

**Seattle University  
School of Law**

**Student Handbook  
2011-2012**



# Introduction

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This handbook is a guide to the academic policies, procedures and services of the Seattle University School of Law. It is provided as a resource to answer questions that relate to the many regulations that govern the academic life of students. This handbook also contains a description of the services provided by the Law School and the University as well as a summary of relevant policy statements. We hope you find this handbook useful. It is an attempt to incorporate in one document those policies and procedures that may affect your day-to-day life.

As a law student, you are expected to: 1) be a responsible member of this community, 2) respect the individual rights of all members of this community, and 3) do nothing that will disrupt the provision of educational services by this institution. You may expect the same from the faculty, administration and staff.

The development of the rules, regulations and policies of the School of Law has its origins in one

or more of the following: accreditation requirements, state and federal laws, university policy, law school faculty policy and administrative policy. While exceptions may be granted to some rules, please keep in mind that often the origin of the rule or policy may impact the ability to make an exception or to waive the applicability of a rule. In all cases, the motivation is to treat each student equally and fairly.

Where applicable, specific references are made to the relevant provisions of the Academic Standards Code (ASC). For any particular topic or individual situation, the provisions of the ASC will control over the text of this document. Copies of the ASC are available in the Registrar's Office, the Dean's Office and on reserve in the Library.

All questions regarding this document should be addressed to the Associate Dean for Student Affairs. Feedback on the usefulness of this handbook and suggestions for improvement are also greatly appreciated.



# Seattle University Mission Statement

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Seattle University is dedicated to educating the whole person, to professional formation, and to empowering leaders for a just and humane world.

## **VISION**

We will be the premier independent university of the Northwest in academic quality, Jesuit Catholic inspiration, and service to society.

## **VALUES**

### **Care**

We put the good of students first.

### **Academic Excellence**

We value excellence in learning with great teachers who are active scholars.

### **Diversity**

We celebrate educational excellence achieved through diversity.

### **Faith**

We treasure our Jesuit Catholic ethos and the enrichment from many faiths of our university community.

### **Justice**

We foster a concern for justice and the competence to promote it.

### **Leadership**

We seek to develop responsible leaders committed to the common good.

### **How We Educate**

Excellent teaching, supported by high quality scholarship and personalized attention to student learning, ensures that intellectually challenging education is at the heart of our mission in undergraduate, graduate, and professional programs.

As a community of faculty and colleagues, in partnership with students, we seek a total educational experience encompassing the classroom, campus and community, which develops competence, character, and leadership.

The Jesuit educational tradition promotes independent critical thinkers informed by the humanities, open to finding and serving God in all things, and challenged by the Jesuit priority of “the service of faith and the promotion of justice” to address issues of poverty, injustice, discrimination, violence, and the environment in knowledgeable, committed, and effective ways. Inspired by the Catholic intellectual tradition, we encourage and assist all students to explore their relationship with humanity, nature, and God; we provide all members of the university community the means to deepen the understanding of their faith; and we identify ourselves as a university that welcomes and promotes free dialogue among persons of diverse religious and intellectual traditions.

The mission of Seattle University will thrive to the extent that all persons within the university engage one another as collaborative colleagues, that our boards guide us in informed and committed ways, that our friends and the wider public take pride in, support, and call upon the services of Seattle University, and that our alumni manifest the fulfillment of our mission in their lives and professions.

Seattle University is the most racially and culturally diverse, the most genuinely urban, and the largest multidisciplinary independent university of the Northwest. Utilizing these three assets for the education of our students and the service of society presents opportunities unique to Seattle University. Seattle University – Connecting the mind to what matters.



# Table of Contents

Introduction .....	3
Seattle University Mission Statement .....	5
Vision .....	5
Values .....	5
Administration, Staff & Faculty .....	14
Academic Requirements.....	15
<b>DEGREE REQUIREMENTS .....</b>	<b>15</b>
Credit Hours .....	15
Grade Point.....	15
Required Courses .....	15
Course of Study .....	15
<b>ENROLLMENT STATUS .....</b>	<b>15</b>
Definitions .....	15
Full-Time vs. Part-Time: Outside Employment .....	15
Underloads and Overloads .....	15
Procedure for Withdrawal from Individual Courses.....	16
Procedure for Adding a Class after Validation .....	16
Normal and Accelerated Law Studies .....	16
<b>PROBATION AND ACADEMIC DISMISSAL.....</b>	<b>17</b>
First Year .....	17
Upper Level .....	17
Graduation.....	17
Good Standing.....	18
<b>CLASS ATTENDANCE .....</b>	<b>18</b>
General Requirement.....	18
Classroom Participation .....	18
Emergency Situations .....	18
<b>JOINT DEGREE PROGRAMS.....</b>	<b>18</b>
Joint Degree Program with Albers School of Business .....	18
Degrees Offered.....	18
MPA/JD Joint Degree.....	18
MSAL/JD Joint Degree.....	19
MACJ/JD Joint Degree.....	19
MATL/JD Joint Degree .....	19
Cross Registration .....	20
<b>COURSES TAKEN AT OTHER LAW SCHOOLS .....</b>	<b>20</b>
Procedures .....	20
Summer Study: USA .....	20
Summer Study: Washington Law Schools .....	20
Summer Study Abroad.....	20
Study at Other Law Schools: Fall, Spring Semesters .....	20
Transfer of Credit .....	21
Special Provisions for Students in the Bottom Quarter of the Class .....	21
<b>BOTTOM QUARTER OF THE CLASS .....</b>	<b>21</b>
Students in the Bottom Quarter of Their Class at the Start of Their Second Year .....	21
Students in the Bottom Quarter of Their Class after Their Second or Third Year .....	22
Denial of Registration .....	22
<b>CLINICAL COURSES.....</b>	<b>22</b>

<b>EXTERNSHIP POLICIES AND PROCEDURES</b> .....	<b>22</b>
Purposes of the Externship Program .....	22
Part-Time Externships .....	23
Full-Semester Away Externships .....	24
Application and Registration Procedures .....	26
Compensation .....	27
Administration of the Externship Program .....	27
Standards for Creation of Externships .....	27
Supervision During Externships .....	28
<b>INDEPENDENT STUDY</b> .....	<b>28</b>
<b>RULE 9 CERTIFICATION: ADMISSION TO LIMITED PRACTICE</b> .....	<b>29</b>
Requirements .....	29
General Procedure .....	29
Provisional Certification .....	29
<b>LEAVE OF ABSENCE/WITHDRAWALS</b> .....	<b>30</b>
Leave of Absence .....	30
Withdrawal From School .....	30
Tuition Refunds .....	31
<b>SCHEDULING OF CLASSES AND REGISTRATION</b> .....	<b>32</b>
Class Schedules .....	32
Registration .....	32
Registration for First Year Students .....	32
General Registration Rules .....	32
The Registration Process .....	33
<b>Wait-Listed Classes</b> .....	<b>33</b>
Before the First Week of Classes .....	33
During the First Week of Classes .....	34
<b>Other Registration Information</b> .....	<b>34</b>
Administrative Tuition Credit .....	34
Registration for Clinical Courses .....	34
Registration for Externships .....	34
Registration for Independent Studies .....	34
Registration for Journals or Competitions .....	34
Please see the Student Organizations section of this handbook for information on receiving credit for Law Review, Seattle Journal for Social Justice, Moot Court Competition or DR Competition. Students cannot register for these credits online. Please contact the Office of the Registrar for registration instructions...	34
<b>Grades and Examinations</b> .....	<b>35</b>
<b>Grades</b> .....	<b>35</b>
Grading Scale (ASC 8.1) .....	35
Dean's List, Honors, Class Rank .....	35
Incomplete Grades .....	35
Anonymous Grading .....	35
Processing of Grades .....	35
Grade Curves .....	36
Range .....	36
Grade Changes .....	36
Evaluation Dates/Class Ranking .....	36
<b>FAILING GRADES</b> .....	<b>36</b>
General Provisions .....	36
Computation of First-Year Final Course Grades .....	37

Tuition Credit For Students Who Fail Classes.....	37
<b>FINAL EXAMINATIONS .....</b>	<b>37</b>
Scheduled Examinations .....	37
Anonymous Grading .....	37
Examination Numbers.....	37
Rooms .....	37
Academic Integrity Code.....	37
Policy on Use of Computers on Examinations .....	38
Final Examination Scheduling Conflict Resolution Rules .....	38
Alternative Examination Dates .....	38
Take-Home Examinations .....	38
Excused Absence from Final Examinations .....	39
Deferral of Examinations Due to an Emergency .....	39
Students with Disabilities .....	39
ESL (English as a Second Language) Students .....	39
Exam Review Procedures .....	40
Student Services.....	42
ACADEMIC RESOURCE CENTER (ARC).....	42
ACCESS TO JUSTICE INSTITUTE (atji) .....	42
ADMINISTRATIVE OFFICES .....	43
ALUMNI CREDITS .....	44
BOOKSTORE CHARGES .....	44
CAMPUS CARD .....	44
CAMPUS MINISTRY .....	44
The Center for Professional Development (CPD) .....	45
Career Resources.....	45
First-Year Students .....	45
Career Development Programs .....	45
Interview Programs and Job Fairs .....	46
Career Planning in Other Markets .....	46
CHILDREN IN THE CLASSROOM.....	46
CLASS ASSIGNMENTS, CANCELLATIONS AND RESCHEDULES .....	46
continuing legal education (CLE).....	47
Seattle University School of Law .....	47
Washington State Bar Association .....	47
COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS) .....	48
DISABLED STUDENTS .....	48
DOCUMENT DELIVERY CENTER .....	49
EMERGENCY LOANS .....	49
Financial Aid.....	49
Services for veterans .....	51
GENERAL PROBLEMS .....	51
HEALTH INSURANCE.....	51
LOAN DEFERMENTS .....	51
PHOTOCOPYING .....	51
photo release .....	51
PRINT CHARGES .....	51
RECREATIONAL SPORtS-FACILITIES, activities & programs .....	52
THE SIDEBAR.....	53

STUDENT HEALTH CENTER.....	53
STUDENT MAILBOXES .....	54
SUONLINE.....	54
TRANSCRIPTS .....	54
Transcript Holds.....	54
TUITION AND FEES .....	54
Student Organizations .....	57
LAW REVIEW .....	57
THE SEATTLE JOURNAL FOR SOCIAL JUSTICE .....	57
seattle journal of environmental law .....	58
MOOT COURT .....	58
DISPUTE RESOLUTION BOARD .....	59
Moot Court and DR Student Competition Processes .....	59
STUDENT BAR ASSOCIATION .....	60
Student Bar Association .....	60
Support of Student Organizations .....	60
Recognized Student Organizations.....	61
Library .....	63
Library Hours-academic year .....	63
Sullivan Hall & The School of Law Annex .....	65
Building Policy .....	65
Building Hours.....	65
Lockers .....	65
Community Refrigerator .....	65
Service Animals .....	65
Room Reservations.....	65
Policy Regarding Posting of Notices in School of Law Facilities .....	65
Policy Regarding the Serving of Food .....	66
Procedures for Events Where Alcohol is Served, Consumed or Present.....	66
Policy Prohibiting Possession of Firearms or Deadly Weapons in Sullivan Hall .....	67
PARKING REGULATIONS.....	67
SAFETY .....	67
Safety and Security Services.....	67
Sexual Misconduct – Physical or Sexual Assault .....	67
On-Campus Reporting Procedures.....	68
Off Campus .....	68
Confidentiality .....	68
EMERGENCY CLOSURE PROCEDURES .....	68
EARTHQUAKE AND EMERGENCIES.....	69
SMOKING POLICY .....	69
University and Law School Policies .....	71
STUDENT RECORDS AND CONFIDENTIALITY .....	71
Bar Certification Information.....	73
GENERAL.....	73
WASHINGTON STATE BAR EXAMINATION: GENERAL AREAS OF TESTING.....	73
Bar studies program .....	73
Code of Student Conduct .....	75
Introduction to the code of student conduct.....	75
School of Law Academic Integrity Code .....	77



# Quick Reference Guide

Office	Phone	Location
Dean's Office	398-4300	Sullivan Hall 210
Academic Resource Center	398-4076	Sullivan Hall 312C
Access to Justice Institute	398-4173	Sullivan Hall 200
Admissions	398-4200	Sullivan Hall 209
Alumni Relations Office	398-4600	Sullivan Hall 210
Bar Studies Program	398-4323	Sullivan Hall 312A
Bookstore	296-5820	University Services
Business Office	398-4050	Sullivan Hall 209
Campus Card	296-2273	Engineering 313
Campus Ministry	296-6075	Student Center 120
Center for Professional Development	398-4100	Sullivan Hall 200
Center for Service & Community Engagement	296-2569	Pavilion 124
Center on Corporations, Law & Society	398-4282	Sullivan Hall 313B
Communications	398-4108	Sullivan Hall 311B
Connolly Center	296-6441	550 14 <sup>th</sup> Avenue
Commuter Student Services	296-6291	Pavilion 180
Continuing Legal Education	398-4092	Sullivan Hall 200J
Copy Center/Mailroom	398-4053	Sullivan Hall 209
Counseling Center	296-6090	Pavilion 120
Dispute Resolution Board	398-1337	Sullivan Hall 108
Document Delivery Center	398-4230	Sullivan Hall 201C
Externship Office	298-4128	Law School Annex 140A
Student Financial Services	398-4250	Sullivan Hall 209
Housing	296-6305	Campion Hall 100
International Programs	398-4283	Sullivan Hall 4 <sup>th</sup> Floor
Ronald A. Peterson Law Clinic	398-4130	Law School Annex 140
Law School Library	398-4220	Sullivan Hall 201
Law Review	398-4270	Law School Annex 240
Moot Court	398-4345	Sullivan Hall 106
Parking/Public Safety	296-5995/5992	University Services 102
Registrar	398-4150	Sullivan Hall 209
Seattle Journal for Social Justice	398-4988	Law School Annex 240
Sidebar	398-4350	Sullivan Hall 1 <sup>st</sup> Floor
Student Bar Association	398-4328	Sullivan Hall 102
Student Health Center	296-6300	Bellarmine Hall 108
Student Life	398-4101	Sullivan Hall 103
Student Organizations	398-4339/4343	Sullivan Hall 101
Technology	398-4178	Sullivan Hall 311
University Technology Help Desk	296-5571	Engineering 313
<b>EMERGENCY NUMBER</b>	<b>296-5911</b>	

# Commonly Asked Questions

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## Logistics

What is the attendance policy? .....	18
What do I do if I have an emergency? .....	18
What do I do if I have an emergency that will require a leave of absence?.....	30
Can I bring my child to class? .....	46
How can I reserve a locker? .....	65
Where do I get a parking permit? Bus pass? Ferry pass? Train pass? .....	67

## Student Life

What organizations can I join? .....	61
What is the Dispute Resolution Board?.....	59
What is the Law Review?.....	57
What is Moot Court? .....	58
What is the Seattle Journal of Environmental Law?.....	58
What is the Seattle Journal of Social Justice?.....	57
What is the Student Bar Association? .....	60
When is the Sidebar restaurant open?.....	53
Where can I go to get a workout? .....	52

## Academics/Student Services

What is Rule 9? .....	29
What is required of me to graduate?.....	15
How long will it most likely take me to graduate? .....	15
What are the different enrollment statuses?.....	15
How do I withdraw from a class? .....	16
What is the grading scale? .....	35
What is the grading curve? .....	36
What honors can I receive as a law student? .....	35
How can I obtain my transcript?.....	54
What are the library hours? .....	63

## Employment/Financial Matters

Where can I do an externship? .....	22
How can I obtain a limited license to practice law? .....	29
How many hours can full-time students work? Part-time?.....	15

## Administration, Staff & Faculty

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To access the staff and faculty directory, go to the following website:

[http://www.law.seattleu.edu/Faculty/Faculty\\_Directory.xml](http://www.law.seattleu.edu/Faculty/Faculty_Directory.xml).

# Academic Requirements

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## DEGREE REQUIREMENTS

### Credit Hours

A student must successfully complete at least 90 credit hours. (ASC 2.1)

### Grade Point

To receive a Juris Doctor degree, students must achieve a cumulative grade point average of at least 2.00. (ASC 2.1)

### Required Courses

All required courses must be successfully completed. Required courses are all first-year courses, Evidence, Constitutional Law, Legal Writing II, and Professional Responsibility. (ASC 2.3) All students are also required to take a professional skills course.

### Course of Study

Pursuant to ABA Standard 304, the course of study for the J.D. degree may be completed no sooner than 24 months and not longer than 84 months after a student has commenced law study at the School of Law or a law school from which we have accepted transfer credit.

## ENROLLMENT STATUS

### Definitions

#### Full-Time (ASC 3.1, 3.3.1, 3.3.2 and 3.4.1)

Fall and Spring: 12-16 course credit hours

Summer: 7-8 course credit hours

#### Part-Time (ASC 3.2, 3.3.3, 3.3.4 and 3.4.2)

Fall and Spring: 8-11 course credit hours

Summer: 5-6 course credit hours  
(*upper division students*)  
4-5 course credit hours  
(*first-year students*)

#### Half-Time<sup>1</sup>

Fall and Spring: At least 6 course credit hours

Summer: At least 3 course credit hours

#### Less than Half-Time

Fall and Spring: 5 or less course credit hours

Summer: 2 or less course credit hours

### Full-Time vs. Part-Time:

#### Outside Employment

Under ABA Standard 304, a student may not be employed more than 20 hours per week in any week in which the student is enrolled in more than twelve class hours. Students working more than an average of 20 hours per week must be part-time students. First-year students elect full-time or part-time status for their entire first year of studies. Thereafter students must elect full-or part-time status prior to each semester or summer by certifying that during the upcoming term they will either:

- work an average of less than 20 hours per week at paid employment and thus be a full-time student; or
- work more than 20 hours per week at paid employment and thus be a part-time student.

If a full-time student materially violates the 20 hours per week employment certification, the student's hourly course credits may be reduced to the maximum part-time limit for any term in which a violation occurred, without tuition refund.

Students enrolled for 3 or more credits during summer term may only work 19 hours per week under the financial aid State Work Study (off campus) program. During fall and spring terms, students using State Work Study and enrolled half-time or more may only work 19 hours per week (excluding exam periods), except during breaks.

### Underloads and Overloads

Students seeking permission to take an overload should submit a written request to the Associate Dean for Student Affairs stating the reason for requesting the overload and a plan for balancing outside demands with additional course work. Absent extraordinary circumstances overload request will be approved assuming the Associate Dean finds that there is a likelihood that the student

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<sup>1</sup> Half-Time is defined for financial aid purposes only.

will be able to handle the extra workload. Notwithstanding the above, pursuant to ABA Standard 304, no student will be permitted to take more than 18 credits in either the fall or spring semester or 9 credits in the summer semester.

Underloads will be permitted only where a compelling reason exists for taking a light load, where a reasonable plan is made to ensure satisfactory progress toward a degree, and where the student's academic record and curriculum plan indicate that the light load is not taken merely to isolate difficult course work. (ASC 3.5.3)

Students requesting an overload or underload must obtain the permission of the Associate Dean for Student Affairs prior to validation.

### **Procedure for Withdrawal from Individual Courses**

No course withdrawal will be allowed unless the minimum course load requirements are maintained. (ASC 4.1)

#### **First Year**

A first-year student shall be allowed to withdraw from a first-year course only when the Associate Dean for Student Affairs finds all of the following circumstances to exist:

- The reason for withdrawal is personal to the student
- The reason involves extraordinary and unforeseen circumstances
- The circumstances cannot be remedied by a change in section

If the Associate Dean finds that the above circumstances exist, the student may withdraw prior to 10 weekdays before the final day of

regularly scheduled classes without academic penalty. During the last 10 weekdays the student must have the permission of the Associate Dean and the instructor. The student shall be given a grade of "withdraw/failing" absent extraordinary circumstances. (ASC 4.3)

#### **Upper Level**

Except as provided below, upper level students may withdraw from any upper level course during the first five weeks of a normal 14 class-week semester (or an equivalent time during a shorter semester) by giving notice of such withdrawal to the Registrar. Students are encouraged to advise faculty members as a courtesy.

After the first five weeks have elapsed, written approval of the instructor and the Associate Dean for Student Affairs must be obtained. Students will be advised about normal progress for their degree.

Students who withdraw during the 1st week of class, the 100% refund period, will receive a drop-without-record (course does not appear on the transcript.) Students who withdraw after the first week but before the end of the 5th week will have a "W" recorded on the transcript. A student who withdraws after the first five weeks may receive either a "W" (withdrawn) or a "WF" (withdrawn failing) on the transcript.

The following exception applies: in courses, courses involving a commitment to parties outside the law school, or courses where a student's withdrawal may have an adverse effect upon the education of other students, absent extraordinary circumstances, students requesting permission to withdraw after the first week of class must have the permission of the instructor and the Associate Dean for Student Affairs and may be awarded a grade of "WF" for the course. (See also section on tuition refunds.)

### **Procedure for Adding a Class after Validation**

Students may add an open course during the first week of class. After the first week of class, students may add an open class only with the permission of the faculty member. Because of attendance requirements, students will not be permitted to add a class after the third week of class.

#### **Normal and Accelerated Law Studies**

Students may not take more than 84 months to complete law studies. Normal and accelerated studies are as follows:

## Full-Time Students

Normal studies: 3 years of fall/spring semester studies with full-time course loads

Accelerated studies: after completing first-year courses in spring semester, 3 semesters of full-time course loads and continuous classes for 2 summer sessions. Graduation is in December of the 3rd year. (ASC 3.5.1).

## Part-Time Students

Many part-time students graduate in December of their 4th year by continuously taking part-time course loads for 11 terms (summer/fall/spring) starting from the summer when they first enter.

***Any plans to alternate part-time or full-time studies, or for non-standard course loads must have prior written approval by the Associate Dean of Student Affairs.***

## PROBATION AND ACADEMIC DISMISSAL

### First Year

A student whose cumulative GPA is between 1.80 and 1.99 after the first year will be placed on academic probation. (ASC 10.2.3)

A student whose cumulative GPA is below 1.80 after the first year will be dismissed. Students dismissed after the first year, or students who have a GPA of below 1.80 at the end of the fall semester, may petition the Dean of the Law School for readmission de novo (i.e., to repeat the entire first-year program). Readmission de novo may be granted by the Dean only in those cases where there is substantial and persuasive evidence that the student possesses the ability and motivation to achieve good standing by the next evaluation date (See section on Grades: Evaluation Dates for explanation of evaluation dates). A de novo student must achieve a 2.00 cumulative GPA at the end of the de novo year. (ASC 11.0)

## Upper Level

A student with a cumulative GPA of below 1.80 at any evaluation date (See section on Grades: Evaluation Dates) will be dismissed. (ASC 10.2.1)

A student on probation after the first year must achieve a cumulative GPA of 2.00 or above by the next evaluation date or be dismissed. (ASC 10.2.3)

A student who has not completed 90 hours of study and who has not previously been on probation but whose cumulative GPA is below 2.00 after an evaluation date will be placed on probation. The student must achieve a 2.00 GPA by the next evaluation date or be dismissed. (ASC 10.2.4)

A student whose GPA is below 2.00 after any evaluation date and who has been on probation at any previous time, will be dismissed. (ASC 10.2.5)

Students dismissed for academic deficiency may petition the Dean for readmission. In deciding the merits of the student's appeal, the Dean shall consider, inter alia, the following:

The extent to which any factor which the student alleges compromised his/her academic performance will no longer adversely affect the performance.

