, nor permit any faculty member, administrator, employee, or student to do so.

## **VII. Transcript Requirement**

Pursuant to ABA Standard 502(d) and (e), except in extraordinary circumstances, the School of Law shall have on file each enrolled student's official transcript verifying all academic credits taken and degree(s) conferred by the following deadlines: (1) for students matriculating in the fall semester, by October 15, and (2) for students matriculating at any other time, within 4 weeks of the date classes begin. This may be the transcript provided by LSAC as part of the School of Law application or an official transcript the student requested directly from the institution. A student failing to comply with these deadlines will be permitted to complete the current semester but will not be permitted to enroll in a subsequent semester until the official transcript is on file.

## **VIII. Student Records Policy**

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. The School of Law student records policy complies with FERPA and is at [FERPA at Saint Louis University](#).

## 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. A timely application must be filed with the appropriate jurisdiction's bar licensing authority. Specific information about applying for the Missouri and Illinois bar exams is available on the School of Law ARC Canvas page, and the in the ARC. Information about bar exams for other jurisdictions is available from the jurisdiction's bar licensing authority, the [National Conference of Bar Examiners website](#), and the ARC.

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. verified by an official law school transcript or other document, and pass the bar exam. The Dean of Students sends certifications of completion of J.D. requirements upon request. Students should review the jurisdiction's bar licensing authority for details and deadlines to complete all requirements.

### II. Multistate Professional Responsibility Exam

Most jurisdictions require the successful completion of the MPRE prior to being licensed. The MPRE is a two-hour, 60-question, multiple choice exam testing ethics and professionalism. Students should plan to sit for the MPRE after completing Legal Profession and before graduation. Passage requirements differ for each jurisdiction and students should 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 testing centers in March, August, and November. Students must apply for test accommodations before registering for the MPRE and should contact the Assistant Director for Accessibility and Wellness for further information. For additional information see the [National Conference of Bar Examiners website](#).

### III. Law Student Registration Form

Missouri allows 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 law student registration by June 30 following their first year of law school. Students who miss that deadline may still file a law student registration no later than June 30 following their second year of law school, not for a reduced fee, 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 is on the [Missouri Board of Law Examiners website](#).

### IV. Character and Fitness

All jurisdiction's bar requirements address an applicant's character and fitness when they apply for the bar exam. The School of Law seeks information on character and fitness to ensure that appropriate law school requirements are met, however acceptance to the School of Law does not guarantee certification by the jurisdiction's bar licensing authority. To determine the applicable



character, fitness, and other qualifications for bar licensure, students should seek information regarding any issues that may affect eligibility to practice law from the appropriate committee on character and fitness in the jurisdiction the student intends to practice in. The Missouri Board of Law Examiners speaks to first year students during Professional Identity, Practice, and Skills I to discuss the purpose behind and the general requirements of the character and fitness application.

Students have a continuing obligation to update their answers to the character and fitness questions 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 immediately after the occurrence, and throughout the course of any proceedings.