The evaluation of the student's potential for competent academic performance by faculty who have a basis for evaluating that potential.

The degree to which the student has exhibited those qualities essential to the effective discharge of a lawyer's professional responsibilities. (ASC 12.0)

## Graduation

A student whose cumulative GPA is in the probationary range for the first time at the end of 90 successfully completed credit hours shall be dismissed. (ASC 10.2.6) Students may petition the Associate Dean for Student Affairs for readmission during one academic term only, in probationary status. The petition will be granted if the Associate Dean determines that the numerical average of the student's four highest grades previously received in substantive courses, if earned for the proposed credit hours of studies, not to exceed ten (10) credits,

would be sufficient to raise the student's cumulative GPA to the level required for graduation. (ASC 12.2)

### **Good Standing**

All enrolled students are considered to be in good standing. The term "not in good standing" shall be used only to identify students who have been dismissed. (10.0.1)

## **CLASS ATTENDANCE**

### **General Requirement**

Class attendance is expected by the faculty. The American Bar Association mandates that the Law School require regular and punctual class attendance in each course undertaken. Students must attend a minimum of 80% of classes for each course. Faculty members are free to implement more stringent attendance requirements. Faculty members who, in their discretion, intend to lower the grade or to give grades of Withdraw/Failing to students who do not attend class regularly must distribute written notice of such policy to the class as a whole. (ASC 9.0)

### **Classroom Participation**

Faculty members may adjust grades for classroom performance. Professors using class participation in grading must provide reasonable notice of such and an explanation of the criteria at the onset of the class. Adjustments must be made on a separate Grade Adjustment Sheet. The Grade Adjustment Sheet is forwarded to the Registrar's Office where the transposition and grade adjustment is made. Faculty members do not have access to student examination code numbers. (ASC 8.10)

### **Emergency Situations**

Students who are unable to attend classes due to an emergency may contact the Associate Dean for Student Affairs who will contact each of the student's professors. When the student returns, the student must contact each of his or her professors. Contacting the Associate Dean does not excuse the student from attending classes. The faculty member's rules regarding attendance remain in effect.

## **JOINT DEGREE PROGRAMS**

### **Joint Degree Program with Albers School of Business**

The Seattle University business and law joint degree program is designed to allow students interested in obtaining both the JD and a graduate degree in business to complete the degrees in less time than if the two degrees were obtained independently outside the program. Students are able to complete the degrees in less time because, through the program, specified courses taken at the School of Law may count toward the graduate business degree and specified courses taken in the Albers School of Business and Economics may count toward the JD degree.

### **Degrees Offered**

JD/MBA

*Juris Doctor/Master of Business Administration*

JD/MSF

*Juris Doctor/Master of Science in Finance*

JD/MIB

*Juris Doctor/Master of International Business*

JD/MPAC

*Juris Doctor/Master of Professional Accounting*

Students are required to be admitted separately to both the School of Law and the Albers School of Business. Students may be admitted to both schools before starting in the joint program; alternatively, students may seek admission to the other school during their first year of law or graduate business.

For additional information, please contact the Associate Dean for Student Affairs at the School of Law or the Director of Graduate Programs at the Albers School of Business and Economics.

### **MPA/JD Joint Degree**

The Seattle University MPA/JD joint degree program is designed to allow students interested in obtaining both the Masters in Public Administration and JD degrees to complete the degrees in less time than if the two degrees were obtained independently.

The MPA/JD Joint Degree Program allows students to choose whether their first year is spent in the Institute of Public Service or the School of Law. The second year is spent in the other school. The last two years are mixed in that students may take courses in both the IPS and Law School.

Students are required to be admitted separately to both the School of Law and the Institute for Public Service, and should consult the Graduate Bulletin for the specific admissions requirements for each school. Students may be admitted to both schools before starting in the joint program; alternatively, students may seek admission to the other school during their first year of law or public administration.

For additional information, please contact the Associate Dean for Student Affairs at the School of Law or the MPA Coordinator in the Institute for Public Service.

### **MSAL/JD Joint Degree**

The Seattle University MSAL/JD joint degree program is designed to allow students interested in obtaining both the Masters in Sport Administration and Leadership to complete the degrees in less time than if the two degrees were obtained independently. Participants in the JD/MSAL must spend their first year in the School of Law. Once the student has completed the required first-year courses in the School of Law, the student may then take courses in both JD and MSAL courses.

Students are required to be admitted separately to both the School of Law and the College of Arts and Sciences and should consult the Graduate Bulletin for the specific admissions requirements for each school. Students may be admitted to both schools before starting in the joint program; alternatively, students may seek admission to the MSAL program during their first year of law school. In any case, students will be expected to meet the respective school's admissions deadlines for the coming year.

For additional information, please contact the Associate Dean for Student Affairs at the School of Law or the Director of the Center for the Study of Sport in the College of Arts and Sciences.

### **MACJ/JD Joint Degree**

The Seattle University MACJ/JD joint degree program is designed to allow students interested in obtaining both the Master of Arts in Criminal Justice and the Juris Doctor degrees to complete the degrees in less time than if the two degrees were obtained independently. Specified courses taken at the School of Law may count towards the Master of Arts in Criminal Justice and specified courses taken in the Criminal Justice Program count towards the JD degree.

Students enrolled in the joint degree program may choose whether their first year is spent in the Criminal Justice Department or the School of Law. The second year is spent in the other school. The final two years (or more) are mixed in that students may take courses in both the Criminal Justice Department and the School of Law.

Students are required to be admitted separately to both the School of Law and the Criminal Justice Department under the programs' standard requirements. Students should consult the Graduate Bulletin for the specific admissions requirements for each school. Students may be admitted to both schools before starting in the joint program; alternatively, students may seek admission to the other school during their first year of law or criminal justice.

For additional information, please contact the Associate Dean for Student Affairs at the School of Law or the Criminal Justice Graduate Program Director. Visit <http://www2.seattleu.edu/artsci/macj/> for more information about the MACJ.

### **MATL/JD Joint Degree**

The Seattle University JD/MATL joint degree program is designed to allow students interested in obtaining both the Master of Arts in Transformational Leadership and the Juris Doctor degrees to complete the degrees in less time than if the two degrees were obtained independently outside the program. Through the joint degree program, specified courses taken within the School of Theology and Ministry may count toward the JD degree and specified courses taken in the School of Law may count toward the MATL degree.

Participants in the joint degree program may spend their first year in either the School of Theology and Ministry or the School of Law. Once students have completed their first year in law school, joint degree participants may take courses in both the School of Theology and Ministry and the School of Law

Students are required to be admitted separately to both the School of Law and the School of Theology and Ministry and should consult the Graduate Bulletin or the website

(<http://www2.seattleu.edu/stm/admissions.aspx?linkidentifier=id&itemid=3714>) for specific admissions requirements.

### **Cross Registration**

Law students who have completed their first year of legal studies may transfer up to 6 quarter credits (4 semester credits) from a specified list of approved business courses at the Albers School of Business and Economics (ASBE) or a specified list of approved courses from the Institute of Public Service towards their J.D. degree. Eligible students must have a minimum grade point average of 2.0 and must meet the prerequisite requirements for the course or receive permission from the ASBE Director of Graduate Programs or the Masters in Public Administration Coordinator. In order for the credits to transfer, students must earn a “B” or better. Grades received in business school courses or MPA courses will not be used in calculating the law school grade point average. Pursuant to ABA rules, under no circumstances may students receive retroactive credit for courses taken prior to entering law school. Additional information is available from the Law School Registrar’s Office.

## **COURSES TAKEN AT OTHER LAW SCHOOLS**

### **Procedures**

Students considering attending another law school must complete a petition, available in the Registrar’s Office. ***We will not accept the transfer of any credits from any other law school unless the Associate Dean for Student Affairs has approved both the program and the courses for which you plan to register prior to the***

***start of the summer program or the semester prior to the start of any coursework for which transfer credit is desired.*** In addition to the petition, the student must submit descriptions of the courses the student plans to take. For those students requesting permission to attend a summer program abroad, a copy of the program brochure or a link to the summer abroad program website must also be provided.

### **Summer Study: USA**

Students with a minimum grade point average of 2.0 may receive credit for summer courses taken at ABA accredited law schools. No more than eight (8) semester hours of credit may be earned for summer study each summer. Students will not receive credit for courses taken at other law schools that duplicate or are substantially similar to courses that have been or will be offered during the student’s course of study at Seattle University School of Law. (ASC 13.2)

### **Summer Study: Washington Law Schools**

In addition to the criteria indicated above for summer study, students desiring to do summer study within the state of Washington must demonstrate that taking the course is significantly career related. (ASC 13.2.1)

### **Summer Study Abroad**

We will accept up to six credits from summer study abroad programs accredited by the ABA. A student may transfer up to 12 credits of summer abroad study in ABA-accredited programs, as long as at least 6 of those credits are from programs that Seattle University School of Law sponsors or runs in partnership with other schools. A list of the approved sponsored/partnered programs is available in the Office of the Associate Dean. Courses taken through summer abroad programs may be duplicative of courses offered at the Law School. (ASC 13.3) However, courses taken through a study abroad program may not satisfy required courses. (See special provisions below for students petitioning for permission to attend summer programs abroad after their first year).

### **Study at Other Law Schools: Fall, Spring Semesters**

Permission to take courses at law schools other than Seattle University School of Law during fall and

spring semesters will be granted only in exceptional cases and where great hardship would otherwise result. (ASC 13.5). A written petition to visit away should be submitted to the Associate Dean for Student Affairs stating the reasons for the request. All required courses other than those completed by transfer students must be taken at the Law School.

Students who wish to take courses within the state of Washington during the Fall or Spring semester must show that the course does not duplicate or is not substantially similar to courses that have or will be offered during the student's course of study at Seattle University School of Law and must demonstrate that the taking of the course is significantly career related.

### **Transfer of Credit**

A grade of C or better is required for transfer of credit to be granted. Credit will not be granted for courses taken on a pass/fail basis, nor may students take independent study, outside clinical practice or externship credits. Grades for courses taken at other law schools will not be included in the computation of the law school grade point average. (ASC 13.6) Students will however receive graded credit for courses taken through programs that Seattle University School of Law sponsors or runs in partnership with other schools.

### **Special Provisions for Students in the Bottom Quarter of the Class**

Students in the bottom quarter of their class must take almost all courses in the following year (including the summer) from a prescribed roster of courses. Since courses offered in summer abroad programs are not on this prescribed roster of courses, students in the bottom quarter of their class would not be able to transfer credits from summer abroad courses to count towards their 90 hour graduation requirement.

In order for students to be eligible for financial aid for summer abroad programs, the Law School must certify that the credits will be accepted towards graduation. We however, do not compute class standing and bottom quarter status until the end of the summer for first-year students and for upper class students, at the end of the spring semester. It is only at that time can we safely say whether the

bottom quarter course requirements apply. By the time we have determined bottom quarter status, summer abroad programs have begun. If a student goes abroad, receives financial aid and then learns that he or she is in the bottom quarter of the class, the credits from the summer program would not be accepted and the student would have to forfeit all financial aid received for the summer semester.

In light of the above, in order to insure that the credits will transfer (and thus not jeopardize financial aid), petitions to take summer abroad studies by using financial aid or for the credits to transfer to this school without financial aid **will not** be approved unless 1) the student GPA is at least 2.1 after the Fall semester preceding the start of the summer semester abroad and 2) the student agrees that if at the evaluation date the student is in the bottom quarter of the class, the courses completed in the summer abroad program will count as the elective permitted in the Fall and Spring semesters. Second-year students would be required to take all courses during the Fall and Spring semesters from the prescribed roster, third and fourth year students would be permitted to take only one elective in each of the Fall and Spring semesters.

### **BOTTOM QUARTER OF THE CLASS**

In order to insure adequate preparation for the Bar, the faculty has specified mandatory course requirements for students who are in the bottom quarter of their class based on their class rank. (Please see section on Grades: Evaluation Dates for explanation of when class rank is determined.) Once ranks are finalized, class standings remain in effect throughout the academic year until they are computed again at the end of the following Spring semester. (ASC 3.8)

### **Students in the Bottom Quarter of Their Class at the Start of Their Second Year**

In the second year, students will largely take a specified roster of standard courses that include prerequisite courses, courses required for graduation, and other basic substantive courses. Students may take only one elective each semester and there are some courses that they may not take. Listed below are the guidelines for determining a

course schedule in the second year (please note, these courses are subject to change).

In the second year, students must register for Constitutional Law. In the fall or spring semester students must register for Legal Writing II.

In the fall and spring semesters, students must select all of their other courses, except one each semester, from a list of foundational, bar tested or required courses. Courses with such designations will be noted on the published course schedules.

Students may not take Externships or an Independent Study.

### **Students in the Bottom Quarter of Their Class after Their Second or Third Year**

Students continuing in the bottom quarter from their second year **and** students entering into the bottom quarter after their second year of studies must comply with the registration schedule prescribed below:

In each semester until graduation (fall and spring) full-time students must take at least two courses that are designated as foundational, bar tested or required. Part-time students must take at least one course with such designation. During the summers, full-time or part-time students must also take at least one course from this list.

During the completion of the 90 credit graduation requirement, such students may not take a total of more than eight (8) credit hours from any combination of the following courses: Youth Advocacy Clinic (6 hours), Laboratory Courses (1-2 hours), Moot Court (2 hours) and other courses designated as clinical courses.

Students may not take an Independent Study without special approval from the Associate Dean for Student Affairs.

### **Denial of Registration**

Registration will be audited by the Registrar for compliance with the above rules. Registration will be denied wholly or partially, for any student in the bottom quarter of the class unless the courses selected are in conformity with the above

requirements. Any variation from the rules must be approved in writing by the Associate Dean for Student Affairs and will be approved only in cases of compelling necessity or unusual hardship.

## **CLINICAL COURSES**

In general, a student may register for no more than fifteen (15) clinical credits of the 90 required for graduation. All externship credits count toward the 15 hour limitation on clinical credits. The following internal courses have been designated clinical courses:

- Administrative Law Clinic
- Bankruptcy Clinic
- Capital Appeals Clinic
- Civil Rights Amicus Clinic
- Community Development & Entrepreneurship Clinic
- Domestic Violence Clinic
- Immigration Law Clinic
- Indian Trusts and Estates Clinic
- International Human Rights Clinics I & II
- Mediation Clinic
- Mental Health Clinic
- Not-For-Profit Organizations Clinic
- Predatory Lending Clinic
- Trusts & Estates Clinic
- Youth Advocacy Clinic
- All Externships

## **EXTERNSHIP POLICIES AND PROCEDURES**

### **Purposes of the Externship Program**

Externships allow students to gain a practical perspective of legal learning by working with a judge or with an attorney in a government agency, a nongovernmental organization, or an in-house counsel office, while gaining academic perspective by participating in an externship seminar. This structured learning experience includes workloads agreed to in advance by the sponsoring entity, the school, and the extern. The externship structure helps assure a clear educational benefit to the extern and a meaningful contribution by the extern to the work of the sponsor.

## Part-Time Externships

### *Eligibility*

All students who have completed 60 credits are eligible to apply for part-time externships, assuming they have completed a specific site's course pre-requisites or co-requisites. Students who have completed only 45 hours of law school credit must be in the top 75% of their class to apply, while those who have completed only 30 hours of law school credit must be in the top 50% of their class. Please note that some sites require that students be in their third year of law school and/or be Rule 9 eligible.

### *Sites at Which Students May Participate in Part-Time Externships*

Sites approved for externship placement are posted on the Externship Program's web site. These sites include government offices and non-profit law-related organizations, plus in-house counsel positions with certain corporations. Students may also participate in externships with superior court judges, federal district court judges and magistrate judges, judges of the federal courts of appeal, state appellate court judges, administrative law judges, and bankruptcy court judges. No externship may be performed with a private law firm. Many of the available externships are located within the Puget Sound region and Alaska. Other externships are available throughout the United States and internationally in Europe, Africa, Latin America, and Asia. The Externship Director may approve additional placements when the experiences gained through the out-of-area externship are not otherwise available in the Puget Sound region and when the Externship Program has the resources to conduct the site visits and properly supervise the position. Be sure to contact the Externship Program Office as soon as possible if you want to have a new site approved.

Since a major justification for externships is to offer an experience that a student will not otherwise have, a student may not hold an externship with a sponsor for whom the student has previously worked, either for compensation or as a volunteer, or with whom the student has already accepted an offer of employment. Exceptions will be made only if the workload of the externship is clearly and

significantly different from any work the extern has done or may do with the sponsor.

Before a student may apply for an externship at any site, the Externship Program Director must approve the site in advance. The site must have a structured program in place for the extern that meets the standards set forth in Section VIII below.

### *Course Requirements*

#### *(1) Work at Externship Site*

During the fall and spring semesters, students must work four hours for every credit hour at the externship site, except that the total per week will include credit for one hour of participation in the externship seminar. During the summer semester, students must work six hours for every credit hour at the externship site throughout the eight week period of classes, except that the total per week will include one hour of participation in the externship seminar. Part-time students must begin their externships during the first week of classes and work through the last day of classes for the semester. The student should develop a regular weekly work schedule with his or her field supervisor.

#### *(2) Maintenance of Journal*

Each extern must maintain an externship journal, which is intended to promote reflection about the student's activities, observations, and learning process. Entries must be submitted at least once every two to three weeks, as designated by the faculty supervisor. Journal entries should reflect the students' activities, progress toward stated goals, and their observations, thoughts and reactions to their work and the workplace. Students may be provided with specific questions and directions about the content of their journals from their faculty supervisor either before or during their externship.

By regular journal entries the extern focuses on the intellectual, tactical and interpersonal processes of lawyering and chronicles the development of legal skills and knowledge during the externship. The initial and later entries should discuss the nature and quality of training provided to the extern. Subsequent entries should describe and analyze the work done, the process towards completing old goals and the development of any new ones, the student's growing concept of professionalism, and the various

dimensions of the externship learning experience as they unfold. Judicial externs should focus on the research and writing skills being developed, the process by which the judges reach decisions, the efforts of advocacy observed, etc.

### (3) Written Work

Along with the journal entries, the extern may be required to submit a sample of non-confidential work product.

### (4) Additional Reporting.

The Faculty Supervisor may require additional reasonable forms of reporting, direct contact, etc.

### (5) Final Evaluation

By the final day of classes in the externship period, the extern must complete an evaluation of the field placement experience and the classroom seminar. This evaluation should cover the usefulness of the learning experience and effectiveness of the field supervisor and training.

### (6) Attendance at Part-time Externship Seminar

In addition to the time spent at the externship site, students enrolled in an externship must also enroll contemporaneously in a Part-time Externship Seminar. Students are expected to attend seminar sessions, read assigned materials, and complete assigned projects.

## **Academic Credit and Grading**

Part-time externships for **full-time students** are offered for three or four credits per semester. **Part-time students** may take an externship for two credits with prior approval of the Externship Director and the site supervisor. Students may participate in both part-time and full-time externships during their law school career as long as the total number of credits, when combined with clinic credits, does not exceed the Law School's 15 credit maximum on experiential learning credits. Students may take both a part-time externship in any semester and a full-time externship in summer for 8 credits. Students wishing to combine a part-time externship with a full-time externship in fall or spring, with approval of the Externship Director, may receive less than 15 credits (while participating full time) in order to stay within the 15 credit limit.

Students cannot participate in an externship at the same site for more than one semester, unless the externship has been specifically structured to require a two-semester commitment. Students may not take two externships the same semester or an externship and a clinic during the same semester. All externship credits count toward the law school's 15-hour limitation on clinical credits, which include externships and clinics. No student by taking extern credits may earn either hourly credits or residency credits greater in number or at a more rapid rate than could be earned by taking other law school courses.

One credit of the externship will be graded by the seminar instructor based upon a number of factors, including attendance, professionalism, the quality of the student's participation, the timeliness and quality of journal entries, the student's presentation, the site supervisor's evaluation of the student's work and professionalism, and the completion and quality of other assignments. Students will receive a letter grade for this one credit. The remainder of the student's credits will be graded as pass/fail and will depend upon successful completion of field placement work.

## **Full-Semester Away Externships**

### ***Eligibility and Available Externship Sites***

Full semester-away externships, which include both judicial and international externships, are available to students who have completed 60 hours of law school credit and are in the top 50% of the class. Some sites require that the student be in the top 25th percentile, and a few, the top 10th percentile. Members of the Seattle Journal of Social Justice and the Law Review Editorial Boards, after consultation and with approval of both their Editor-in-Chief and the Faculty Advisor, may participate in full-time, semester-away judicial externships during their tenure as editorial board members. This policy applies to all Editorial Board members, with the exception of the Editor-in-Chief and the Managing Editor. For more information on application deadlines and procedures for full semester-away externships, see the Externship website: [http://www.law.seattleu.edu/Academics/Externship\\_Program.xml](http://www.law.seattleu.edu/Academics/Externship_Program.xml).

## **Course Requirements**

### **(1) Work at Externship Site**

Students must work full time [i.e. 40 hours per week] at the externship site beginning the first week of classes for the semester and finishing at the end of the final examination period.

### **(2) Maintenance of Journal**

Each extern must maintain an externship journal, which is intended to promote reflection about the student's activities, observations, and learning process. Entries must be submitted at least once every two to three weeks, as designated by the faculty supervisor. Journal entries should reflect the students' activities, progress toward stated goals, and their observations, thoughts and reactions to their work and the workplace. Students may be provided with specific questions and directions about the content of their journals from their faculty supervisor either before or during their externship.

By regular journal entries the extern focuses on the intellectual, tactical and interpersonal processes of lawyering and judging and diagnoses the development of legal skills and knowledge during the externship. The initial and later entries should discuss the nature and quality of training provided to the extern. Subsequent entries should describe and analyze the work done, the process towards completing old goals and the development of any new ones, the extern's growing concept of professionalism and the various dimensions of the externship learning experience as they unfold. Judicial externs should focus on the research and writing skills being developed, the process by which the judges reach decisions, the efforts of advocacy observed, etc.

### **(3) Participation in Seminar**

Students must also participate in a seminar, which will meet on a regular basis during the period of the externship or for a full day before the semester begins plus sessions during the semester. Students will be provided with readings and will be expected to engage in discussion about the readings and their own externship experiences during these seminar sessions. Students who enroll in a semester-away externship may be required to complete individual projects and/or connect with the externship seminar via audio or video-conferencing.

### **(4) Completion of an Externship-Related Project**

During the semester, students are required to work on and prepare a special project relating to their work during the externship. The project will culminate in a presentation to the seminar participants between the middle and the end of the externship period. Students enrolled in a semester-away externship may be required to complete and/or make their presentation in the seminar class during the following semester.

## **Academic Credit and Grading**

Students may participate in full semester-away externships for up to 15 credits in the fall and spring semesters and up to 8 credits during the summer sessions. Students may participate in both part-time and full-time externships during their law school career as long as the total number of credits, when combined with clinic credits, does not exceed the Law School's 15 credit maximum on experiential learning credits. Students may take both a part-time externship in any semester and a full-time externship in summer for 8 credits. Students wishing to combine a part-time externship with a full-time externship in fall or spring may, with approval of the Externship Director, receive less than 15 credits (while participating full time) in order to stay within the 15 credit limit. No other credits may be earned during a semester-away externship, and no student by taking extern credits may earn either hourly credits or residency credits greater in number or at a more rapid rate than could be earned by taking only normal classes.

Three of the fall and spring semester-away externs' credits and two of the summer session semester-away externs' credits will be graded on the basis of their performance in the seminar, including work on their project as described above. The seminar grading factors also include the site supervisor's evaluation of the extern's work product and professionalism. Students will receive a letter grade for these three credits. The remainder of the student's credits will be graded as pass/fail and will depend upon successful completion of field placement work.

## **Application and Registration Procedures**

### ***Application Procedure for Existing Approved Externship Sites***

#### **(1) Applying to the Externship Site for Selection**

Students are responsible for applying for their externships according to the procedures established by the Externship Director and externship sponsor for that particular externship. Information regarding the specific application procedures and registration deadlines for approved externship sites is available on the Externship Program web site. NOTE: Full semester-away externship application deadlines are early to give Seattle University School of Law students opportunities to compete with students from other law schools in seeking externship positions. It is a good idea to plan early; students interested in these opportunities are encouraged to meet with the Externship Director in their first year of law school or as early as possible. A student missing the application deadline should contact the Externship Program Assistant. Some sites will accept later applications, or other sites the student had not considered may be available.

#### **(2) Application for Approval of Credit**

A student interested in participating in an externship should first check the web site for approved externship sites and then make an appointment to meet with the Externship Director to discuss the sites. The applicant must then complete and submit to the Externship Program the Externship Registration Form, the Student Certification of Externship Eligibility [for Full or Part-Time Externship], a copy of his/her law school transcript, a current resume, and a cover letter for the site(s) selected. In signing the certification form, the student certifies that s/he meets all of the qualifications and is eligible for participation in the proposed externship. Many sites also require a three to five-page writing sample and a few require letter(s) of recommendation.

These Externship application materials should be submitted to the Externship Assistant by the deadline for the desired semester posted on the website. However, many sites will continue to accept applications until the position is filled so be sure to check with the Externship Program Office to find out which sites are still seeking externs. The Assistant

will forward the application materials to the site. The site will then contact the applicant for an interview and/or offer the student an externship. Students are required to take the first externship offered. When the student has received and accepted an offer for an externship, the student must then immediately contact the Externship Assistant, who will register the student for the externship and externship seminar.

### ***Application Procedure for Externships at New Sites***

#### **(1) Process for Obtaining Approval for Credit at a New Site**

Ordinarily students are expected to apply for externships at the sites which have already been developed and approved by the law school. However, a new externship site proposed by an individual student will be approved when time and resources permit. Criteria considered for such approval includes:

- whether there are already existing externship opportunities of comparable substance and experience;
- whether the proposed externship site is appropriate for on-going externship placements or is a project-specific or otherwise finite placement;
- whether the student has provided the Externship Director with sufficient lead time to fully review and investigate the proposal. Generally, this review should include consultation with the proposed supervising attorney, a visit to the site, assessment of the substance of the proposed work, and a written agreement with the supervising attorney regarding expectations and requirements for on-site supervision and mentoring. The required lead-time is usually four months before the start of the student's intended externship semester, especially if the site is outside the Puget Sound Area.

A student interested in participating in an externship at a site that has not been previously approved by the Externship Director must provide the Externship Director with his or her name, address, phone number, and e-mail address; the name of the proposed sponsoring organization; and the name of

the on-site supervising attorney for the proposed externship, along with the attorney's address, phone number and e-mail address. The student must also indicate why the student wishes to participate in an externship at this site.

Once the student has received notice from the Externship Director that the externship site has been approved, she or he must follow the application procedures set forth above.

### **Registration**

The Externship Assistant will register the successful applicant for both the on-site externship and the corresponding externship seminar. The Externship Director or Assistant must certify to the Registrar that those students have properly applied and been approved for externships.

### **Compensation**

Since students being paid for law clerking can be asked to perform services without regard to educational benefit, the A.B.A. interprets Standard 306(a) to mean that externs "may not receive compensation for a program for which they receive academic credit." An extern may be reimbursed only for necessary and reasonable expenses incurred in performing the externship. A few externship sites also provide reimbursement for transportation or related expenses.

### **Administration of the Externship Program**

The Externship Program is administered through the Externship Program Office. A faculty member shall be primarily responsible for the oversight of the externship program and shall be designated as the Externship Director. The Director will be assisted by staff members, designated as Externship Assistants.

### **Standards for Creation of Externships**

The Externship Director will develop and approve externships, with a goal of establishing externship opportunities in a wide range of subject areas. Externships outside the Puget Sound area are allowed only as provided above. In establishing externships, the following standards should be applied:

### ***The Nature of the Educational Experience to be Gained***

Externships must provide the opportunity to apply already-learned legal skills, to learn new ones, and to integrate legal theory with legal practice in a disciplined and self-aware manner. The extern will be properly engaged in a meaningful and disciplined educational and working experience, with a structured workload designed to enhance legal education. The work performed must be substantive legal work, not administrative.

In addition, the educational benefit to be gained should not be available in the regular law school curriculum, including law practice courses, unless these are unavailable to the extern. Externships may not closely duplicate the topic of any student's previous law-related experience, including compensated or uncompensated work.

Full-time semester-away externships are generally reserved for work with state appellate judges or federal judges. Only externships of extremely high quality can justify an award of credit in lieu of 3 to 4 substantive law school courses.

### ***The Quality of the Field Supervision to be Provided***

The sponsor must have experience in, or give clear assurances of, properly supervising and training externs; following the agreed-to externship structure; and providing frequent guidance, review, and critique of the extern's activities. The sponsor must designate a judge or experienced attorney as a "field supervisor" to structure and guide the extern's experience throughout. The field supervisor must have at least three years of experience as a practicing attorney and must assure that the extern receives:

- training on the purpose and theory of assigned work, and how to perform it
- review of the quality of performance and whether performance and educational purposes of the externship are being achieved
- perspective on the legal and other implications of the work being done; the connection of work to the case involved, similar cases or more general legal issues;

ethical considerations; the nature of sponsor's workload, etc.

## Supervision During Externships

### *Field Supervision*

The field supervisor is responsible for overseeing the student's experience while working at the sponsoring site. She or he is expected to comply with the requirements as set forth above.

The field supervisor must submit to the law School a mid-semester evaluation and a final evaluation of the extern's performance, and must be available for consultation with the faculty supervisor or Externship Director as needed.

### *Faculty Supervision*

Each student extern will be supervised by the faculty member teaching the seminar component for that externship. The faculty supervisor will be responsible for reading and commenting on the student's journal and conducting and grading the classroom component of the externship. Either the faculty member teaching the seminar or the Externship Director will oversee the work of the student extern at his or her placement. In addition, other members of the law school faculty may meet or work with one or more students who are participating in an externship related to the faculty member's academic or practice area. If any problems arise, the faculty supervisor and Externship Director should play active roles in resolving them. Finally, the faculty supervisor will certify that the externship has been properly completed.

## INDEPENDENT STUDY

Students may pursue an Independent Study for the following reasons:

- to pursue a specialized topic in greater depth than ordinarily achieved in a class
- to work with a faculty member one-on-one
- to work with a particular faculty member because of his/her expertise
- to complete a scholarly research and writing project under supervision
- to hone research and writing skills

- to work on a problem or project that the student believes has immediate or future relevance to the student's career aspirations

Independent studies are not to be remedial in nature, nor should they be used to take the place of a particular course.

The following guidelines are provided for students interested in registering for an Independent Study:

1. In order to register for Independent Study, students and supervising faculty members will complete a form contract that contains:
  - a. Topic statement and description of the project
  - b. A statement of the student's objective in pursuing the Independent Study
  - c. A mutually agreed upon weekly meeting schedule (regular day and time)
  - d. Presumptive deadlines for completion of:
    - i. Topic development
    - ii. Consultation with assigned librarian
    - iii. Bibliography (a list of possible sources on the topic)
    - iv. Thesis statement
    - v. Research plan
    - vi. Outline
    - vii. Draft(s)
    - viii. Final Paper Deadline
  - e. Credit allocation and grade or pass/fail designation
  - f. Signature of the research librarian who will work with the student (to be assigned by the Executive Law Librarian)
  - g. Signatures of student, supervising faculty member, and associate dean (if necessary)
2. Students will be expected to engage in at least 42 hours of research and writing for each hour of Independent Study credit and to produce a high quality paper in the range of 15-20 pages for one (1) credit, and 20-30 pages for two (2) credits.

3. No student may take more than two (2) credits of Independent Study during their entire law school career. This could be either one 2-credit Independent Study or two 1-credit Independent Studies.
4. Normally, only career faculty, visiting faculty and contract faculty are eligible to supervise independent study. Students wishing to complete independent study with an adjunct professor should see the Associate Dean for Academic Affairs for approval.
5. Faculty must have at least general expertise in a subject area in order to supervise an Independent Study. Faculty members may supervise a maximum of three (3) Independent Studies per semester.
6. The supervising faculty member has the option of assigning a letter grade or a pass/fail grade. Once the contract has been submitted, the grade option may not be changed.
7. The grade for the final paper must be submitted by the supervising faculty member to the Registrar no later than the end of one month following the last day of the examination period of the semester in which the student is registered for the Independent Study. If a grade has not been submitted at that time, the Registrar shall notify the Associate Dean for Student Affairs and the instructor, in writing, of this fact; a grade of "F" will be entered unless, within one week of that notice, the Registrar receives from the Associate Dean notification that the time for completion of the course has been extended. Such notification should include the reasons for such an extension. The time shall be extended no longer than to the end of the following academic period and only by agreement of both the instructor and the Associate Dean. An extension shall be granted only for extraordinary reasons. (ASC 8.8.2)
- 8. Students must be in the top 75% of the class in order to register for an Independent Study.**

## **RULE 9 CERTIFICATION: ADMISSION TO LIMITED PRACTICE**

Qualified law students and graduates of the Law School may be admitted to the status of legal intern and be granted a limited license to engage in the practice of law.

### **Requirements**

To be eligible for Rule 9 certification a student must be duly enrolled with a minimum cumulative grade point average of 2.0. Full-time students must have completed 60 credits; Part-time students must have completed 56 credits. Graduates of the Law School may apply before the expiration of 9 months following graduation. The applicant must certify under oath that he or she has read, is familiar with, and will abide by, the Rules of Professional Conduct and the provisions of Rule 9.

### **General Procedure**

An application for Rule 9 certification can be obtained from the Washington State Bar Association's website. Upon completion of the application by the applicant and the supervising attorney, the form should be returned to the Law School along with a check for \$50 made payable to the Washington State Bar Association. The Law School will complete its certification and forward the application to the Bar Association.

Please note, no fee will be charged to a Rule 9 applicant who is enrolled in a law school clinical program that provides free legal services for low-income clients. However, when that enrollment terminates, the applicant will be required to pay the \$50 fee to continue the limited practice of law. Students applying for this exception must complete and have their supervisors complete an Addendum to Application for Admission as a Legal Intern Form available from the Washington State Bar Association's website.

### **Provisional Certification**

Students may apply for a legal intern license prior to completing the required course of study if, at the time of application, the applicant is duly enrolled, not on academic probation, and will have satisfied the credit requirements set forth above by the end of the school term in which the application is made.

The Law School's certification is subject to successful completion of courses and maintenance of a grade point average of 2.0 or above.

Provisional certification is permitted so that the processing of Rule 9 certifications can be completed by the time the student has completed the required number of credits (the last day of the semester). Provisional certification is not intended to allow students to start the limited practice of law prior to the completion of the required amount of coursework.

Although Rule 9 applications with provisional certifications may be submitted to the Washington State Bar Association for processing, the WSBA will not send Rule 9 applications to the Court for licensing until the applicant has completed the required number of credits.

## **LEAVE OF ABSENCE/WITHDRAWALS**

### **Leave of Absence**

In granting any leave of absence, the Associate Dean for Student Affairs shall carefully inquire into the reasons stated and determines whether the student will be granted a leave of absence.

#### ***First Year***

##### ***Fall Semester***

Only those students who have successfully completed Criminal Law over the summer preceding their fall semester may be granted a leave of absence. All other first-year students will be required to withdraw.

##### ***Spring Semester***

A leave during the spring semester will only be granted for compelling reasons, and after a full inquiry into and documentation of the circumstances. The following rules apply to all such cases:

1. A leave shall not ordinarily be considered if all fall course work and exams have not been completed.
2. The reason for the leave must be personal to the student and not affect or apply to the entire class.

3. The reason for the leave must involve extraordinary, unforeseen and compelling circumstances.
4. The student must return by the start of the subsequent spring semester and complete all first-year course work, without any further leave or withdrawal from individual courses.
5. The student may not separately retake the fall semester of any course for credit or a grade, except as a de novo student.
6. Upon return the student must complete first-year courses with the same professors the student previously had as far as possible. If that is not possible, the student will be required to audit the fall semester of the course with the professor the student will take in the spring.
7. Any student with a GPA below 1.80 on grades received through the end of the first fall semester may petition for readmission de novo. (ASC 5.1.2)

#### ***Upper Level Students***

A leave of absence from academic studies for an upper level student may be granted anytime in the school year by the Associate Dean for Student Affairs for good reason. In making this determination the Associate Dean shall take into account whether there exist unanticipated circumstances compelling the conclusion that it is in the best interest of the student and the Law School that the leave be granted. In the case of students taking year long Constitutional Law, the criteria applicable to leaves for first-year students shall apply. (ASC 5.2)

### **Withdrawal from School**

A student who feels s/he will not be returning to law studies may withdraw from school at any time. Prior to withdrawal, the student shall consult with the Associate Dean for Student Affairs. (ASC 6.1)

A student who has not graduated, taken a leave of absence, or given notice of withdrawal and who is not currently registered may be administratively withdrawn from the Law School. (ASC 6.2)

A student who withdraws or is given an administrative withdrawal is not guaranteed readmission to the Law School and will be required to compete with new applicants for readmission. A

withdrawn student may petition for readmission. In determining whether the petition should be granted, the Associate Dean shall take into account the following:

- why the withdrawal was taken rather than a leave;
- the length of time from legal studies;
- work experience during the withdrawal period; and
- the student's academic record.

Students who do not remain continuously enrolled and do not apply for a leave of absence will be administratively withdrawn.

(ASC 6.3)

### **Tuition Refunds**

Students withdrawing from a class or from school are subject to the following Institutional Tuition Refund Policy:

#### ***Fall or Spring Schedule***

Notification of withdrawal Before the end of:	Percent of Refund
Last day of first full week	100 %
Last day of second full week	80 %
Last day of third full week	70 %
Last day of fourth full week	60 %
Last day of fifth full week	50 %
Last day of sixth full week	40 %
Last day of seventh full week	30 %
Last day of eighth full week	0 %

#### ***Summer Schedule***

Notification of withdrawal Before the end of:	Percent of Refund
Last day of first full week	100 %
Last day of second full week	75 %
Last day of third full week	50 %
Last day of fourth full week	25 %
Last day of fifth full week	0 %

If a student withdraws completely from the term and if the student is a financial aid recipient, it is recommended that any excess funds (exclusive of scholarships) remaining on your account be

returned to the federal or private lender to reduce any loan debt. Institutional funds are not refundable.

For students receiving Title IV financial aid (Direct Stafford, Graduate PLUS or Perkins loan), please refer to the Return of Title IV Funds Policy below:

### ***Title IV Return of Funds Policy for Withdrawals***

According to federal law, Student Financial Services must recalculate federal Title IV financial aid (Direct Stafford, Graduate PLUS &/or Perkins loans) eligibility for students who withdraw from all classes, drop out, are dismissed, or take a leave of absence prior to completing at least 60% of a semester. Title IV aid and other aid is viewed as 100% earned after that point in time.

Recalculation is based on the percent of earned aid using the following formula: Percent earned = Number of calendar days completed up to and including the withdrawal date/total calendar days in the semester (not including any scheduled breaks that are at least five days long).

Federal financial aid is returned to the federal government (reducing student loan debt) based on the percent of unearned aid using the following formula: Aid to be returned = (100% - percent earned) x the amount of aid disbursed toward institutional charges.

Federal aid is returned in the order mandated by the U.S. Department of Education. No program can receive a refund if the student did not receive aid from that program. The order is as follows based on aid offered at Seattle University School of Law:

1. Direct Unsubsidized Stafford Loan
2. Direct Subsidized Stafford Loan
3. Perkins Loan
4. Direct Graduate PLUS Loan
5. Other Title IV Assistance

The Institutional Refund Policy (see above) has a different schedule than the Federal Return of Funds and may result in a balance owing to the University. When aid is returned, if the student owes a debit balance to the University, the student should contact the Business Office to make arrangements to pay the balance.

The return of funds amount required by the student for unearned aid is returned (repaid) in accordance to the terms of the loan promissory note.

Withdrawal date is defined as the actual date the student began the institution's withdrawal process, the student's last date of recorded attendance, or the midpoint of the semester for a student who leaves without notifying the institution.

A student who is withdrawing from the institution must follow procedures as set forth in the Student Handbook and the ASC.

For a student who received financial aid, the following are necessary steps in the process of withdrawing:

- Student completes a Withdrawal/Leave of Absence form from the Deans' Offices.
- Student consults with the Associate Dean for Student Affairs.
- Associate Dean completes the form and directs student to Student Financial Services.
- Student is given an exit interview and is informed as to the consequences of the withdrawal/leave of absence.
- Student is directed to the Business Office to finalize account.
- Student Financial Services calculates the amount of refund due according to federal refund policy (see above).
- Refunds, if applicable, are made in the order required (see above) for the appropriate amount within forty-five (45) days.

## **SCHEDULING OF CLASSES AND REGISTRATION**

### **Class Schedules**

The Associate Dean for Academic Affairs and the Registrar develop a schedule of classes for the upcoming academic year in January. In February the tentative schedule is reviewed by the faculty. In March/April, the summer, fall and tentative spring schedules are available to students on the School of Law website: [www.law.seattleu.edu](http://www.law.seattleu.edu)

### **Registration**

Registration for the summer semester takes place in March. Registration for the fall semester takes place in May and registration for the spring semester is held in November. Registration dates will be announced 30 days prior to registration and registration appointments will be available to view via SU Online before the registration period begins.

### **Registration for First Year Students**

First-year students do not receive registration appointments. They are automatically registered for all regular first year courses. A lottery to assign seats in spring elective courses is held in November.

### **General Registration Rules**

- Full-time students are expected to register for 12 – 16 credits during the fall and spring terms and may register for up to 8 credits during the summer term. Part-time students are expected to register for 8 – 11 credits during the fall and spring terms and may register for up to 6 credits during the summer term. Overloads and underloads require the approval of the Associate Dean for Student Affairs.
- Students must meet all pre and co-requisites to register for a course. Requests for pre and co-requisite waivers must be approved by the Associate Dean for Academic Affairs.
- Students may not register for more than one course in the same time slot. This prohibition applies even if only a portion of the class overlaps.
- Students are expected to register for Constitutional Law during the fall semester of their 2L year and Legal Writing II during either the fall or spring semesters of their 2L year. Exceptions to this rule must be approved by the Associate Dean for Student Affairs.
- If a student fails to successfully complete all 1L required courses during their 1L year, they are expected to register for the outstanding course(s) at the first opportunity. Any further deferrals of 1L courses must be approved by the Associate Dean for Student Affairs.

- Students are permitted to take only as many classes as are necessary to complete 90 law school credits.

## **The Registration Process**

Registration for fall and spring takes place in three stages:

### **1. Registration Lotteries**

Registration lotteries are run for two types of classes:

- **Clinic Courses.** Space in clinic courses is allotted by lottery. All upper level students are eligible to sign up for clinic course lottery (provided they meet the prerequisite requirements for the clinics). The clinic lottery is weighted to give favor to students with higher class years and students who have not yet participated in a clinic course.
- **Equal Preference Courses.** Elective courses that are taught on a one-time-only, occasional or experimental basis are designated as equal preference courses. All upper level students are eligible to sign up for equal preference lotteries and have an equal chance to gain enrollment in equal preference courses.

Students will receive lottery sign-up instructions at the beginning of the registration period. Lotteries will be run and students will be able to review their lottery results before registration appointments begin.

### **2. Preference Registration Appointments**

During a student's Preference Registration Appointment, they may register only for classes with a registration preference that matches their academic program (full-time or part-time). Registration runs for only a few days, once preference registration closes the student must wait to make registration changes or add additional classes until their Regular Registration Appointment begins.

### **3. Regular Registration Appointments**

Once a student's Regular Registration Appointment begins they may register for any class with open seats for which they meet the prerequisite requirements. They may waitlist for any full classes for which they meet the prerequisite requirements.

Students may continue to make registration changes online through the Friday of the first week of classes.

### **4. Summer Registration**

There are no lotteries and no Preference Registration Appointments for the summer term. Because part time students must attend the summer semester to complete their degree in three and one half years, they are given the first registration appointments for the summer semester.

### **Adding or Withdrawing from Classes after Open Registration**

No registration changes can be made online after the first week of classes. To add or withdraw from a class after the first week, students must complete an Add/Withdraw form and have it processed by the Office of the Registrar. Instructor permission is required to add a class during the second or third week of classes. Classes cannot be added after the third week.

Withdrawals made after the first but before the end of the fifth week of classes will be recorded on the student transcript with a 'W' (Withdrawn) grade. Withdrawals after the fifth week of class can only be made with the permission of the instructor and the Associate Dean for Student Affairs. Withdrawals after the fifth week of class may be recorded on the student transcript with a 'WF' (Withdrawn Failing) grade.

All withdrawals made after the first week of classes are subject to the published tuition refund schedule. Please review the Procedure for Withdrawal from Individual Courses and Leave of Absence/Withdrawals sections of this handbook for further information on withdrawing from classes.

## **WAIT-LISTED CLASSES**

### **Before the First Week of Classes**

Students may add themselves to a waitlist when a class is fully enrolled. If a space becomes available in a waitlisted class, the Office of the Registrar will e-mail the first student on the waitlist to offer them the space. The student must respond by the date stipulated in the e-mail to be enrolled in the class.

## **During the First Week of Classes**

The following measures are necessary to ensure that students can be quickly moved into classes if space becomes available during the first week of the term:

1. Students must sign in each day to remain on class waitlists. Students must sign-in by either phoning or e-mailing the Office of the Registrar each day during the first week of classes.
2. Attendance is taken in waitlisted classes. Students who are enrolled in a waitlisted class, but do not attend the first day will be dropped from the class. Attendance is not required for students on the waitlist.

## **OTHER REGISTRATION INFORMATION**

### **Administrative Tuition Credit**

In the event that a graduating student is required to take an additional one or two credits over the required 90 credits as a result of his or her schedule, the student may petition the Registrar for an administrative tuition credit at the time of validation. If approved, the student will be charged tuition for only the number of credits taken up to 90. Please be advised that such credits may impact a current student's financial aid eligibility. An administrative tuition credit will not be granted to allow a student to take an additional course beyond the required 90 credits.

### **Registration for Clinical Courses**

Students may not take more than one Clinic in a semester. Also, students may not take an Externship and a Clinic course in the same semester. Students may sign onto any number of wait lists, but can be registered in only one Clinic or Externship. This rule

is established to: 1) ensure students can meet time commitment obligations needed for effective client representation and Externship obligations; 2) maximize clinical opportunities for all students, and; 3) minimize conflicts of client interests. No student who works for the King County Prosecutor's Office may take any Clinic which has office hours in the actual Ronald A Peterson Law Clinic offices due to conflicts concerns.

Please refer to the Ronald A. Peterson Clinic website for more information about Clinical programs, Course Descriptions, and policy.

### **Registration for Externships**

Registration for externships is coordinated by the Externship Program. Students do not need to register online for externships. Please see the Externship Policies and Procedures section of this handbook for further information on externships.

### **Registration for Independent Studies**

Please see the Independent Study section of this handbook for further information on developing an independent study topic and completing an independent study form. Once the independent study form is turned into the Office of the Registrar the student will be registered for the independent study. Students do not need to register online for independent studies.

### **Registration for Journals or Competitions**

Please see the Student Organizations section of this handbook for information on receiving credit for Law Review, Seattle Journal for Social Justice, Moot Court Competition or DR Competition. Students cannot register for these credits online. Please contact the Office of the Registrar for registration instructions.

# Grades and Examinations

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## GRADES

### Grading Scale (ASC 8.1)

A+ = 4.33 B+ = 3.33 C+ = 2.33 D+ = 1.33 F+ = .33  
A = 4.00 B = 3.00 C = 2.00 D = 1.00 F = .00  
A- = 3.67 B- = 2.67 C- = 1.67 D- = .67 WF = 00

Pass/Fail grades will only be given for outside clinical work, for externships, for the non-seminar component of the Law Practice Clinic, for selected clinical lab components of substantive courses, for Law Review and Moot Court and, upon petition by the student and at the instructor's discretion, for Independent Study projects. (ASC 8.7)

### Dean's List, Honors, Class Rank

The Dean's List is comprised of the top ten percent (10%) of the current year students by year according to yearly grade point average.

Class rank is a ranking done by year in school in order of cumulative grade point average. See section below on Evaluation Dates for explanation of when class ranks are determined.

Beginning with the May 2011 graduation class, graduation honors will be as follows:

Top 2% of the Graduating Class *Summa Cum Laude*  
Next 8% of the Graduating Class *Magna Cum Laude*  
Next 23% of the Graduating Class *Cum Laude*

The grade point average cut-offs that correspond to the percentages for each honors level will be published on a yearly basis on the Law School's website and in the Student Handbook. In calculating the grade point average cut-offs, we will use the average GPA data from the prior three academic years. Once published following the spring semester, the grade point average cut-offs will be applicable for the following August, December and May graduating classes.

For the 2012 Graduates, the grade point cut-offs will be as follows:

Cumulative GPA of 3.74 to 4.33 *Summa Cum Laude*  
Cumulative GPA of 3.49 to 3.73 *Magna Cum Laude*  
Cumulative GPA of 3.22 to 3.48 *Cum Laude*

### Incomplete Grades

An incomplete grade will be awarded if illness occurs during an examination. The exam will be retaken at the next regularly scheduled examination in the course. If this is not possible, the Associate Dean for Student Affairs, after consulting the faculty member, will make alternative arrangements. (ASC 7.5.1 and 7.5.2)

Generally, a grade of incomplete may not be given for failure to complete assigned work. Assigned work includes seminar papers, journals and memoranda. Assigned work must be completed by the last day of the examination period or, at the discretion of the instructor, within an extension period of one month. (ASC 8.8.2)

### Anonymous Grading

All examinations in examination courses shall be graded without knowledge by the grader of the student's identity. No identifying mark other than the student's examination number may be placed by the student on the examination. This rule does not apply to non-examination courses or to paper requirements in academic courses (clinics, seminars, independent studies). Where such marks are intentionally made, a failing or lowered grade may be entered at the discretion of the instructor after notification to the student and the Associate Dean for Academic Affairs. (8.9)

### Processing of Grades

Grades are due to the Office of the Registrar three weeks after the date of the last examination. Ordinarily, grades are processed as they are received. If the course falls under the mandatory or presumptive grade curve, grades are analyzed accordingly. If the grades meet the curve, they are processed. If not, grades are given to the Associate Dean for Academic Affairs for discussion with the appropriate faculty member. After the discrepancy is resolved, grades are processed. Once grades are

processed, they are available to students through SUOnline (See Section on SUOnline).

### Grade Curves

In all first-year courses, with the exception of Legal Writing, the following grade curve is mandatory. In all upper level, multiple section courses taught by more than one professor in the same year, the following grade curve is presumptive.

Range			
Cumulative %	A- and above	15 to 25%	20%, plus or minus 5%
Cumulative %	B+ and above	40-50%	45%, plus or minus 5%
Cumulative %	B and above	70 to 80%	75%, plus or minus 5%
Cumulative %	C+ and above	85 to 95%	90%, plus or minus 5%
Cumulative %	C and below	5 to 15%	10%, plus or minus 5%
Cumulative %	C- and below	0 to 10%	5%, plus or minus 5%

### Grade Changes

#### *Mathematical Error*

If a grade is incorrect due to a mathematical error on the part of the grader, the grade may be corrected at any time by a written statement from the faculty member to the Associate Dean for Academic Affairs. (8.6.1)

#### *Substantive Re-Evaluation*

Grade changes based on substantive re-evaluation may only be made by a faculty member to correct a serious and egregious error or as a result of an official determination of the student's violation of the Student Conduct Code by the Conduct Review Board. In order to make such a change the faculty member must submit a written petition to be voted on during a faculty meeting by the career faculty. The petition must state that the proposed change is necessary to correct a serious and egregious error. An example of a serious error might be if a professor did not read a part of an exam. Petitions must be approved by a majority of the career faculty voting at the meeting. (8.6.2)

### Evaluation Dates/Class Ranking

#### *First Year, Full-Time*

In the case of first-year, full-time students, the evaluation date shall be computed after the receipt of spring semester grades. If a student has not completed all required first-year work at the time for evaluation, computation of the GPA for evaluating purposes will ordinarily take place only after completion of all first-year courses, except that academic evaluation shall take place whenever the achievement of a GPA sufficient for retention is mathematically impossible. A student's first-year GPA is based only on first-year courses. (ASC 8.4.1.)

#### *First Year, Part-Time*

In the case of first-year, part-time students, the evaluation date shall be after the recording of the grades for the summer session following the first year of law school. If a student has not completed all required first-year work at that time, computation of the GPA for evaluating purposes will ordinarily take place only after completion of all required first-year work, except that academic evaluation shall take place whenever the achievement of a GPA sufficient for retention is mathematically impossible. If a student has deferred only Criminal Law due to entry in the fall semester, the student will be evaluated on first-year grades exclusive of Criminal Law. A student's first-year GPA is based only on first-year courses. (ASC 8.4.2)

#### *Upper Division Students: Part-Time and Full-Time*

The evaluation date for upper division students shall be the end of each spring semester, and shall include all students who have taken 8 or more credits summer, fall, or spring. (ASC 8.4.3) August and December graduates are ranked only with the May graduates for the academic year. Non-graduating third and fourth-year students are ranked with the May graduates at the end of the spring semester.

### FAILING GRADES

#### **General Provisions**

Grades of "F", "F+", or "WF" are considered failing grades. Grades of "D-" and above are passing grades.

Only failed courses may be retaken for credit. Required courses that are failed must be retaken until a passing grade is achieved. (ASC 8.5 and 8.5.1) Both the original grade and the grade on the retaking of the failed course will appear on the transcript. Both grades will be counted in computing the cumulative grade point average. No academic credit toward graduation is granted for a failing grade. (ASC 8.5.2)

### **Computation of First-Year Final Course Grades**

If a student receives a failing grade in either semester of a year-long first-year substantive course, the numerical equivalent of each semester's grades shall be computed to a two decimal place "final course grade" for the entire course. If the final course grade is below .67 the student fails the course and must retake it in its entirety (if otherwise eligible to continue). (ASC 8.3)

### **Tuition Credit For Students Who Fail Classes**

Up to six credits of *earned* "F" grades may be retaken without charge. The Associate Dean for Student Affairs, in consultation with Student Financial Services and the Business Office, will determine the semester in which the administrative tuition credit will be applied. Students requesting an administrative tuition credit must have prior approval from the Associate Dean.

This policy does not apply to students who withdraw from courses or who receive administrative "F" grades.

## **FINAL EXAMINATIONS**

### **Scheduled Examinations**

Unless written permission is received from the Associate Dean, all students must take regularly scheduled examinations when scheduled and in the time and manner indicated on the examination schedule. Failure to do so will result in a failing grade in the course. (ASC 7.1)

### **Anonymous Grading**

Final examinations are graded anonymously; grades for the examination are reported anonymously. (See

also section on Class Attendance.) The anonymous grading system promotes objective grading and encourages free interchanges in class between faculty and students. ***Contact with professors should be avoided at all cost in order to protect the anonymous grading system. All arrangements for rescheduling exams are handled only through the Office of the Associate Dean for Student Affairs.***

### **Examination Numbers**

Prior to each examination period, students will receive an examination number. Please make every attempt to remember and use this number. In the event that you do not remember the assigned number, it can be found on SUOnline. Your exam number is also available from the Office of the Registrar or the Exam Office upon presentation of photographic identification.

### **Rooms**

Examinations (other than "Take-Homes") must be taken in the scheduled room. A room schedule is posted during the exam period. Students may not bring any food into the examination room. Beverages are allowed only in lidded containers. These containers must be kept on the floor. Students may not bring into the examination rooms radios, cd players, mp3 players, palm pilots, cellular phones, smart phones, etc. The only electronic devices allowed in the examination room are laptop computers running SoftTest. Headphones are not allowed in the examination room (even if they are not plugged into an electronic device).

Any student who wishes to leave the examination room once the exam has commenced may do so but may not leave with any materials, including blue books, examination questions, notes, etc.

### **Academic Integrity Code**

It is a violation of the Academic Integrity Code knowingly 1) to give, seek, or receive information, answers, or solutions to examination questions; 2) having taken an examination, to divulge questions or answers or comment upon the substantive nature of the examination under circumstances in which it is reasonable to believe that a person learning of the statements could use the information to improve his or her performance on the same exam; 3) to use resources not authorized by the faculty member; 4)

without the faculty member's permission, either to discuss a take-home exam with another person or to work with another person on a take-home exam; 5) to violate any other rules established to ensure the integrity of the examination; or 6) except when authorized by a faculty member, to enter a faculty office, secretarial area, or other area with the intent to obtain a copy of an examination. To report an alleged violation of the Academic Integrity Code, a written, signed Request for an Investigation should be submitted to the President of the Academic Conduct Board.

### **Policy on Use of Computers on Examinations**

In order to use your laptop computer for exams you must install a program called SofTest. SofTest allows you to use your laptop as a simple word processor in a secured environment. SofTest blocks access to any stored files during the administration of exams. Complete instructions on downloading the software will be e-mailed to your Seattle University e-mail accounts by the Administrative Computing office prior to exam periods.

**The entire risk for the performance of all equipment rests with the student. If a computer malfunctions for any reason during the scheduled hours of an exam, additional time will not be allowed to complete the exam.**

### **Final Examination Scheduling Conflict Resolution Rules**

Final examination conflicts will be resolved in accordance with the rules stated below.

No student shall be required to take examinations during consecutive examination periods. Consecutive examination periods are an examination in the morning and afternoon of the same day, an examination in the afternoon and evening of the same day, and an examination in the evening of one day and the morning of the next day. An examination conflict also exists whenever a student is scheduled to take more than one exam on the same calendar day or is scheduled to take an exam on each of three (3) consecutive calendar days. Courses in which the entire exam is given as a "Take-

Home" shall not be considered in determining whether any of the above "conflicts" are present.

Rescheduled examinations must be taken during the next exam period in which no conflict exists between the first day and the last day of examinations. In rescheduling exams, other factors taken into consideration include the student's overall examination schedule, the availability of alternative examination dates and the availability of rooms and proctors. (ASC 7.6)

***Examinations cannot be rescheduled for a date that precedes the scheduled date (or the alternative examination date, if applicable).***

Students will be notified when examination conflict resolution forms are available. Conflict forms must be completed and returned to the Office of the Associate Dean. Students will receive confirmation of the conflict resolution by email.

### **Alternative Examination Dates**

It is within the discretion of an individual faculty member to offer an alternative examination date. Alternative exam dates must be within the regular examination period. If a faculty member is planning to offer an alternative exam date, the date and time of the alternate date will be announced in class. Students planning to take an exam on the alternative date must sign up on a list that will be circulated in the class. Alternative examination dates are not permitted in first-year classes.

### **Take-Home Examinations**

Faculty may choose to give a take-home examination. In first-year courses, take-home exams will be distributed at the conclusion of the prior exam and due on the exam date and time originally scheduled for that course.

Except in the case of time-limited take-home exams, upper division take-home examinations must be distributed to students on the last regularly scheduled class day in which the class actually meets. Professors must elect between having upper division take-home examinations due at the exam date and time originally scheduled for that course, or at the last day of the examination period (not including the reschedule day). Students may, of course, turn take-home exams in to the exam

coordinator before the due date. In upper level courses, professors may give time-limited take-home exams through SofTest subject to the following:

- The take-home exam must be taken during the examination period.
- Students are free to choose when to take the exam as long as it is sometime between 8:30 a.m. on the first day of the exam period and 4:30 p.m. on the last day of the exam period.
- The student must download the exam from SofTest and upon completion of the exam, upload it onto SofTest. The time of the download and the upload will be used to determine compliance with the professor's time limits.
- The time limit for time-limited take-home examinations will be designated by the professor and must be no less than three hours and no more than 24 hours.

**All take-home exams must be turned in to the exam coordinator. Student may not mail, FAX, e-mail or use other electronic means to deliver their take-home examinations.**

### **Excused Absence from Final Examinations**

Upon written application submitted in advance, a student may be excused from taking an examination at the time it is regularly scheduled. The student must show unusual dire and exigent circumstances i.e., religious prohibition or unavoidable business trips. Similarly, a student may be permitted to submit a "Take-Home Examination" at a time later than the announced deadline. These requests must be submitted in writing to the Associate Dean with the appropriate documentation. Except when the absence or late submission is caused by an emergency (see below), a request for excused absence or late submission must be filed before the date set for the examination or the request will be denied as untimely. Examinations cannot be rescheduled for a date that precedes the scheduled date and will be rescheduled during the regular examination period.

### **Deferral of Examinations Due to an Emergency**

The following policy regarding the deferral of examinations due to an emergency i.e., death in the family, will be strictly implemented.

If, prior to a scheduled examination, an emergency arises or a student is so sick that he or she will be unable to sit for the examination, the student must contact the Associate Dean. In a case of illness, a note from a physician who has diagnosed and treated the student must be submitted before the examination can be rescheduled. In all other cases, the student must submit a statement setting forth the nature of the emergency. In consultation with the student and in consideration of the nature of the emergency, the exam will normally be rescheduled within the regular examination period.

If, during an examination, a student becomes so seriously ill that he or she cannot complete the examination, the student must first notify the proctor of the nature and seriousness of the illness; the proctor will note the time and the examination number of the student and collect the examination and written work completed by the student. The student will then report to the exam coordinator or the Associate Dean for further instructions. A written statement from a physician indicating the cause and seriousness of the student's illness and stating whether the asserted illness in fact made the student incapable of completing the examination, must be submitted prior to the rescheduling of the examination. An incomplete grade will be awarded if illness occurs during an examination. The examination will be retaken at the next regularly scheduled examination in the course.

### **Students with Disabilities**

Students who have disabilities that require accommodation in the exam process or scheduling should discuss these early in the semester with the Associate Dean. Appropriate accommodation will be arranged on a case-by-case basis. Documentation of the disability will be required (See section on Students with Disabilities).

### **ESL (English as a Second Language) Students**

ESL students may submit a request for extra time on timed in-class examinations to the Associate Dean for Student Affairs. The student has the burden of proving, by clear and convincing evidence, that extra time is necessary for the student to perform adequately on law school examinations. Normally, part of the documentation accompanying such request will be a TOEFL score predating the application to law school. The Associate Dean will also consider the student's academic history, including LSAT scores.

Normally extra time on examination will not be made available to ESL students who received an undergraduate or graduate degree from a United States college or university, or to students who have lived in the United States (or other English-speaking country) for four years or longer.

If extra time on examinations is granted, the standard amount of extra time offered will be one-quarter extra time during the first year of Law school, decreasing to one-sixth extra time in the second year of law school. No extra time is usually granted after the second year of law school. Students should also be advised that state bar examiners do not offer exam accommodations to ESL students.

### **Exam Review Procedures**

Students may not review their examinations until grades for the course are posted. Once grades are posted, the faculty administrative assistants will notify students by e-mail when exams will be ready for review. Students are asked to provide by e-mail the following information at least 48 hours in advance of the day planned for review to the faculty administrative assistant responsible for arranging examination reviews: the day and time the student would like to come in to review the examination(s); the student's examination code number; the course name course section and name of the professor of each examination you would like to review; and the examination semester. Appointments will be confirmed by e-mail. **Please note: You must know your Student Code Number in order to review your exams. If you do not remember your number, you may obtain it on SUOnline.**

Students must review their examinations in the designated area of the faculty offices. Once the student has been given the exam(s), the student may

not under any circumstances leave the room, or make photocopies of their blue book(s) or sample exam answers without express permission from the faculty member. As exam review must take place in the presence of a staff member, exams will not be given out for review unless enough time is available for review before office hours end.

**STUDENTS MAY SEE NO SAMPLE ANSWERS FOR ANY EXAMS OTHER THAN THOSE THEY HAVE ALREADY TAKEN.**

The faculty member will either 1.) make appointments directly for those students who wish to review their answers or 2.) advise the student to contact his/her faculty secretary to schedule an appointment.



# Student Services

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## ACADEMIC RESOURCE CENTER (ARC)

The Academic Resource Center (ARC) offers a number of academic support services designed to maximize students' success in the pursuit of legal studies.

Since its inception, the School of Law has maintained a long-standing commitment to increasing the diversity of the student body and the legal profession. The Access Admission Program was established because the school recognized that the traditional admission criteria are, in some cases, inaccurate predictors of success in law studies and practice. Thus, in making admissions decisions, the school recognizes factors such as cultural, sociological, or economic background, relevant work experience, length of time since completion of undergraduate studies, non-academic achievement, and disability.

The primary purpose of ARC is to provide support to those students who are admitted via the Access Admission Program. The primary vehicles for support are the ARC Summer Program (a required, intensive summer course). Fall and Spring study sessions, and individual assistance.

ARC provides support for all students through a series of weekly workshops that cover topics such as effective study strategies, outlining, legal analysis and exam preparation. You can access the ARC workshop schedule and other resources by visiting the "Academic Resource Center" TWEN site. ARC administers Criminal Labs to accompany each Criminal Law Course. ARC also staffs 2 Teaching Assistants (TAs) for each 1L course, except for Torts. TAs attend class, hold weekly office hours, and create learning aids for students. TA's office hours are posted on their respective 1L Section's ARC TWEN site.

The ARC Resource Room is located in Room 310. TAs hold office hours in the ARC Resource Room and students may borrow any of the study guides,

hornbooks, flashcards, and other study aids in ARC's collection

ARC is directed by faculty member Professor Paula Lustbader, who is nationally recognized as an expert on learning strategies for law students, Assistant Director, Brendon Taga, and the Interim Assistant Director, Kate Snow. The Director and Assistant Director provide individual academic assistance and moral support to all students. Appointments can be made with ARC Staff on the "Academic Resource Center" TWEN site.

## ACCESS TO JUSTICE INSTITUTE (ATJI)

The Access to Justice Institute prepares students for a lifetime in the law in furtherance of social justice. Through student, school and community partnerships, ATJI:

- Strengthens legal skills and leadership capacity of students
- Connects the law school to opportunities to engage with underserved and marginalized communities and to use the law as a means to effect social change
- Bridges academics and action

ATJI is the social justice home of the law school, primarily connecting law students to social justice opportunities. Students are invited to meet with ATJI staff when:

- You are looking for a pro bono opportunity where you can gain or hone your legal skills and serve the community.
- You want to plan a social justice project or event and need guidance and connections to the larger equal justice community.
- You want to network with the wider equal justice community to advance your professional development plan.

In addition to meeting with individual students, ATJI oversees a number of social justice programming including:

**Moderate Means Program:** This program is a partnership between the Washington State Bar Association and all three Washington state law schools, University of Washington, Gonzaga University and Seattle University. The program aims to increase access to civil legal services for moderate means individuals (those between 200% and 400% of the federal poverty level) who cannot afford private attorneys at prevailing rates but make too much money to qualify for traditional legal services. The program provides a referral system to attorneys who are willing to provide legal services at a reduced rate, depending on the client's income. Law students serve as interns where they interview potential clients and collect information about their case. After case evaluation, if appropriate, the student will then make a referral to a Moderate Means Program attorney. The program initially provides services on cases involving family law, housing law and consumer law.

**Seattle University Youth Initiative (SUZY): Seattle University:** The Seattle University Youth Initiative unites Seattle University and the wider community to improve the academic achievement of low-income youth living in the Bailey Gatzert neighborhood while strengthening the education of Seattle University students and expanding professional development opportunities for faculty and staff. The law school engages in the Youth Initiative in a variety of ways including the Citizenship Project and Chess Club Project which ATJI oversees. Through the Citizenship Project, in partnership with the Neighborhood House, law students teach and/or tutor immigrants who are studying for the civics exam so they can naturalize. Through the Chess Club Project, in partnership with Bailey Gatzert Elementary School, law students teach and coach elementary age students to learn and play chess during an afterschool program.

**Legal Writing Collaborative:**

ATJI connects Legal Writing faculty with social justice legal organizations in order to assign first-year law students legal writing problems which are directly connected to the work of organizations such as Northwest Justice Project, Columbia Legal Services, Northwest Immigrant Rights Project, National Employment Law Project, Legal Voice, Disability Rights Washington, ACLU, and the Seattle

University Predatory Lending and Immigration Law Clinics.

- **Social Justice Mondays:** ATJI works with the student-led Social Justice Coalition and Student Bar Association to coordinate Social Justice Mondays, a weekly series in which the university community can hear from different social justice-focused panels, speakers, forums or films every Monday. Included in Social Justice Mondays is the First-Year Speaker Series where ATJI coordinates a speaker series for 1Ls which brings social justice lawyers, such as civil legal aid housing lawyers, to demonstrate the relevance of first-year courses like Property and Contracts to equal justice advocacy.

**Lawyering in a Diverse World:** ATJI collaborates with the Office of Student Life and students to develop and coordinate the Lawyering in a Diverse World workshop series, which aims to give students concrete skills and tools related to inclusion, diversity and cross-difference competence.

**Leadership for Justice Fellowship:** ATJI oversees this program which provides a one-year \$55,000 post-graduate fellowship for recent law graduates. The Fellowship strives to build upon the leadership capacity of students who are committed to social justice by creating opportunities to work on behalf of marginalized or underserved communities once they graduate.

For more information about ATJI, go to our website at [www.law.seattleu.edu/Centers\\_and\\_Institutes/Access\\_to\\_Justice\\_Institute.xml](http://www.law.seattleu.edu/Centers_and_Institutes/Access_to_Justice_Institute.xml). We encourage you to meet with any ATJI staff member to find out more information about social justice, public interest and public service opportunities. To make an appointment, you can call (206) 398-4173, e-mail [atji@seattleu.edu](mailto:atji@seattleu.edu), or stop by our office which is located on the first floor in Suite 115 near the east entrance of the school.

## **ADMINISTRATIVE OFFICES**

The Administrative Offices (Admission, Business Office, Event Planning, Registrar and Student Financial Services) are located on the second floor of Sullivan Hall 209. Office hours are:

Monday and Thursday 9:00 a.m. to 6:00 p.m.  
Tuesday, Wednesday and Friday  
9:00 a.m. to 4:30 p.m.

*After and before-hour appointments are available upon request.*

**Office hours will vary during examination periods, holidays and summer. Notice of any changes will be posted on the Dockets. The revised service hours are generally 9am to 4:30pm daily.**

## ALUMNI CREDITS

Graduates are entitled to six free alumni course credits. These credits must be used after graduation. Alumni credits may be used for any class with the exception of the following: wait-listed courses, courses where the student is required to make a commitment to parties outside the Law School, seminar or lab course, or courses where a student's withdrawal may have an adverse and substantial effect upon the education of other students. Permission of the Associate Dean for Student Affairs and course instructor is required.

## BOOKSTORE CHARGES

Students who receive a refund after application of student aid to their account may obtain a bookstore voucher to purchase books in the University Bookstore. Voucher funds will be placed on the student's Campus Card (University ID). The Business Office will determine the amount to be placed on the Campus Card based on the available financial aid and projected cost of books and supplies required for the student's class schedule. Please leave sufficient time to process the request. The Business Office will authorize the placement of these funds to the Campus Card and place the charge on the student's account. This charge will be deducted from the student's refund check. Unused funds will remain on the Campus Card. Students may request a refund of unused funds from the Campus Card office for any remaining balance of over \$25. Please see the Business Office to have funds put on your Campus Card.

## CAMPUS CARD

All students are required to have a Campus Card. This card provides students with a convenient form of identification that allows access to a variety of university systems and services with one card. You can use the campus-wide card for the following: ID verification, library checkout, meal plans, residence hall and building access, Connolly Center access, snack and beverage machines, copiers, and the bookstore. In the event of lost or stolen cards, replacement cards will be issued in the Campus Card Office (a card replacement fee of \$15 will apply). If your card no longer works or is damaged, a replacement card can be issued for free as long as you bring the non-working or damaged card to the Campus Card office. Funds may be added to Campus Card accounts at a variety of locations such as Financial Services and the VTS (value transfer station). A VTS is available in the University Services Building and in the Student Center. Money in the meal plan is in a separate account from the VTS and can only be used at food service locations. The Campus Card Office is located in the Engineering Building, Room 313. Phone: 206-296-CARD (2273). Visit [www.seattleu.edu/oit](http://www.seattleu.edu/oit) for more information.

## CAMPUS MINISTRY

The Office of Campus Ministry, located in Student Center 120, sponsors activities and programs for the cultivation of human spirituality and faith. Campus Ministry invites each member of the community to participate in those programs which serve to nurture his or her spiritual growth. The unique gifts and perspectives of each Campus Minister offer students many ways to further their spiritual growth: from addressing the needs of individuals through one-on-one pastoral counseling and spiritual direction to uniting the larger community in worship, social justice projects, and retreats. Programs and offerings include Protestant, Catholic, multifaith, and ecumenical experiences. Located on the first floor of the Student Center, Campus Ministry would like to help you get settled and get involved at Seattle University. They provide many opportunities for you to grow spiritually, learn more about yourself, share

your gifts and talents, and build community with others.

A few of these opportunities include:

- Serving meals to homeless teenagers and families
- Attending Sunday Mass at the Chapel of Saint Ignatius
- Worshipping at The Well, a Sunday evening on campus Christian service
- Thursday night Zen meditation group
- Interfaith dialogue and dinner groups
- Discussing social justice issues at a simple lunch
- Participating in an Ignatian Silent Retreat based on the Spiritual Exercises of St. Ignatius

People of ALL faiths are welcome.

## **THE CENTER FOR PROFESSIONAL DEVELOPMENT (CPD)**

[www.law.seattleu.edu/careers](http://www.law.seattleu.edu/careers)

The Center for Professional Development will help you identify career options, think strategically about career development, and develop job search skills that will serve you throughout your professional career.

CPD counselors strive to: increase opportunities for work-related experience for students, provide all students with the tools and coaching they need for success in job search and career development both during school and after graduation, strengthen and expand relationships with alumni to increase networking opportunities, and create and enhance connections with employers in the local area, the state and region, and major domestic and international cities.

CPD has four counselors on staff. We encourage you to make an appointment to see any of the counselors at any time by stopping by the front desk, calling 206-398-4105, or e-mailing [lawcareers@seattleu.edu](mailto:lawcareers@seattleu.edu). All are also generally available on a drop-in basis during regular business hours if you have a quick question. Although regular business hours for the Center are

from 9 a.m. to 4:30 p.m. you can make individual arrangements to meet with a counselor outside of business hours. The CPD office is located on the second floor to the left of the main library entrance.

## **Career Resources**

The Center for Professional Development website includes information for students, alumni, and employers. For students, there is extensive information about career basics such as resumes, cover letters, and interview tips, and a general overview of all of CPD's programming. The CPD website also includes specific information on pursuing a career in public interest, "beyond traditional" careers, and judicial clerkships. There is a daily calendar of events and a link to online job postings. The website may be found at [www.law.seattleu.edu/careers](http://www.law.seattleu.edu/careers)

We also maintain a small library of print resources to assist you in career planning and job searches. Many of these items are available for check-out.

## **First-Year Students**

Under national rules, we may not meet with or offer individual services or advice to first-year students until after November 1st. First-year students are, however, always welcome to attend public events, such as skills training seminars and information fairs. A CPD orientation session for first-year students is held in early November. First-year students are encouraged to make individual CPD appointments soon after November 1 as some choices require long-range planning.

## **Career Development Programs**

Watch the master calendar, the Sullivan Docket, and the Prolific Reporter for announcements about upcoming CPD programs. CPD has programming throughout the year aimed at helping you develop tools to aid in your job search. Seminars on Interviewing and Networking Skills are essential skill-development training. Students are encouraged to take the opportunity to put those skills to use in networking receptions with alumni and the general bar. CPD also hosts more casual networking events such as "speed networking" with local specialty bar associations and professional organizations. Throughout the school year, CPD works with individual student interest groups to sponsor additional events like guest speakers, job shadowing

opportunities, mentoring programs, and other receptions.

### **Interview Programs and Job Fairs**

CPD sponsors events and programs throughout the year to expose students to career options and to help them navigate the job search and career development processes. Career opportunity programs include seminars on Pursuing Public Interest Fellowships and Jobs, a Small Firm Career Fair, and the regional Northwest Public Service Career Fair co-hosted locally each year by the law school. We encourage you to talk to CPD, to research additional local and national fairs, and to consider attending.

### **Career Planning in Other Markets**

If you are planning to relocate outside Western Washington following graduation, the Center for Professional Development can request reciprocity from a law school close to where you plan to move. Reciprocity gives you access to another law school's career resources, and may include access to job postings and/or that school's career services staff. Contact CPD for details or to ask us to arrange reciprocity for you – you can not make a reciprocity request directly to another school. We can also give you information about the bar exam in other jurisdictions, give you ideas on where to research job opportunities, and put you in contact with local alumni who can supply information and advice about the local job market.

## **CHILDREN IN THE CLASSROOM**

While we wish to be supportive of our students who are parents, the school's primary mission is one of education and we have a responsibility to provide an appropriate learning environment for all of our students. To that end, the following policy has been adopted:

1. Infants and children under the age of 6 may not accompany a parent to class. This policy is designed to ensure that the classroom remains an environment conducive to learning. As a practical matter, even the most diligent parents cannot keep an infant or young child quiet for an entire class period, and the disruption caused by a

parent's attempt to quiet or remove the child only exacerbates the situation. Parents of infants and children under the age of 6 will therefore need to make alternative child care arrangements or miss class.

The following provisions apply only to children ages 6 and over.

2. Children in class should be the exception rather than the rule. However, there are circumstances beyond the parent's control that may result in a child accompanying a parent to class. Examples include unexpected day care failure or school closure, and other unforeseen events.
3. Each student should use his or her best judgment as to whether bring the child to class is appropriate and necessary. Factors to consider include the age and disposition of the child; the child's ability to stay quiet for the duration of the class period; the potential disruption the child may create; and the availability of lecture notes or audio recordings of the particular class session.
4. The professor is always to be consulted before children are brought to class. This should occur within a reasonable period of time, ideally not less than one hour prior to class. The professor has the discretion whether or not to allow the child in the class.
5. In order to preserve the educational integrity of the classroom, the parent should promptly remove a child who is noisy or distracting to others. Parents should be mindful that what may not be distracting to them may be distracting to others. If the parent does not remove a disruptive child, the professor should ask the parent to do so.

## **CLASS ASSIGNMENTS, CANCELLATIONS AND RESCHEDULES**

First Class assignments are posted on the web site for the start of each academic term. Continuing assignments are posted on individual faculty TWEN sites or given in class. Class cancellations and reschedules are posted on The Sullivan Docket as soon as this information is available. Students

should check The Sullivan Docket each day for updated class cancellations or changes. In most cases, e-mail notices will also be sent to the class list.

## **CONTINUING LEGAL EDUCATION (CLE)**

### **Seattle University School of Law**

Student groups are an important part of Seattle University School of Law. From time to time, student groups may wish to propose a CLE topic or speaker to be included in the CLE Calendar.

To submit a proposed topic, speaker or co-sponsorship for inclusion in the CLE Calendar, Student Groups should schedule an appointment with the CLE Director. When submitting a proposed CLE topic, speaker or program, please note that most CLE programs are planned 9-12 months in advance with a maximum of 2 reduced-fee or free CLE programs in a single semester and not more than 1 in a single month. (See Process and Procedure below).

Students and Student Groups are invited and encouraged to work with the CLE Department as Student Program Chairpersons or Student Ambassadors. However, Students and Student Groups are expressly limited in terms of hosting or executing CLEs.

- Student Groups may not engage in CLE programming/planning independent of the CLE Department.
- Student Groups may not negotiate, agree or contract to co-sponsor CLE programming with outside organizations, associations or entities.
- Student Groups may not negotiate or contract with or for potential CLE speakers or presenters.
- Student Groups may not engage in CLE programming for fundraising.

Serving as a Student Program Chairperson or Student Ambassador allows students informal opportunities to connect and network with experienced lawyers, judges and legal professionals and may allow for community recognition of Student Group endeavors. Students may sign up to serve as Student Program Chairpersons or Ambassadors for

proposed programs or existing CLE programs by contacting the CLE Department.

Serving as a Student CLE Program Chairperson individually or as a representative of a Student Group requires approximately 10-20 hours of time, working directly with the CLE Department in concept development, market research, legal research and speaker identification. Student CLE Program Chairpersons may act as co-hosts during the CLE event by hosting the registration table, introducing speakers and welcoming guests.

Serving as a Student Ambassador requires 1–10 hours of time, and includes such duties as welcoming guests, keeping time at an event, creating powerpoints, proofreading course materials and generally assisting the presenters.

### **Washington State Bar Association**

Washington State Bar Association-Continuing Legal Education offers a Student Tuition Waiver Program to allow law students from Seattle University School of Law to register, on a complimentary basis, for most of the one-day-or-less live seminars sponsored the Washington State Bar Association. Two students from Seattle University School of Law may attend each of the eligible programs. Space is based on availability.

You may view the live seminar calendar at: <http://www.wsba.org/cle/seminars/default.htm>.

In order to attend one of the eligible CLE seminars, students should submit a brief statement of interest to the Associate Dean for Student Affairs. Students will be selected on a first-come, first-serve basis. Information regarding attendees must be submitted to the Washington Bar Association at least five business days prior to the date of the seminar.

No student may register for more than two seminars a year and any student who fails to give timely notification of cancellation of his or her registration may not register again under this program for the remainder of the calendar year. A complete outline of the procedures is available in Dean Deming's office.

## **COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)**

Pigott Leadership Pavilion, Room 120

Counseling and Psychological Services (“CAPS” for short), assists students to better meet the challenges of life during law school by developing healthy personal choices and balanced perspectives. Students seek counseling and psychological services for many reasons, including depression and anxiety; stress; life crises; identity issues; relationship concerns; parenting issues; difficulty with loss or other life transitions; sexual choices and concerns; problems related to alcohol or drug use; coping with sexual or other violent assaults or injuries; managing chronic illness, and other emotional issues of . In addition, professional counseling can enhance general coping skills and enable students to deal more effectively with obstacles to academic and personal success.

A professional team of licensed psychologists, clinical social workers and graduate trainees provides time-limited group, individual and couples counseling. In addition, when appropriate, CAPS clients may obtain on-site psychiatric and medication consultation. Since the services are primarily short-term, CAPS also provides consultation and community referrals for students seeking ongoing or specialized counseling, psychotherapy or psychiatric services. In addition to individual, couples and group counseling, CAPS’ professionals also provide crisis intervention and consultation services for faculty and staff who are concerned about a student’s psychological well-being or behavior. Psychoeducational and skill-building workshops are also provided to the campus community on a variety of topics such as stress management, communication and listening skills, assertiveness, time management, study skills, etc. CAPS also maintains a Resource Library with self-help brochures and books available for check-out.

Services are provided free of charge to enrolled students (including law, graduate and undergraduate students). All clinical services are confidential: both state law and professional ethics specify that no information may be released without the student-client’s consent, unless required by law or in an emergency situation involving imminent

danger to self or others. In some states, bar applicants may be asked to disclose whether they have received mental health or counseling services in the past.

To make an appointment, please call 206-296-6090 or visit the Pigott Leadership Pavilion, Room 120, just south of Sullivan Hall. For immediate needs that cannot wait for a regular appointment, Urgent Care Hours are available each weekday from 11 a.m. to noon and 3 p.m. to 4 p.m. Office hours are 8 a.m. to Noon and 1 p.m. to 4:30 p.m., Monday – Friday. . For more information, please visit the CAPS Website at: [www.seattleu.edu/caps](http://www.seattleu.edu/caps).

## **DISABLED STUDENTS**

Below is a summary of the Seattle University Section 504/ADA Policy and Appeal Procedure. A complete copy of the policy is available in the Office of the Associate Dean.

It is the policy of Seattle University that no qualified person shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination in any job, facility, program or activity provided by the University.

It is the policy and practice of the Law School to comply with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and state and local requirements regarding students and applicants with disabilities. Under these laws, no qualified individual with a disability shall be denied access to or participation in services, programs and activities of the Law School.

A person with a disability is defined as any person who: (1) has a physical or mental impairment that substantially limits one or more of the major life activities, including among others, walking, caring for oneself, performing manual tasks, seeing, hearing, speaking, breathing, and working; (2) has a record of a disability; or (3) is perceived to be disabled. In the case of services, extracurricular activities, and academic programs, a qualified individual with a disability is one who meets the essential eligibility or technical requirements for the receipt of services or for participation in the program or activities, with or without reasonable

modifications to rules, policies, practices, or the provision of auxiliary aids and services.

The Law School will provide reasonable accommodations for students with a disability. The Law School is not required however, to make academic adjustments or program modifications that are essential to the program of instruction or that fundamentally alter the nature of the program, goods, or services, or that create an undue burden for the Law School. In addition, the Law School will not provide attendants, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature.

Students whose disabilities may require some type of accommodation, including but not limited to, course load modifications, exam accommodations, note takers or other accommodations should contact the Associate Dean for Student Affairs. It is the responsibility of the student to provide the Law School with adequate notice of his or her disability, to request the particular academic adjustment, auxiliary aid, accommodation or modification, and to provide any necessary medical verification of a disability related need for the specific request. The Associate Dean will determine the appropriate accommodation after considering the student's request or any alternative means for accommodation, their feasibility, and the cost and effect on the academic program and standards.

All students requesting accommodation will be required to provide appropriate documentation for the disability. The documentation must come from a qualified diagnostician that establishes the nature of the disability, that provides evaluative data supporting the current need for accommodations, and that may list recommended services. Cost and responsibility for providing the evaluation are borne by the student.

Specifically, the documentation must include:

1. A statement identifying the nature of the disability experienced by the student.
2. A description of the type of evaluation methods or procedures used, the results and the date of the evaluation.
3. A description of the current functional impacts(s) of the disability.

4. The credentials of the diagnosing professional(s).

If the accommodation request relates to facilities or physical accessibility to Sullivan Hall, the student should contact the Associate Dean for Finance and Administration.

## **DOCUMENT DELIVERY CENTER**

The Document Delivery Center has high speed printers for Lexis Nexis, Westlaw, and word processing/internet printouts. Staff and student workers sort printouts and maintain the printers. Hours for the Document Delivery Center are posted in the Law Library and at <http://www.law.seattleu.edu/library.html>.

## **EMERGENCY LOANS**

Short-term loans are available through the Business Office for students who experience a financial emergency. Two types of loan exist:

- Short term thirty day loan. This loan has a maximum loan amount of \$200.
- Ravetti loan. This loan is based on financial aid already awarded to, but not yet received by, the student. The maximum loan limit is \$1000. Ravetti loans are not available at the end of the Spring semester.

Since the loans come from a revolving fund, prompt repayment is essential in order to assist other students with emergency needs. Failure to repay these loans will affect a student's ability to register for classes, to obtain official transcripts, and to graduate. For further information regarding the terms and the requirements for each of these emergency loans, please see the Business Office.

## **FINANCIAL AID**

Law school requires a substantial investment of time and money. It is critical that each student understands what financial aid is available, how to apply for it, and what deadlines must be met.

Unlike many law schools, the Law School has a “stand alone” Student Financial Services office. This means there are student financial aid professionals who work exclusively with law students. These professionals are well acquainted with the needs and concerns of law students and are here to help students with the financial aid process during their law school career.

Financial aid at the Law School comes from a variety of sources and may consist of need and non-need based aid. The Law School administers both federal and alternative (credit based) loans. The Law School encourages on-campus employment through federal and non-federal work-study and offers state work-study for off-campus law related jobs to eligible continuing students who are Washington residents. If interested in any of these programs, apply by the published deadline and respond to all requests for documentation and information as requested. Complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov) (school code 003790) and the Enrollment Status Form (ESF) by February 15th each year that financial aid is desired (except for scholarships). The ESF is used to disburse aid appropriately for each term of anticipated enrollment. To be considered on time for priority awarding and a timely award letter, students must complete their FAFSA by the February 15th deadline each year.

The Law School offers an extensive, school-based scholarship program through which over \$3 million is distributed annually to law students. While we offer highly competitive awards to entering students, the Law School holds firmly to the belief that every member of the student body should have the opportunity to compete for scholarship assistance each year. As a result, almost two-thirds of the institutional scholarship budget is awarded to continuing students based on their law school performance. Students need not apply for any of the scholarships offered except for the Scholars for Justice Award, the Native American Law Scholarship, Adolf A. Berle, the Law Librarian Scholarship and the Outlaws Civil Rights Scholarship (see [www.law.seattleu.edu/scholarships](http://www.law.seattleu.edu/scholarships)). Students will be automatically considered based on their performance in law school. Outside scholarship

opportunities are listed at [www.law.seattleu.edu/x1269.xml](http://www.law.seattleu.edu/x1269.xml).

In order to receive financial aid of any kind, students must be enrolled at least half-time each term and must maintain satisfactory academic progress. This means students must successfully complete a minimum of 16 credits per academic year (a minimum of 8 credits each for fall and spring terms) and complete their law studies within 7 years, including leaves of absence. If a student fails to enroll and complete the minimum 8 credits for a term (summer term is optional but if enrolled must complete at least 3 credits), they will receive a financial aid warning for the following term. To maintain satisfactory academic progress, a student must complete 8 credits for the warning term or will lose financial aid eligibility. Students may petition for reinstatement of financial aid under special circumstances and by outlining steps for successful completion. If approved, the student will be on probation status. See Student Financial Services for more information on petition process.

In addition, students must be in good standing as defined in Chapter II of the Student Handbook and in the Academic Standards Code Section II. C, Probation and Academic Dismissal. If on academic probation students are also on financial aid probation. Financial aid is available up to the 90 credits required to graduate.

For the Return of Title IV Funds policy in the case of a withdrawal, please see the Leave of Absence/Withdrawal.

Consistent with the Seattle University School of Law mission of preparing students who are committed to contributing to the common good by shaping an equitable legal system, Seattle University School of Law offers a Loan Repayment Assistance Program (LRAP). The LRAP is premised upon assisting graduates who choose full-time public interest legal careers and are licensed attorneys. Please see [www.law.seattleu.edu/x1266.xml](http://www.law.seattleu.edu/x1266.xml) for qualifications and policy details.

If students have any questions or need assistance, they are encouraged to contact Student Financial Services at 206-398-4250 or [lawfa@seattleu.edu](mailto:lawfa@seattleu.edu). For additional information, please visit the Student

Financial Services website at  
[www.law.seattleu.edu/financialservices](http://www.law.seattleu.edu/financialservices).

### **SERVICES FOR VETERANS**

If you are eligible for benefits due to military service, the Office of the Registrar can assist you in applying your benefits to your tuition costs. If you are unsure whether or not you qualify for benefits, contact the branch of the military in which you served. If you are eligible, please contact the Office of the Registrar at [lawreg@seattleu.edu](mailto:lawreg@seattleu.edu) or 206-398-4150.

### **GENERAL PROBLEMS**

It is the Law School's desire to make reasonable accommodations for problems that affect the student's academic performance, as well as to provide resources or referrals to assist in resolving some of these problems. Students are encouraged to discuss problems that are interfering with their ability to succeed with the Associate Dean for Student Affairs. Discussions with the Associate Dean are confidential unless students are advised that there is a need to discuss the situation further with others. Where appropriate, the Associate Dean will make referrals to other offices within the Law School.

### **HEALTH INSURANCE**

Students interested in purchasing health insurance may contact one of the following providers of health insurance to law students:

Seattle University School of Law  
Student Health Insurance Plan (SHIP)  
<https://wfis.wellsfargo.com/SeattleUniversity/LawStudents>

WA License No. ACORDC\*103NL  
11017 Cobblerock Drive, Suite 100  
Rancho Cordova, CA 95670

Washington State Basic Health Plan (available only to part-time students) 1-800-660-9840

Applications for the Seattle University insurance program are available in the Law School Admission Office and the Office of the Associate Dean.

Because the coverage offered through the Seattle University Health Plan is limited, students are encouraged to consider purchasing a personal plan through either Group Health ([www.ghc.org](http://www.ghc.org)) or Regence Blue Shield ([www.wa.regence.com](http://www.wa.regence.com)).

### **LOAN DEFERMENTS**

Students are responsible for deferring payment of their student loans by submitting a loan deferment form to the Office of the Registrar. These forms are available from the lender and are normally located on the lender's website. The form must be completed by the student and submitted with an addressed, stamped envelope unless the lender will accept a fax and then you must provide that information. The Office of the Registrar will complete the form, or processes a student verification of enrollment report, and mail (or fax) the form. The Law School is a member of the National Student Loan Clearing House which provides enrollment data through electronic transfer three times a semester. Loan deferment problems should be directed to the Office of the Registrar.

### **PHOTOCOPYING**

Copy card operated copy machines are located within the Law School Library. Students use their Campus Card to operate the copy machines.

### **PHOTO RELEASE**

Seattle University reserves the right to photograph and/or videotape students, faculty, staff and guests while on university property, during university-sponsored events or during activities where they are representing the university. These images and audio may be used by Seattle University for promotional purposes, including use in university magazines, newspapers, press releases, booklets, brochures, pamphlets, newsletters, advertisements, the university web site and associated sites, and other promotional materials.

### **PRINT CHARGES**

Students incur a print charge when word processing/internet printouts are sent to the Law

Library's network and Document Delivery Center printers. Each student will have a credit of 750 free pages per academic year. After that point, students will be required to request print credit at a rate of 5 cents per page in order to print. It is very important that students keep track of their print credit balances. Students should go to the Law School Business Office to pay for additional print credit additions.

## RECREATIONAL SPORTS-FACILITIES, ACTIVITIES & PROGRAMS

[www.seattleu.edu/recsports](http://www.seattleu.edu/recsports)

Seattle University Recreational Sports provides quality programs, services, and facilities enhancing each participant's opportunity for leisure, recreation, fitness, and wellness in relation to his or her personal development. Whether it is promoting wellness, providing worthwhile recreational activities or building community, the Recreational Sports Department is an integral component of a Seattle University student's holistic education.

The following are the core facilities and programs that make up the Recreational Sports Department:

The **Archbishop Connolly Center featuring the Eisiminger Fitness Center** is an approximately 170,000 square-foot recreation and fitness facility located at the corner of 14<sup>th</sup> Street and East Cherry Street providing the Seattle University community with a space to recreate positively and safely. It has the following features:

Over 8,000 square feet of state-of-the-art fitness space

Includes free weights, circuit machines, and cardiovascular equipment

A mind/body studio

Two group exercise studios

A Martial Arts & Training Room

Two full-sized gymnasiums

A multi-purpose space with an Astroturf surface

Four racquetball courts

One squash court

Two swimming pools

Dry saunas in each locker room

The facility is open to all current students, faculty, and staff at no additional charge. SU members must present their current Seattle University ID for admittance. Spouses/partners and dependents of current students may join the Connolly Center for a nominal fee. Memberships can be obtained at the **Recreational Sports** office in the Eisiminger Fitness Center Monday – Friday from 12pm – 6pm. For more information regarding memberships, please visit our website at [www.seattleu.edu/recsports](http://www.seattleu.edu/recsports).

The following are the general **building hours and pool hours for the Connolly Center/Eisiminger Fitness Center**.

Building Hours (Unless otherwise noted):

Monday – Thursday: 6am – 11pm

Friday: 6am – 10pm

Saturday: 9am – 10pm

Sunday: 12pm – 9pm

Lap Swim Hours (Unless otherwise noted):

Monday – Friday: 7am – 9am

11:30am – 1:30pm

5:30pm – 7:30pm

Saturday – Sunday: 12:00pm – 3:00pm

The Connolly Center building hours and pool hours will vary during holidays and academic breaks. For detailed information regarding schedules and facility closures for both the entire facility and the pools, visit our website at [www.seattleu.edu/recsports](http://www.seattleu.edu/recsports).

There are also two outdoor playing fields, **Logan Field** and **Championship Field**. Logan Field is available as open outdoor recreation space for the Seattle University Community and features a wood chip jogging track, and Championship field features a single lane jogging track and four tennis courts.

Additional Fitness and Wellness programs and offerings are available in the Fitness Office located in the Eisiminger Fitness Center including body fat analysis, equipment orientations, and fitness assessments.

The **Intramural Sports** program at Seattle University offers a wide range of activities for students and faculty/staff throughout the academic year, including flag football, volleyball, table tennis,

basketball, and softball. Interested students can either create their own teams with friends or roommates or sign up as a “free agent” to be placed on a team. Intramural Sports at Seattle University provide an active environment allowing participants to enjoy healthy competition, relieve stress, have fun, meet people, and make new friends.

The **Outdoor Adventure Recreation** program provides students with the opportunity to enjoy the beautiful Pacific Northwest through outdoor recreation. Each quarter student leaders guide trail, snow, climbing, water, cycling and service activities. Think kayaking, camping, ski/snowboarding, hiking, beach cleanups, and more! OAR outings and on-campus events are open to everyone in the Seattle University community. OAR also supplies you with outdoor recreation equipment, which is available to rent at a nominal cost.

The **Leisure Education Program** offers instructional programs and group fitness classes in areas including Master Swim, martial arts, water aerobics, spinning, ballroom dancing, yoga, and other wellness and fitness related classes.

The **Sport Club** program provides students with the opportunity to meet new people and to form or join a group with other students to pursue a common interest in an individual sport or recreational activity. These groups can be purely recreational or can be competitive and represent Seattle University in matches/games with other universities. Current clubs include rugby, soccer, equestrian, crew, baseball, volleyball, ultimate Frisbee, and many more.

So, whether you want to go kayaking, play intramural flag football, lift weights, run on a treadmill, improve your fitness level, or compete in rugby, Seattle University Recreational Sports has the activity for you!

For information on fees, registration, and other activities offered, please review our website at [www.seattleu.edu/recsports](http://www.seattleu.edu/recsports) or call the **Recreational Sports** office at 206-296-6441.

## THE SIDEBAR

The Sidebar is the food service location in Sullivan Hall. This location offers coffee, espresso, a variety of juice beverages, grab and go salads, sandwiches, pastries, hot soup, and a variety of other seasonal selections. The Sidebar is open on class days during the fall and spring semesters: Monday-Thursday from 7:30 a.m. until 7:30 p.m. and on Fridays from 7:30 a.m. until 2 p.m. Any changes in these hours will be posted.

## STUDENT HEALTH CENTER

The Student Health Center provides primary care to all enrolled students regardless of type of insurance or lack of insurance. The Health Center is staffed by Board Certified Family Nurse Practitioners and Medical Assistants. Consultation and treatment for various health care needs are provided with a \$5.00 administrative fee per visit. A small fee is charged for services requiring laboratory testing and some prescription medications are available at a minimal cost. The Student Health Center also provides most immunizations to students at cost. All services are confidential and no information is released without student permission, unless required by law.

The Student Health Center is located in Bellarmine Hall, room 108. The phone number is 206-296-6300. Hours are Monday through Friday from 7 a.m. to 5 p.m. Same day or next day appointments are available for urgent health concerns. Please stop by or call for an appointment. The Student Health Center is closed weekends, holidays, and has an altered schedule during the summer.

The Student Health Center provides the following specific services: wellness physicals, women’s annual exams, diagnosis and treatment of acute illness, management of chronic medical problems, treatment of injuries, treatment of skin problems, STD and pregnancy testing, medication management for depression, immunizations, allergy shots, eating disorder management, laboratory services, and medical supplies.

Visit our website at [www.seattleu.edu/student/health](http://www.seattleu.edu/student/health) for more detailed information on clinic services, hours, staff, and fees.

## STUDENT MAILBOXES

The Law School maintains individual mail folders for students. The mail system located adjacent to the first floor Student Lounge, is designed for receipt of on-campus, in-house correspondence. All mail posted through the U.S. Postal Service should be forwarded to your local address to ensure that you receive your correspondence promptly. Outside commercial use of the student mailboxes is prohibited.

## SUONLINE

SUOnline provides secure, online access to your student record. You can use SUOnline to view your grades, GPA, exam number, student restrictions and schedule. You can also update your address and register for classes via SUOnline. SUOnline may be accessed from the law school web page or directly by typing <https://www.suonline.seattleu.edu> into your web browser. Use your Seattle University e-mail name and password to log into SUOnline. SUOnline runs on a secure server and all information entered by the user or taken from the database is encrypted. To ensure privacy, be sure to log out and close your browser after each SUOnline session. Use common sense when viewing SUOnline in public spaces, or when using law school printers.

## TRANSCRIPTS

Students may request transcripts by completing a Document Request form located in the Office of the Registrar, or on our website at [www.law.seattleu.edu](http://www.law.seattleu.edu). An e-mail request of transcripts will also be accepted as long as the request is made via the student's Seattle University e-mail address. It generally takes two business days from the date of request to prepare a transcript. Bring a picture ID to pick up a copy of your transcript in the office. There is no fee to current students for official or unofficial transcripts.

## Transcript Holds

Transcripts will be held if a student has a past-due tuition balance or owes a fee or fine to the library, public safety or any other Seattle University department. (See section on Tuition and Fees). Transcripts will also be held if a student's final undergraduate transcript has not been received. After the obligations are discharged, and the hold removed, the student may request a Law School transcript from the Office of the Registrar.

## TUITION AND FEES

Tuition and fees each semester are due by the end of the first full week of classes. The following specifics apply to student accounts:

1. Late payment fees will be applied to all accounts not validated by the end of the first full week of class. The late fee will be \$100. Interest is charged on all accounts not paid by the end of the first week of class, at a rate of 1.5%.
2. Late payment fees will be applied to accounts when financial aid is not sufficient to cover the semester's tuition and fees or when the amount to be paid by the student is not paid by the end of the first full week of class. Late fees will also be applied to student accounts when financial aid is held up as a result of the student not getting financial aid paper work completed in a timely manner, thus delaying the distribution of financial aid.
3. A payment plan option is available at the time of validation. This plan requires a down payment of 50% of the total of tuition and fees for the semester, with two equal payments at set dates during the semester. A 1.5% deferred payment fee is applied to the outstanding balance for the payment plan. A signed copy of the payment plan is kept on file in the Business Office. Failure to make the payment plan payment according to the schedule will result in the retroactive application of late fees, and any other applicable fees.
4. A service fee will be charged for all checks not honored by the bank and returned

- unpaid to Seattle University. If the returned check was for tuition and fees and the tuition and fees are still outstanding after the first full week of class, late fees will be applied to the student account. After the third returned check, only cash, money orders, or cashier checks will be accepted for payment.
5. Failure to pay tuition and fees for any semester will result in a hold being placed on the student account which will prevent further registration until the account is paid in full. Delinquent accounts may be referred to a commercial collection agency, and may be reported to national credit bureaus. All expenses and fees (including, but not limited to attorney fees, court costs and other out-of-pocket expenses) incurred by the university in collecting or attempting to collect a past-due account are the responsibility of the student, and shall be charged to the student's account.
  6. In Washington state and many other states, as part of their fitness and character investigation, it is a requirement that the Law School provide information regarding whether a student has met his or her financial obligations.

Students are responsible for maintaining current accounts with the Business Office. Questions about student accounts should be directed to the Business Office staff.



# Student Organizations

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## LAW REVIEW

The *Seattle University Law Review* is a student-run legal journal that publishes articles authored by legal scholars, judges, practicing attorneys, and law students. The staff is comprised of thirty third-year and thirty second-year students. Staff members make a two-year commitment to running the journal beginning in their second year. The *Law Review* selects its second-year members at the end of their first year. Fifteen members are invited based on academic rank and fifteen are invited based on performance in a write-on competition. Students must have completed 30 academic credits in order to be eligible for an invitation based on grades to join the *Law Review*. Competition participants submit a written answer to a legal problem. The *Law Review* extends write-on invitations based on blind adjudication of the level of legal analysis, research, and writing demonstrated by the competitor.

*Law Review* members receive three credits during their second year. In their third year, members receive one credit for serving as Associate Editors or three credits for serving on the twenty-member Editorial Board. Students may apply the *Law Review* credits only in the academic year they are earned, but may divide the credits between the Fall and Spring semesters as they choose. Regardless of credit allocation, Law Review members must fulfill their duties for the full year as outlined by the Law Review Manual and Bylaws.

In producing the quarterly publication, staff members serve on editorial committees. Committees perform a variety of functions, including substantive editing, technical editing, and citation checking. During their second year, members write a Comment or case Note of publishable quality. Third-year members mentor second-year members by serving as primary editors for student Notes and Comments. The Editor in Chief and Managing Editor may not participate in full-time externships during their third year. All other Editorial Board Members may participate in full-time externships.

## THE SEATTLE JOURNAL FOR SOCIAL JUSTICE

The *Seattle Journal for Social Justice (SJSJ)* is a peer-reviewed, student-edited journal that was founded in 2001 to promote critical interdisciplinary discussions on urgent problems of social justice, including exploring the often-conflicting meanings of justice that arise in a diverse society. The interdisciplinary nature of the *SJSJ* means that the Editorial Board actively seeks content that is diverse in voice and perspective, including authors from other academic fields who confront social justice issues from a different point of view than those trained in the law. Past contributors to the *SJSJ* include Archbishop Desmond Tutu, Alice Walker, Howard Zinn, Noam Chomsky, and Sherman Alexie.

The *SJSJ*, which publishes two issues annually, requires a two-year commitment from its members. Members are selected at the end of their 1L year according to an application and interview process. Transfer students, regardless of the classes taken at their prior institution, may apply to the *SJSJ*. Students in dual degree programs may apply at the end of their 1L year provided they will be spending the following year at the law school. If dual degree students intend to spend their second year off the law school campus, they should wait to apply until the end of their 2<sup>nd</sup> year of study so that their first year on the *SJSJ* coincides with their 2L year as a law student. Factors considered for selection include analytical writing skills, editing skills, organizational skills, and an understanding of and commitment to issues of social justice.

All members of the *SJSJ* must be law students who are in good standing under the Law School's academic regulations. No person may serve on the *SJSJ* who is also a present member of the *Seattle University Law Review*. No person who is performing a full-time (or substantially full-time) judicial or other externship may serve as either Editor in Chief or Managing Editor of the *SJSJ*.

During their first year as members of the *SJSJ*, 2L students who are considered staff are required (1) to write a publishable-quality student note or comment for which they receive two academic credits, and (2) satisfactorily fulfill editorial duties for the publication of the *SJSJ* issues for which they will receive one academic credit. At the end of their first year of service on the *SJSJ*, members may apply to serve on the Editorial Board for the following year.

During their second year as members of the *SJSJ*, those members who decide not to apply or are not elected to the Editorial Board will remain as staff and be required to fulfill editorial duties for which they will receive one academic credit for the year. If members are elected to the Editorial Board, they will receive an additional two academic credits, for a total of three academic credits for the year. Those members elected as Editor-in-Chief and Managing Editor may receive an additional academic credit for a total of four academic credits for the year. Election of academic credit (pass/fail) is voluntary, but the credits must be applied in the academic year in which they are earned. Additionally, all students are allowed to allocate their credit(s) over the fall and spring semesters as they see fit. All academic credits are subject to faculty advisor review.

## **SEATTLE JOURNAL OF ENVIRONMENTAL LAW**

The *Seattle Journal of Environmental Law* (SJEL) is the first student-run environmental law journal in the state of Washington. SJEL's primary function is to publish high quality articles on a variety of environmental topics. With its unique on-line publishing platform ([www.sjel.org](http://www.sjel.org)) SJEL is capable of publishing on a rolling basis, with multimedia presentation where appropriate, and can be timely and immediately relevant. SJEL publishes articles on a variety of issues in natural resources law, environmental policy, law and economics, international environmental law, and other topics relating to law and the environment. SJEL strives to remain neutral and wishes to engage in debate on environmental public policy and legal issues.

SJEL requires a two-year commitment from its members. Second-year student members are

responsible for drafting an article of publishable quality. In addition to writing an article, second-year student members are divided into editing teams and are responsible for performing substantive and technical edits of articles that the Editorial Board has selected for publication, as well as writing for the SJEL on-line presence (blog) when requested. Due to the rolling publication format, these editing assignments occur as needed, not on a regular schedule. Upon satisfactory completion of each year, members may elect to take up to two credits for their participation with SJEL.

Third-year student members are expected to participate fully in preparing works for publication, either by an taking the lead in editing a submission, participating in a leadership role, or otherwise contributing to the submission and editing process. Third-year student members are also expected to write regularly for the SJEL on-line platform when requested and upon their own initiative.

All members of SJEL must be law students who are in good standing under the Law School's academic regulations. No person may serve on SJEL who is also a present member of any other student-run co-curricular publication. No person who is performing a full-time (or substantially full-time) judicial or other externship may serve as either Editor-in-Chief or Managing Editor.

## **MOOT COURT**

The Law School's Moot Court program encourages excellence in written and oral advocacy skills through student participation in mock trial and appellate advocacy competitions. The Moot Court Board organizes two mock trial competitions and five appellate competitions within the school and prepares winners of those in-house competitions to compete in regional and national competitions. The Moot Court Board also organizes a mock trial competition that is only open to 1Ls in the spring of each year. Membership on the Board is determined by current Board members and is based on a written application and personal interviews. Students may apply to be on the Board during their 1L year or in the fall of their 2L year.

Participants in regional or national moot court competitions who submit a brief and make an oral presentation may request two (2) hours of ungraded academic credit. These credits are awarded if the Moot Court Board's faculty advisor certifies that the student met his or her obligations in writing a high-quality brief, in preparing and delivering a high-quality oral argument, and as a team member. Participants who compete in a regional or national moot court competition that requires either a written or an oral presentation, but not both, may request one (1) hour of ungraded academic credit if the faculty advisor for the competition certifies that the student performed at a high level. No student may receive more than two credits for moot court. In addition, students may not receive academic credit for participating in more than one moot court competition.

Ordinarily, students must register for their moot court credits in the semester in which the competition takes place. If the student does not receive the credit at that date, the student shall have no further entitlement to receive the credit and may not apply for it.

## **DISPUTE RESOLUTION BOARD**

The Dispute Resolution Board ("DR Board") is an academic organization whose purpose is to increase awareness of alternative dispute resolution ("ADR") and to facilitate the development of ADR skills within the law school and the community. The DR Board works to expand opportunities for students to develop important dispute resolution skills by connecting law students with ADR practitioners, supporting ADR training opportunities, and hosting ADR guest speakers.

In addition, the DR Board administers the ABA Law Student Division competitions in Negotiation, Client Counseling, and Mediation Advocacy by organizing in-house competitions in the fall and spring of each academic year. Competitions provide students with an opportunity to learn about effective ways to resolve client disputes through negotiation and mediation, and to receive feedback on their performance skills from lawyers and other practitioners who evaluate them. The DR Board

prepares the winners of in-house competitions to compete in regional and national competitions.

Participants who compete in at least the regional level of a nationally-recognized dispute resolution competition may receive one (1) hour of ungraded academic credit upon certification by the faculty advisor to the specific competition that the participant has satisfactorily performed the duties of team membership. No student may receive more than one credit for dispute resolution competition, nor may any student receive academic credits for both dispute resolution and moot court competitions.

## **Moot Court and DR Student Competition Processes**

### ***Pre-Competition Substantive Preparation***

All participants in the in-house mock trial and DR competitions must participate in a 3-hour training.

All participants in the in-house appellate competitions must take LW II as a pre- or co-requisite.

All DR regional competitors shall require as a pre- or co-requisite that competitors enroll in an appropriate course provided in the curriculum. DR Regional Competitors must register for the Regional Competition Seminar (no credit).

### ***1L Participation in In-House Competitions***

1Ls are not allowed to participate in regional or national competitions, or in in-house appellate competitions.

1Ls are permitted to participate in only one in-house competition, which can be either the fall or spring semester.

1Ls will be allowed to participate in the following kinds of competitions:

- Dispute Resolution: Client Counseling (Fall)
- Dispute Resolution: Negotiation (Fall)
- Dispute Resolution: Mediation (Spring)

- Mock Trial: In-House 1L Competition

### ***Administration of student competitions***

The Dispute Resolution Board and the Moot Court Board shall administer all competitions.

Students may not participate in regional/national competitions in the same semester as the in-house qualifying competition.

## **STUDENT BAR ASSOCIATION**

### **Student Bar Association**

At Seattle University School of Law, the Student Bar Association (SBA) functions as the student government which is an inclusive forum to address law students' needs and concerns. All matriculated law students are members of the SBA and are entitled to enjoy the benefits of its membership.

The SBA's primary role is to represent the law students and convey their ideas and their concerns to the Administration and the Faculty. SBA Representatives, such as the Academic Standards Representative, the Evening Students' Representative, the Library and House Representative, and the Student Services Representative are responsible for various aspects of student life.

The SBA hosts a variety of programs and events that take place throughout the year. For example, the Day of Service during Social Justice Week, Diversity Week, the Barristers' Ball formal, and the 3L 100-day party are just a few of the events coordinated by the SBA.

To help support the SBA's annual budget, all full-time students at the School of Law are charged \$32 per semester (fall and spring) and part-time students are charged \$21 per semester (fall and spring) toward the Students Activities Fund.

In addition to its representative capacity, the SBA is the parent organization of the Law School's recognized student organizations, an integral and significant piece of the student experience at Seattle University School of Law. The SBA provides funding and logistical support to each organization.

Additionally, the SBA funds the Prolific Reporter, a weekly student newspaper where notices of events hosted by the many organizations are included.

The SBA's website, which includes contact information for each SBA Officer and Representative, can be found through Seattle University School of Law's website at [www.law.seattleu.edu/Student\\_Life/Student\\_Bar\\_Association.xml](http://www.law.seattleu.edu/Student_Life/Student_Bar_Association.xml).

### **Support of Student Organizations**

The principal source of funding for student organizations is the Student Bar Association. The Law School does not budget additional monies for student organizational activities, and student organizations should not expect additional funding from the Law School for their activities except for the purposes described below.

The Dean has authorized the Associate Dean for Student Affairs to provide funding for the following student activities:

- One hundred dollars in matching funds per student organization for a reception for speaker or speakers invited by the student organization to appear at an event open to the law school community. A student organization may request one such grant per year. The Law School will not fund honoraria for, or the travel, lodging, and other related expenses of, speakers brought to campus by student organizations
- Funds for approved student participation at the regional or national conference of parent organizations of student groups that are recognized by the SBA. One-half the cost of registration fees, travel, meals, and other reasonable expenses, not to exceed a total of \$750.00 per event will be covered. Only one event per organization in each academic year will be funded. The balance of the costs should be obtained from other sources.
- Travel funds for student teams participating in competitions authorized by the Moot Court or DR boards that advance from regional rounds to national finals.

**No student may sign a contract on behalf of the School of Law or a student organization. All contracts must be reviewed and signed by the Associate Dean for Finance and Administration.**

### **Recognized Student Organizations**

American Bar Association/Law Student Division  
American Constitution Society  
Asian/Pacific-Islander Law Student Association  
Association of Business Law Students  
Black Law Student Association  
Christian Legal Society  
College Republicans  
Criminal Justice Society  
Entertainment & Sports Law Association  
Environmental Law Society  
Federalist Society  
Global Law Brigades  
Health Law Society  
Human Rights Network  
Intellectual Property Law Society  
International Law Society

J. Reuben Clark Law Society  
Jewish Legal Society  
Korean American Law Student Association  
Labor & Employment Law Association  
Latina/o Law Students Association  
Middle Eastern Law Student Association  
National Lawyers Guild  
Native American Law Students Association  
OutLaws  
Phi Alpha Delta  
Prolific Reporter  
Public Interest Law Foundation  
Real Estate Law Student Association  
Seattle University Trial Lawyers Association  
Society for Immigrant and Refugee Justice  
South Asian Law Student Association  
St. Thomas More Catholic Law Society  
Street Youth Legal Advocates of Washington  
Student Animal Legal Defense Fund  
Students for Free Culture  
Wine and Beverage Law Society  
Women's Law Caucus  
Young Democrats



# Library

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The Law Library is run on the honor system. Every law school student is expected to display professional courtesy to classmates and staff and to adhere to the following policies:

- checkout material with your Law School I.D. before removing it from the library
- handle materials with care and return materials on time as fines accrue for overdue materials
- follow applicable copyright guidelines and licensing restrictions
- make sure drinks are in covered containers
- do not bring in food that is messy, smelly, or noisy when eaten; individual snack items are allowed; please report spills to library personnel.
- turn off cell phone ringers upon entering the library and take all cell phone conversations outside the library; do not hold cell phone conversations in the stairwells as voices carry
- be courteous and keep noise levels down, including in the study rooms (the 4th floor is designated as a quiet floor)
- do not leave personal belongings unattended in the library and secure laptops to carrels/tables
- do not engage in exclusive possession (homesteading) of carrels; unattended materials will be confiscated when left for extended periods of time

If you have a concern, please contact library personnel at the circulation or reference desks, but keep in mind that library personnel are not able to monitor the entire library at all times. In the spirit of maintaining a collegial atmosphere, feel free to point

out these policies directly to classmates or other patrons who are not adhering to them.

## LIBRARY HOURS-ACADEMIC YEAR

### Circulation/DDC

Mon.-Thurs.	8 a.m.–Midnight
Fri.	8 a.m.–Midnight
Sat.	10 a.m. – Midnight
Sun.	10 a.m. – Midnight

### Reference

Mon.-Thurs.	8:30 a.m.-8 p.m.
Fri.	8:30 a.m.-4:30 p.m.
Sat.	no staff
Sun.	Noon-4 p.m.

Reading Rooms are open daily 7 a.m. – midnight

### Card Access

Mon.-Thurs.	8 p.m.-Midnight
Fri.	4 p.m.-Midnight
Sat.	4 p.m.-Midnight
Sun.	7 a.m.-Noon & 4 p.m.-Midnight

(delete extra line space)**Library and reference hours will vary during exam periods, holidays and summer. Notice of any changes will be posted at the circulation desk.**

The above is only a summary of the applicable guidelines for using the Law Library. Additional information is available on the Law Library website at [www.law.seattleu.edu/Library.xml](http://www.law.seattleu.edu/Library.xml).



# Sullivan Hall & The School of Law Annex

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## **BUILDING POLICY**

### **Building Hours**

Normal building hours during the academic term for Law School buildings will be from 7 a.m. to midnight. Building hours will vary during exam periods, holidays and summer. Notice of any changes will be posted. Although the buildings will be open for student use during the normal building hours, in the evening and on weekends, students will need their Campus Card to gain access.

### **Lockers**

Individual student lockers are available for all students. A locker may be reserved for a \$10 refundable deposit. Arrangements are made through the Law School Business Office. Students must use the lock assigned for the locker. Removal of the lock from the locker will result in the loss of the locker and the lock deposit. Empty lockers will be reassigned. Locks on lockers not assigned by the Law School will be removed. Students may have only one locker.

Graduates must be out of their lockers by July 31. Any items left in the lockers after this date will be discarded. Graduates must return their locks to the Business Office in order to receive a refund of their deposit.

### **Community Refrigerator**

The SBA has a community refrigerator located on the first floor of Sullivan Hall. Access to this refrigerator is for Law School students only. In order to use the refrigerator, law students must obtain a key from the Business Office. A \$10 deposit is required. All questions relating to the operation of the refrigerator should be addressed to the SBA.

### **Service Animals**

Only working service animals are allowed in our buildings. All other animals are prohibited.

### **Room Reservations**

Student organizations and student study groups who wish to use a classroom or other space in Sullivan

Hall are required to reserve rooms in advance. Reservations for classroom or other community space can be made online through the student life website

[www.law.seattleu.edu/Student\\_Life/Plan\\_An\\_Activity.xml](http://www.law.seattleu.edu/Student_Life/Plan_An_Activity.xml). Questions should be referred to the Event Planning office in the 2nd Floor Administrative area. Classroom space is available for students to use as study space when not being used for class or reserved for other events.

Reservations for the study rooms in the Law Library can be made at the Circulation desk located at the entrance of the Law Library.

Reservations for on-campus space outside of Sullivan Hall are made at the Law School's Event Planning Office located in the 2<sup>nd</sup> Floor Administrative area. All coordination for campus space outside of Sullivan Hall is done with the Law School's office. If required to use space outside of Sullivan Hall, you may contact the Director for Event Administration for assistance.

Student organizations renting off-campus space must first check with the Associate Dean for Finance and Administration. The Associate Dean for Finance and Administration must sign all rental agreements for off-campus space and services.

### **Policy Regarding Posting of Notices in School of Law Facilities**

In order to maintain the appearance of our buildings and to avoid damage to surfaces, all notices, signs, posters, etc., including faculty and administrative notices and campaign signs for student elections, may be posted only in the following areas:

on appropriate bulletin boards  
on lockers (with the permission of the "occupant")

Notices, etc., may not be posted on walls, doors, windows, ceilings, or elevators.

Those posting notices are responsible for taking them down when they become outdated. Any notice posted in violation of this policy will be removed.

Any requests to deviate from this policy should be directed to the Associate Dean for Finance and Administration.

The Dockets are the Law School's electronic bulletin boards. These boards provide up to date information on activities and events in the School of Law. It includes an announcement board, schedule of events for the day, a building directory, the WDOT traffic update, and the weather forecast. Four boards are located in Sullivan Hall, one on the court level, two on the first floor (located by the entrances), and one on the second floor and one board is located just inside the entry to the School of Law Annex. To post organizational information on The Docket, a Document Announcement Request form must be completed. The form is available through the student life website [www.law.seattleu.edu/x4089.xml](http://www.law.seattleu.edu/x4089.xml). If your announcement request is approved, you will receive confirmation by e-mail. The Dockets are also available for viewing electronically through [www.law.seattleu.edu/x3487.xml](http://www.law.seattleu.edu/x3487.xml).

### ***University Posting Policy***

Student organizations wishing to post signs, notices, posters, and announcements on the Seattle University campus, outside of the School of Law facilities must comply with the Seattle University Posting Policy. All student related publicity must be approved and stamped at the Campus Assistance Center. The Campus Assistance Center is located in the Student Union Building. All publicity not displaying an approved stamp, or posted in an unauthorized location will be removed and discarded. Copies of the Seattle University Posting Policy are available in the Law School Deans' Offices and in the SBA Office.

## **Policy Regarding the Serving of Food**

### ***School of Law Facilities***

Any student organization planning to hold an event where food that requires cooking, heating or refrigeration must see the Associate Dean for Student Affairs for approval. This policy applies to any sale of food in the building even if that sale is restricted to members of the law school community,

as well as to receptions that are open to members of the law school or university community.

Student organizations may have bake sales. However, all food items must be individually wrapped prior to sale. Bake sales are permitted only on the court level of Sullivan Hall, with prior permission of the Associate Dean for Student Affairs.

Seattle University has a contract with Bon Appetit as the exclusive provider of campus catering services. Unless a waiver is approved by Bon Appetit (usually only in the event of a cultural event where Bon Appetit is not able to provide the requested food), no outside caterer is permitted in Sullivan Hall or on the Seattle University campus. Students may however, purchase prepared food to serve at their own events, including pizza. However, no external off site caterers can be used for food events any campus facilities.

### ***University Campus***

Students who wish to hold events outside of the School of Law facilities but on the Seattle University campus and who plan to serve food and/or alcohol must comply with the University Campus Event Procedures, copies of which are available in the Deans' Office and the SBA Office.

## **Procedures for Events Where Alcohol is Served, Consumed or Present**

This policy applies to all members of the Seattle University Law School community. The Event Administration staff will assist organizations in coordinating application requests, and Campus Safety and Bon Appetit services.

Sponsoring groups or individuals must complete and submit to the Associate Dean for Student Affairs two (2) weeks before the date scheduled for the event a Law School application for permission to Serve Alcoholic Beverages. Upon approval, the Associate Dean will issue a letter of permission to serve or consume alcoholic beverages.

In addition, if it is deemed necessary by the Associate Dean for Finance, the Associate Dean for Students, and/or the Event Office staff, two (2) weeks prior to the event, sponsoring groups or

individuals must also notify the Campus Safety Department and arrangements must be made to hire security as well as a server from Bon Appetit. Please note the number of security personnel as well as the number of servers will be determined based on the estimate of the number of attendees at the event. The expense of hiring security and servers will be the responsibility of the sponsoring group or individual.

The Banquet Permit must be posted in a visible place near the entrance to an event where alcohol is served or consumed. Only beer and wine are allowed to be served in the School of Law.

***Kegs are not permitted in the Law School.***

### **Policy Prohibiting Possession of Firearms or Deadly Weapons in Sullivan Hall**

No person may possess a firearm or deadly weapon (capable of inflicting a deadly injury) in Sullivan Hall whether the firearm or deadly weapon is concealed or not and whether or not the person has a permit to carry the firearm or deadly weapon outside of the Law School. Enforcement will be through the Dean's office.

### **PARKING REGULATIONS**

<http://www.seattleu.edu/safety/Inner.aspx?id=11288&linkidentifier=id&itemid=11288>

All cars parked on the Seattle University campus must display a valid Seattle University parking permit. The Public Safety Office issues parking permits, facilitates, and enforces parking control. Maps showing student parking areas are available in the Public Safety Office. Parking Division staff members also provide assistance with battery jump-starts.

The Parking Division is located within the Public Safety office in the University Services Building, 206-296-5995. Hours are:

Monday and Thursday	8:30 a.m. to 6 p.m.
Friday	8:30 a.m. to 4:30 p.m.
Closed Saturday/Sunday and University Holidays	

## **SAFETY**

### **Safety and Security Services**

<http://www.seattleu.edu/safety/>

The Department of Public Safety provides 24-hour security for the university campus and its facilities. Security personnel are uniformed and easy to recognize, and are available to assist the university community in a variety of ways. Security officers provide first aid, escort services, and crime-prevention information; security officers investigate criminal incidents and make reports; assist in personal property identification; and provide the lost and found service for the campus.

Public Safety provides 24-hour escort service upon request by members of the university community to locations on- or off campus. Escorts are available to students walking to bus stops, parking areas, or living quarters within a two-block radius of the main campus. For more information, stop by Public Safety in the University Services Building, or call 206-296-5990.

Public Safety is located in the first floor of the University Services Building. For hours of business, please go to the following website:  
<http://www.seattleu.edu/safety/>.

The communication center at this location is open 24 hours a day. Students may use campus phones, located throughout Sullivan Hall, to contact Public Safety.

Non Emergency Campus Phone:	x5990
Non Emergency Off-Campus Phone:	206-296-5990
Emergency Campus Phone:	x5911
Emergency Off-Campus Phone:	206-296-5911

### **Sexual Misconduct - Physical or Sexual Assault**

The Law School affirms respect, responsibility and caring between students. Sexual misconduct on the part of students is a violation of state and federal law. Sexual misconduct is defined as non-consensual physical contact of a sexual nature, which includes acts using force, threat, intimidation or advantage gained when the victim is incapable of consent by

reason of being physically helpless or mentally incapacitated.

Note on consent: Because sexual misconduct between students often occurs in the context of the use of alcohol or other controlled substances, it is important to stress the critical significance of clear communication and levels of responsibility for behavior while under their influence. Individuals are responsible for their behavior when they are drinking, and drinking is never an excuse for unacceptable behavior. However, lack of consent can exist if a person is too intoxicated to freely agree to have sexual intercourse or contact.

Seattle University offers prevention programs, education and information about sexual misconduct through the Seattle University Safety and Security Office, the Wellness and Prevention Center and its peer educator program, the Women's Center and the Student Counseling Center.

If you have been sexually or physically assaulted, you are encouraged to immediately contact local support services:

Seattle Police Department	911 (from campus 9-911)
Harborview Sexual Assault Center	206-223-3074
Seattle University Counseling Center	206-296-6090
King County Sexual Assault Resource Center	800-825-7273
Public Safety	206-296-5911

### **On-Campus Reporting Procedures**

A victim of a sexual offense on campus is strongly encouraged to notify the crimes-against-persons officer in Public Safety (room 102, University Services Building, 296-5990; for emergency, call 296-5911). Once the sexual offense is reported, Public Safety will notify appropriate university officials or third parties who are identified as having a need to know. The primary role of Public Safety in a sexual offense incident is to collect information in an unbiased manner and preserve all relevant evidence. Public Safety notification procedures may vary depending on certain factors such as whether the alleged assailant is a member of the university community, whether the incident took place on or off campus, and whether the victim wishes to remain anonymous.

If a victim of a sexual offense wishes to remain anonymous, Public Safety will take a "third-person" report. This report allows a person to provide a detailed report about the offense without the obligation of pursuing an investigation and/or pressing charges. The university cannot fully investigate or initiate disciplinary action against the alleged offender based on a third-person report. However, reporting is still encouraged, as it may provide important information for protecting the community at large.

### **Off Campus**

When a sexual offense occurs off campus, the investigative authority of Seattle University Public Safety is limited. However, Public safety does work in close cooperation with the Seattle Police Department in investigating the complaint. The same reporting and notification process as for an on-campus incident will occur. If the assailant is a Seattle University student, faculty, or staff member, the university may, at its discretion, suspend disciplinary action or related proceedings until the Seattle Police Department investigation and/or court action is complete.

### **Confidentiality**

Every possible effort shall be made to ensure the confidentiality of information received as part of the university reporting procedure. Whenever possible, the name of the victim will be withheld if the victim so desires. Action requiring disclosure of the victim's identity or identifying the victim in some manner will normally not take place without the victim's consent, unless it is necessary to protect the health or safety of students or other persons. If so, the victim will be informed.

### **EMERGENCY CLOSURE PROCEDURES**

In the event of an emergency closure of the Law School, announcements of closure will be broadcast beginning at 6:30 a.m. on radio stations KIRO (AM 710), KOMO (AM 1000) and KNWX (AM 770) and television stations KIRO (Channel 7), KOMO (Channel 4) and KING (Channel 5). Seattle University's News and Information Line (206-296-2000) will also carry emergency closure information. The law school website will also be

updated with information as it becomes available, at [www.law.seattleu.edu](http://www.law.seattleu.edu).

Reasons for closure would include such conditions as inclement weather, disaster, epidemic illness, volcanic eruption, power outage, fire, earthquake, etc. Please note that in the case of a weather-related closure every effort will be made to make a decision to close by 6:30am for that day and by 3pm for evening classes for an evening closure. However, the Puget Sound region is made up of many unpredictable microclimates, and at times a decision to close may need to be made at a later time due to changing weather conditions. The School of Law will follow the closure schedule of the University except during the Reading and Exam Periods. During these periods students will need to check the web site for updates School of Law notices.

In the event that students can not make it to the Law School for a weather related reason when the Law School is open they need to contact the Associate Dean for Student Affairs about their absence.

## **EARTHQUAKE AND EMERGENCIES**

The Disaster/Emergency Response Plan is designed to consider all hazards to which the campus and its community members may be vulnerable. These include, but are not limited to: high wind, rain and snow storms, fire, earthquakes, hazardous material

releases, bomb threats, airliner disaster, major loss of utilities, civil disorder, epidemics, or combinations of the above. This plan expresses the guidelines the university will follow to institute and carry out comprehensive emergency management.

Specifically in the event of an earthquake, all students, faculty, and staff are to exit Sullivan Hall and gather at the flagpole to assess the situation. The long-term emergency site for Sullivan Hall is Championship Field, located across from Connelly Center, where information and medical assistance will be available. The School of Law Annex gathering site is across the street from the northeast corner of the building.

A complete copy of the plan is available at the Campus Safety Department and Facilities Services.

## **SMOKING POLICY**

It is the policy of the Law School and Seattle University that students, faculty and staff are entitled to study and work in areas that are free of tobacco smoke. Therefore, smoking is prohibited throughout campus facilities. This includes offices, classrooms, restrooms and all common areas. In order to eliminate second hand smoke entering the buildings, smoking within 50 feet of any entrance is prohibited.



# University and Law School Policies

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## STUDENT RECORDS AND CONFIDENTIALITY

Seattle University's policy regarding the confidentiality of student records is in compliance with the *Family Educational Rights and Privacy Act of 1974* (FERPA). It is University policy to maintain as confidential all personally identifiable information in education records except those considered to be "directory information." Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy. Designated directory information at Seattle University includes student name, campus address (building only), campus telephone, SU e-mail address, major field of study, dates of attendance, degrees and awards received, grade level, enrollment status, name of the most recent previous educational agency or institution attended, participation in officially recognized activities and sports, weight and height of members of athletic teams, and photographs for University use only.

Students have the right to request that directory information not be disclosed to third parties and may do so by submitting their request in writing to the Law School Registrar. Directory information will be withheld indefinitely until the request to withhold disclosure is revoked in writing and submitted to the Law School Registrar. The non-disclosure of directory information will call for Seattle University not to release any directory information; thus, any future requests for such information from non-institutional persons or organizations will be refused. The University will honor your request to withhold directory information but cannot assume responsibility to contact you for subsequent permission to release this information. Regardless of the effect upon you, Seattle University assumes no liability as a result of honoring your instructions that such information be withheld.

FERPA also affords students certain rights with respect to their education records. These rights are:

**(1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.**

Students must submit written requests identifying the record(s) they wish to inspect. If these records are held by the Law School, the request should be submitted to the Law School Registrar. Other areas of the university have developed separate request processes and must be contacted directly for details of how to make a formal records request. Following receipt of the written request, the University will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official will advise the student of the correct official to whom the request should be addressed.

**(2) The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights.**

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write to the University official responsible for the record. For Law School Records the student should write to the Law School Registrar, clearly identifying the part of the record they want changed and specifying why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of the right to a hearing regarding the request for amendment. Additional information about the hearing procedures will be provided to the student along with notification of the right to a hearing.

**(3) The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

FERPA permits disclosure without consent to school officials with legitimate educational interests. A school official is defined as a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted for a service or operations function (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The University may also disclose personally identifiable information from a student's education records without the student's consent if

the disclosure is to parents of "dependent" children as defined by the Internal Revenue Code, Section 152; or to officials of another school in which a student seeks or intends to enroll.

Furthermore, the University is required by law (the *Solomon Amendment*) to provide the name and address of all students to any legitimate military recruiter who makes such a request in writing to the Office of the Registrar. This applies even if a student has submitted a request to withhold directory information.

FERPA regulations detail other exceptions that allow disclosure without a student's consent.

**(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Seattle University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:**

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

# Bar Certification Information

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## GENERAL

Students should check with the state bar association of the state in which they expect to sit for the bar examination to determine deadlines and requirements. The Center for Professional Development has information available. Students are not certified as law school graduates eligible to sit for the bar examination until after all of the student's grades are in and all law school requirements have been met.

## WASHINGTON STATE BAR EXAMINATION: GENERAL AREAS OF TESTING

The following subjects can be tested during the Washington State Bar Exam, but not all will be tested on any given exam.

- Administrative Law
- Business Law
- Corporations
- Partnerships
- Limited Liability Companies
- Constitutional Law (State and Federal)
- Criminal Law, including substantive crimes and defenses
- Torts
- Commercial Transactions
- Article I – Definitions and General Provisions
- Article II – Sales
- Article III – Commercial Paper
- Article IV – Bank Deposits and Collections
- Article IX – Secured Transactions
- Real and Personal Property
- Community Property
- Conveyancing, financing, leasing use and zoning
- Family Law
- Contracts
- Wills, Probate and Trusts
- Trial Procedure
- Evidence
- Procedure before, during and after trial

- Indian Law

The examination also tests in the area of Professional Responsibility and ethics with particular reference to the Washington State version of the Code of Professional Responsibility.

## BAR STUDIES PROGRAM

Once completing law school, every student who wants to practice law has one last hurdle to overcome: the Bar examination. The Bar Studies Program at Seattle University provides law students and graduates with guidance during their studies to prepare them for success on the Bar examination.

The Bar Exam Skills Lab is offered as a two-credit class for graduating 3Ls. The lab focuses on building the analytical, writing and organizational skills necessary to enhance a student's ability to prepare for the Washington State Bar Exam. This seminar provides students with hands on practice involving writing practice exam essays, peer evaluation of their writing, and individual grader exam feedback.

In addition to the offered credit course, the Bar Studies Program offers free non-credit workshops, speaker panels and discussions open to all law students and graduates. These resources familiarize students with the subjects and format of the Washington State Bar Examination and study strategies to employ as they look forward to sitting for the Bar.

This comprehensive program assists all Seattle University students and graduates with every aspect of Bar examination preparedness whether you choose to practice in Washington or elsewhere.



# Code of Student Conduct

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## **INTRODUCTION TO THE CODE OF STUDENT CONDUCT**

Academic Year 2011-2012

You are responsible for being informed about the Seattle University Code of Student Conduct. The Code of Student Conduct is not a contract between the University and a student and it does not create express or implied contractual rights. The University reserves the right without prior notice

to change the policies, regulations, or other information in the Code of Student Conduct. Students are responsible for accessing online the most current version of the Code of Student Conduct.

A complete description of the University Student Conduct System is available at <http://www.seattleu.edu/studentdevelopment/Inner.aspx?id=11456>.



# School of Law Academic Integrity Code

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## **PREAMBLE**

As a community devoted to the study and improvement of the law, we are committed to acting ethically and with integrity. That commitment requires an atmosphere of mutual confidence and trust, reliance on the truth and the personal integrity of each member of the community, and honest and fair dealing in academic enterprises. We recognize that honor and integrity are personal qualities that cannot be legislated. We believe, however, that we have a responsibility to ourselves and to our profession to report any conduct that violates this Code.

It is incumbent upon all students to conduct themselves in a professional and ethical manner while preparing for their professional career. Therefore, in all actions brought before the Academic Conduct Board, it is presumed that the student was fully aware of the Code and its contents. Before engaging in an activity of questionable propriety, the student is expected to seek clarification from a faculty member, supervisor, or administrator. The student who fails to use sound judgment does so at his or her peril.

## **1.00 STATEMENT OF PURPOSE AND JURISDICTION**

- a. The purpose of this Code is to define instances of misconduct and to establish exclusive, uniform, and fair procedures for determining whether violations have occurred and for imposing disciplinary sanctions for misconduct.
- b. This Code applies to Law School students in University courses and University-sponsored academic activities. Other conduct by law students is governed by the Seattle University Code of Student Conduct and other University codes.
- c. This Code does not prohibit students from studying together or engaging in other collaborative activities unless a faculty member, supervisor, or administrator has specifically prohibited such activities.

- d. This Code does not limit or otherwise affect the rights and duties of faculty in the grading process. (See the Academic Standards Code.)
- e. This Code does not limit or otherwise affect the rights of student organizations to discipline conduct that may violate this Code.

## **2.00 PROHIBITED CONDUCT**

Sections 2.00 – 2.40 set out the activities prohibited by this Code and subject to sanction. Activity other than that set out in the following sections will not be subject to sanction under this Code.

### **2.10 Examinations:**

It is a violation of this Code knowingly

- a. to give, seek, or receive information, answers, or solutions to examination questions;
- b. having taken an examination, to divulge questions or answers or to comment upon the substantive nature of the examination under circumstances in which it is reasonable to believe that a person learning of the statements could use the information to improve his or her performance on the same exam;
- c. to use resources not authorized by the faculty member;
- d. without the faculty member's permission, either to discuss a take-home exam with another person or to work with another person on a take-home exam;
- e. to violate any other rules established to ensure the integrity of the examination; or
- f. except when authorized by a faculty member, to enter a faculty office, secretarial area, or other area with the intent to obtain a copy of an examination.

### **2.20 Other Course Requirements, Competitions, and Law School Activities:**

It is a violation of this Code

- a. to submit the work of another as one's own. A student who puts his or her name or

examination number on any work submitted for a course, competition, or other law school activity certifies that the work is his or her own. That certification means that sources have been credited and that no unauthorized aid has been received in connection with the work. A student establishes a defense to this provision by proving, by a preponderance of the evidence, that he or she did not know or have reason to know that the work was not his or her own;

- b. to provide one's own work to another student knowing that the student may submit all or part of that work as his or her own;
- c. to intentionally damage, take, copy without permission, or hide the work product or other academic materials of another person;
- d. to use unauthorized resources;
- e. to violate rules established for the activity;
- f. to make any material misrepresentation as to work done or hours spent in satisfaction of the requirements for grade or credit in any academic activity or in an activity that is considered in determining membership or standing in a Law School organization; or
- g. to disclose confidential information obtained while participating in the course or activity.

### **2.30 Library:**

It is a violation of this Code knowingly

- a. to mutilate, mark permanently, or otherwise deface, damage, or destroy library materials;
- b. to hide library materials or otherwise secret them from others; or
- c. to violate the rules established by Seattle University's libraries or libraries that cooperate with Seattle University.

### **2.40 Other Prohibited Conduct:**

It is a violation of this Code

- a. to misrepresent law school academic and work experience or achievements with the intent to deceive institutions or potential employers;
- b. for a witness or an accused to fail to appear and testify without justification when properly summoned before the Academic Conduct Board; or

- c. to knowingly present false testimony to the Academic Conduct Board.

## **3.00 REQUEST FOR INVESTIGATION**

### **3.10 Request for an Investigation**

Any student or member of the faculty or administration who has reason to believe that this Code has been violated should file a written and signed request for an investigation with the President of the Academic Conduct Board (President). The request should describe the act or acts that are believed to constitute a violation of the Code and, when possible, it should describe the supporting evidence. When the request is made by a student, the President may, for good cause shown, waive the requirement that the request be signed.

### **3.20 Process Following Request for Investigation**

After receiving a request for an investigation, the President will, within five school days,

- a. open a file on the matter;
- b. appoint an Investigator;
- c. mail or deliver a letter to the named student notifying the student that an investigation has been requested and providing the student with a copy of the request and the name of the Investigator;
- d. appoint four students from the Academic Conduct Board to the Probable Cause Panel and designate one student member as Chair of the Panel; and
- e. notify the faculty member of the Probable Cause Panel.

### **3.30 Investigation**

The Investigator will investigate the request. The Investigator may interview the person requesting the investigation, the student named in the request, and any other persons who the Investigator believes may have relevant information. In addition, the Investigator may collect any other information that he or she determines may be relevant.

### **3.40 Investigator's Report**

Within five school days after being appointed, the Investigator will complete a written report summarizing the interviews and evidence and submit the report to the President. Upon receiving the Investigator's report, the President will mail or deliver to the named student a copy of the Investigator's report, the names of the members of the Probable Cause Panel, and notice of the date and time of the Probable Cause Hearing.

## **4.00 PROBABLE CAUSE HEARING**

### **4.10 Scheduling of Probable Cause Hearing**

The President will schedule the Probable Cause Hearing. As a general rule, the Probable Cause Hearing will be held within seven school days after the Investigator's report was mailed or delivered to the named student or after the appointment of a replacement panel member, whichever occurs later.

### **4.20 Process at Probable Cause Hearing**

a. The named student will not be permitted to attend or speak at the Probable Cause Hearing. If the student has a written statement or materials that he or she wants the Probable Cause Panel to consider, the student must give that statement or materials to the President no later than two hours before the scheduled hearing time. The written statement and all supporting materials will become part of the record in the case.

b. The Probable Cause Panel may ask the Investigator to appear before it to answer questions.

c. As a general rule, the Probable Cause Hearing will be conducted in the following manner:

1. The Chair will read aloud the request for an investigation.
2. The Chair will read aloud the Investigator's report.
3. The Chair will read aloud any written statement and all supporting materials submitted by the named student.

4. The Probable Cause Panel will discuss the report and statements and materials submitted by the named student. During these discussions, any member of the panel may ask that the Investigator come into the room and answer questions.

5. The Probable Cause Panel will deliberate. During the deliberations, only members of the Panel may be present.

## **4.30 Decision by Probable Cause Panel**

The Probable Cause Panel may, by a majority vote,

- a. continue the hearing and request that the Investigator produce additional information; or
- b. find that probable cause does not exist that the Code was violated. If the Panel finds that there is no probable cause, the Panel will prepare a report setting out the evidence that it considered and its conclusion that, based on that evidence, there is no probable cause to believe that the Code was violated. The Panel will deliver its report to the President within five school days after the conclusion of the Probable Cause Hearing. Upon receiving the report, the President will mail or deliver copies of the Panel's report to the named student and to the person requesting the investigation; or
- c. find that probable cause does exist that the Code was violated. If the Panel finds that there is probable cause, it will prepare a written charge, charging the named student with a violation of the Code and setting out the facts that support that charge. The Panel will deliver its charge to the President within five school days of the conclusion of the Probable Cause Hearing.

## **5.0 ADJUDICATION HEARING**

### **5.10 Initiation of Adjudication Hearing and Appointment of Adjudication Panel**

Upon receiving the charge, the President will

- a. appoint four students from the Academic Conduct Board to the Adjudication Panel and designate one student member as Chair of the Panel. The student panel members may not have served on the Probable Cause Panel;
- b. notify the faculty member of the Adjudication Panel that a charge has been filed;

- c. mail or deliver to the charged student a copy of the charge and the names of the students and faculty member who will serve on the Adjudication Panel;
- d. mail or deliver a letter to the person requesting the investigation notifying him or her that probable cause was found; and
- e. schedule the Adjudication Hearing. As a general rule the Adjudication Hearing will be held within fifteen school days after a copy of the charge is mailed or delivered to the student.

### **5.20 Student Admits that He or She Violated the Code**

A student who has been charged with a violation may admit that he or she violated the Code. If a charged student admits that he or she violated the Code, he or she must submit to the Adjudication Panel a written statement that (a) sets out the facts that form the basis for the violation, (b) admits the violation, and (c) waives all hearings except for the Sanctions Hearing. The Adjudication Panel may accept or reject the statement. If the Panel accepts the statement, a Sanctions Hearing will be held to determine the appropriate sanction. If the Panel rejects the statement, the Adjudication Hearing will continue. In either situation, the charged student's statement becomes a part of the record.

### **5.30 Representatives**

- a. At the Adjudication and Sanctions Hearings, the Law School will be represented by the Chair of the Probable Cause Panel or a representative appointed by the President (Law School Representative).
- b. At the Adjudication and Sanctions Hearings, the charged student may either represent him- or herself or be represented by an advocate, who may be a licensed attorney.

### **5.40 Discovery, Summons, and Subpoenas**

- a. Each side may request discovery of documents. All requests must be complied with in good faith.
- b. Both the charged student and the Law School Representative may summon witnesses and subpoena documents. Such summons or subpoena must be in writing and be signed. The party

issuing the summons or subpoena must serve the document. As a general rule, summons and subpoenas should be served five school days before the applicable Adjudication or Sanctions Hearing.

### **5.50 Rules Governing the Adjudication Hearing**

- a. Adjudication Hearings are closed to the public. Only members of the Adjudication Panel, the charged student, the charged student's representative, the Law School Representative, and witnesses may attend. Witnesses may be excluded upon a motion by either the charged student or the Law School Representative.
- b. Although formal rules of evidence do not apply, either party may make objections going to the weight and reliability of evidence.
- c. Both the charged student and the Law School Representative have the right to examine and cross-examine witnesses.
- d. Members of the Adjudication Panel may question witnesses.
- e. The charged student may be compelled to testify.
- f. Although the Adjudication Hearing will be recorded, the deliberations will not be recorded.
- g. Unless both the charged student and the Law School Representative waive the requirement, the Adjudication Hearing cannot proceed unless all members of the Adjudication Panel are present. If the parties do not waive the requirement, the Panel Chair will reschedule the Adjudication Hearing.

### **5.60 Order of Procedure at the Adjudication Hearing**

As a general rule, the Adjudication Hearing will be conducted as follows:

- a. The Chair will introduce the Panel members, the charged student, the student's advocate, and the Law School Representative.
- b. The Chair will read aloud the charge.
- c. The Chair will ask the charged student if he or she has any preliminary motions, for example a motion to dismiss the charge, to limit evidence, or to take other action. If the charged student has a motion, the Chair will provide each

side with the opportunity to speak to the motion. The Chair will then ask the Law School Representative if he or she has any preliminary motions. If the Law School Representative has a motion, the Chair will provide each side with the opportunity to speak to the motion. After both sides have made their motions, the Chair will call a recess, during which the parties and witnesses will be asked to leave the room. During this recess, the Adjudication Panel will discuss and vote on the pretrial motions. The motions will be decided by a majority vote of the Panel. After the Panel has voted on the motions, the Chair will reconvene the Adjudication Hearing and announce the Panel's decisions on the motions.

d. The Chair will provide the Law School Representative with five minutes to make an opening statement.

e. The Chair will provide the charged student or the student's advocate with five minutes to make an opening statement.

f. The Chair will provide the Law School Representative with the opportunity to present witnesses and evidence. The Chair may set reasonable time limits and limit the number of witnesses.

g. The Chair will provide the charged student and his or her advocate with the opportunity to present witnesses and evidence. The Chair may set reasonable time limits and limit the number of witnesses.

h. The Chair will provide the Law School Representative the opportunity to rebut the evidence presented by the charged student. The Chair may set reasonable time limits.

i. The Chair will provide the charged student and his or her advocate with the opportunity to rebut the evidence presented by the Law School Representative. The Chair may set reasonable time limits.

j. The Chair will provide the Law School Representative with five minute to make a closing statement.

k. The Chair will provide the charged student and his or her advocate with five minutes to make a closing statement.

l. The Chair will excuse the parties and witnesses so that the Adjudication Panel may begin its deliberations.

## **5.70 Decision that a Violation Did or Did Not Occur**

For the charged student to be found to have violated the Code, four members of the Adjudication Panel must agree that there is clear and cogent evidence supporting a finding that a violation occurred. If four members of the Panel find that a violation did occur, the Chair will begin the Sanctions Hearing. If four members of the Panel do not find that a violation occurred, the Chair will notify the parties that the Panel has not found that the Code was violated.

## **6.00 SANCTIONS HEARING:**

If the Adjudication Panel finds that the charged student violated the Code, the Chair will convene a Sanctions Hearing, either immediately following the Adjudication Hearing or at a later date. The Adjudication Panel may, by majority vote, decide to hear additional argument or testimony at the Sanctions Hearing.

## **7.00 IMPOSITION OF SANCTIONS**

a. In deciding the sanction, the Adjudication Panel should consider the sanctions that have been given in like cases and the presence or absence of mitigating factors.

b. The Panel may, by a vote of the majority, impose one or more of the following sanctions.

### ***Private Reprimand***

The student will be advised in writing that he or she has violated the Code. A copy of the reprimand will be placed in the student's record.

### ***Public Reprimand***

The student will be advised in writing that he or she has violated the Code. A copy of the reprimand will be posted in a public place in the Law School and a copy will be placed in the student's record.

### ***Education***

The student may be required to perform an educational sanction. These may include a formal apology (in writing or in person), a public presentation, or research paper on a designated topic. The student may also be required to receive counseling or attend mandatory workshops.

#### ***Disciplinary Probation***

The student may be placed on disciplinary probation for a definite period. If the student violates the Code during this period, such a violation will constitute grounds for automatic suspension or expulsion. While on disciplinary probation, the student will not be permitted to represent the Law School in any capacity or hold office in any Law School student organization.

#### ***Recommendation to the Provost that the Student be Suspended***

The suspension will be for a definite period not to exceed two years, which period may begin during or at the close of a semester. The student may apply for readmission by procedures established by the faculty.

#### ***Recommendation to the Provost that the Student be Expelled***

This penalty is reserved for a case where a student has engaged in conduct incompatible with his or her later admission to the legal profession.

### **8.00 ADJUDICATION PANEL'S WRITTEN DECISION**

Within five school days after the conclusion of all Hearings, the Panel will deliver a copy of its written decision to the President. Included in the decision will be a summary of the facts; the Panel's determination as to whether a violation has occurred; the Panel's sanction, if any; and the Panel's reasoning in support of its decisions. Within two school days of receiving the Panel's decision, the President will mail or deliver a copy of the decision to the charged student and to the Law School Representative. If not appealed, the Panel's decision is final. When the decision becomes final, the President will post a copy of the

decision with names removed unless the sanction included a public reprimand.

### **9.00 APPEALS**

#### **9.10 Who May File an Appeal**

Both the charged student and the Law School Representative may file an appeal.

#### **9.20 Decisions that May be Appealed**

Either party may appeal the Hearing Panel's decision that a violation did or did not occur and the sanction.

#### **9.30 Time Limits for Filing an Appeal**

The Notice of Appeal must be delivered to the Dean of the Law School or his or her representative within seven school days after the Panel's decision was mailed or delivered to the student and to the Law School Representative. The Dean may, in his or her discretion, lengthen the time for appeal.

#### **9.40 Contents of the Notice of Appeal**

The Notice of Appeal should identify the party filing the appeal and the decision or decisions that are being appealed. In addition, the party filing the appeal may attach a brief in support of his or her appeal.

#### **9.50 Procedure after Notice of Appeal is Filed**

- a. Within two school days of receiving the Notice of Appeal, the Dean will mail or deliver a copy of the Notice of Appeal to the other party along with a notice that the other party has seven school days to file a written response. The Dean may within his or her discretion, lengthen the time for a response.
- b. In deciding the appeal, the Dean will consider the record in the case, the Adjudication Panel's written decision, the brief submitted by the party filing the appeal, and the response filed by the other party. In addition, the Dean may, at his or her option, interview the members of the Adjudication Panel, the charged student, the charged student's advocate, the Law School Representative, and any other individuals who may have information.

## **9.60 Dean's Decision**

Within a reasonable time after receiving the Notice of Appeal, the Dean will decide the appeal and issue a written decision setting out his or her decision and the rationale for that decision. The Dean may take any of the following actions.

- a. Affirm the Adjudication Panel's decision that the student did or did not violate the Code.
- b. Reverse the Panel's decision that the student did or did not violate the Code.
- c. Affirm, increase, reduce, or change the sanction imposed by the Panel.
- d. Remand the case to the Panel for further deliberations, which may include additional evidentiary hearings.

A copy of the Dean's decision will be mailed or delivered to the student, the student's advocate, the Law School Representative, the President, and the members of the Adjudication Panel.

## **10.0 DEFINITIONS AND PROCEDURES**

### **10.10 School Days**

School Days are all days that classes at the law school are officially and regularly held exclusive of weekends, holidays, and make-up classes scheduled on weekends and holidays. This definition is effective throughout this Code unless otherwise stated.

### **10.20 Multiple Named Students**

When a matter involves more than one student, the President may order that the investigation, the Probable Cause Hearing, the Adjudicative Hearing, and the Sanctions Hearing for each student be consolidated. Any of the students or the Law School Representative may request that the President separate the investigations or the hearings. The President's decision is final.

### **10.30 Summer Proceedings**

When any portion of the procedures specified in this Code occur following the last day of school of spring semester and before the first day of school of fall semester

- a. The time limits in this Code do not apply and all time limits will be set by the President.
- b. When Probable Cause or Adjudication Panels are appointed, non-members of the Academic Conduct Board may be appointed by the President if student members are not available; faculty members may be appointed by the Dean of the Law School.

### **10.40 Disqualification of Investigators and Panel Members - Replacement**

- a. Any Academic Conduct Board member who has requested an investigation or is a witness or who believes he or she may be biased in any regard in a matter may not serve as investigator, advocate, or panel member in that matter. If this disqualification rises after an appointment is made, a replacement will be appointed under section 10.40(c).
- b. The charged student may object to the appointment of an investigator, or any member of the Probable Cause or Adjudication Panel on the basis of bias, conflict of interest, knowledge of the case, other good cause. The objection must be in writing and addressed to the President, whose ruling in the matter will be final. Each student may exercise one preemptory challenge to any member of a panel.
- c. The President will appoint any new investigator, advocate, or the new student panel member, and the Dean will appoint any replacement Faculty member.

### **10.50 Emergency Appointments**

If for any reason there are not enough members for a panel, the President may appoint any student to the panel.

### **10.60 Effect of Untimely Reports, Hearings, and Decisions**

The Academic Conduct Board will discharge its functions as expeditiously as possible under all the circumstances. Failure of the Board or its agents to submit the investigator's written report, make the probable cause determination, or announce its finding within the time periods allotted in this document may not be the basis for dismissal of the complaint unless such delay is (a) unreasonable or

(b) will unduly prejudice presentation of the accused student's case.

### **10.70 Records**

On April 30 of each year, the President of the Academic Conduct Board will forward to the Dean's office its entire file (except for copies mentioned in 11.00(d)) for all matters that have become final during the previous twelve (12) months.

## **11.00 ACADEMIC CONDUCT BOARD**

### **11.10 General Provisions**

a. The Academic Conduct Board is the agency of original and exclusive jurisdiction for all cases that arise out of requests for investigation of violations of this Code.

b. All proceedings will be carried out discreetly and, to the extent possible, the Academic Conduct Board shall protect the identity of a student who is being investigated or who has been charged with a violation.

c. The Academic Conduct Board will discharge its functions as expeditiously as is possible under the circumstances.

d. The Academic Conduct Board will maintain a redacted file (with names omitted) of all Panel reports and decisions and the Dean's decisions on appeals.

### **11.20 Membership**

a. The Academic Conduct Board will have twenty (20) members: seventeen (17) of these members will be students, and three (3) will be faculty members.

b. The student members will be selected in September of each year by a three-member Selection Committee made up of the Student Body President, the President of the Academic Conduct Board, and the Associate Dean for Student Affairs. The students' terms will begin on October 1 of the year in which they are selected and continue until September 30 of the following year. A student who graduates may continue to serve on the Board until his or her term expires. A student may serve more than one term.

c. The faculty members will be appointed by the Dean of the Law School. Their terms will begin

on October 1 of the year in which they are appointed and end on September 30 of the following year.

d. In April of each year, the seventeen student members will elect one person to serve as President for the following school year and one person to serve as Vice President. The President and Vice President's term will run from May 1 of the year in which he or she is elected until April 30 of the following year.

e. Should a student member resign or be unable to complete his or her term, the Selection Committee will appoint a replacement. Should any faculty member be unable to complete his or her term, the Dean will appoint a replacement.

### **11.30 President's Duties**

The President has the following duties:

a. to maintain the Academic Conduct Board's records, including records in each case.

b. to advertise openings on the Academic Conduct Board and to organize and supervise the Selection Committee.

c. to represent the Academic Conduct Board to the student body and to the Student Bar Association.

d. to schedule and conduct Academic Conduct Board meetings.

e. to educate the incoming board members on the function and processes of the Academic Conduct Board;

f. to maintain the Academic Conduct Board website.

### **11.40 Vice President's Duties**

The Vice President's role is to assist the President in carrying out his or her duties.

### **11.50 Board's Duties**

The Academic Conduct Board will

a. orient the student body to the spirit and the letter of this Code;

b. elect a President and a Vice President from among the student members; and

c. serve as investigators, panel members, and representatives of the law school as appointed by the President.

## **12.00 PROCEDURE FOR AMENDMENT**

- a. Proposals for amendment of the Code of Conduct may be made by
  1. any member of the Student Bar Association Governing Council,
  2. any member of the faculty; or
  3. any member of the Academic Conduct Board.
- b. Proposals for amendment made in conformity with 12.00(a) will be submitted to the Dean, who will refer the proposal(s) to a faculty committee for its consideration. After the committee has considered the proposal(s), it will present the proposal(s) to the faculty with its recommendations to the career faculty
- c. An amendment will become effective upon
  1. an affirmative majority vote of the career faculty present and voting at the faculty meeting at which the amendment is presented; and
  2. distribution of the amendment to the student body.

## **13.00 TERMINATION OF THE CODE**

The operation of the Code may be terminated by a majority vote of the career faculty present and voting at the faculty meeting at which a motion to terminate the Code is presented.

## **14.00 ENACTING CLAUSE**

This Academic Integrity Code will become effective upon approval by a majority vote of the career faculty present and voting at which the Code is presented for ratification and the distribution of this Code to the student body.

Distributed to the students on Thursday, April 12, 2005