

2026-2027

SEATTLE
UNIVERSITY

SCHOOL OF LAW

Student Handbook

Contents

SCHOOL OF LAW/UNIVERSITY INFORMATION	7
INTRODUCTION AND RESERVATION OF RIGHTS	7
MISSION STATEMENT	7
<i>Seattle University Mission</i>	7
<i>School of Law Mission</i>	7
<i>Jesuit Tradition</i>	8
SEATTLE UNIVERSITY NONDISCRIMINATION POLICY	8
ACCREDITATION	9
2026-2027 PROGRAM INFORMATION	9
<i>Degree and Certificate Programs</i>	9
<i>Academic Calendar</i>	9
<i>Tuition and Fees</i>	9
ADMINISTRATION, STAFF, AND FACULTY	9
<i>Key Contacts</i>	9
<i>Staff and Faculty Directory</i>	9
<i>Academics</i>	10
<i>Academic Support</i>	10
<i>Careers</i>	10
<i>Centers and Institutes</i>	10
<i>Disability Services</i>	10
<i>Faculty</i>	10
<i>Law Library</i>	10
<i>Leadership</i>	10
<i>Student Life & Student Services</i>	10
FACILITIES	10
STUDENT CONSUMER INFORMATION	10
<i>Family Educational Rights and Privacy Act of 1974 (“FERPA”) Annual Notification</i>	11
<i>Student Right-to-Know Act</i>	11
<i>Campus Crime Prevention Act</i>	11
<i>Equity in Athletics Disclosure Act</i>	11
<i>Substance Abuse Policies and Prevention Handbook</i>	11
<i>Financial Assistance Information</i>	11
CODE OF STUDENT CONDUCT	12
COMPLAINTS.....	12
ACADEMIC REGULATIONS	14
ACADEMIC REGULATIONS APPLYING TO ALL STUDENTS	14
<i>Auditing Classes</i>	14
<i>Children in the Classroom</i>	15
<i>Class Assignments, Cancellations, and Reschedules</i>	16
<i>Class Attendance</i>	16
<i>Classroom Participation</i>	18
<i>Class Recording Policy</i>	18
<i>Good Standing</i>	19
<i>Grading Scales</i>	19
<i>Grade Changes</i>	20

<i>Failing Grades</i>	21
INTERNATIONAL STUDY	21
<i>Seattle University School of Law International Programs</i>	21
<i>International Programs Offered by Other Law Schools</i>	21
LEAVES OF ABSENCE/WITHDRAWALS.....	21
<i>Leaves of Absence</i>	21
<i>Withdrawal from the School of Law</i>	22
PREGNANCY AND DELIVERY POLICY	22
<i>Guiding Principles</i>	22
<i>Applicability</i>	23
<i>Disclosure of Pregnancy</i>	23
<i>Exceptions and Adjustments for Pregnancy</i>	23
<i>Extended Time for Pregnant Students</i>	24
<i>A Note on Attendance Consideration</i>	24
<i>Labor and Delivery</i>	24
<i>Post-Pregnancy</i>	24
<i>Special Considerations for Flex JD Students</i>	24
SCHOOL OF LAW ACADEMIC INTEGRITY CODE	25
ACADEMIC REGULATIONS – TRADITIONAL & FLEX JD	25
<i>Degree Requirements</i>	25
<i>Enrollment Status</i>	26
<i>Academic Progress</i>	27
<i>Standard, Extended, and Accelerated Law Studies</i>	28
<i>Cross-Enrollment or Transition Between JD Programs</i>	29
<i>Academic Warning and Dismissal for Students Entering in 2024 and Beyond</i>	30
<i>Academic Warning and Dismissal for Students Who Entered in 2022 and 2023</i>	32
<i>Academic Enrichment Program</i>	34
<i>Bar Success Curriculum</i>	35
<i>Clinical and Externship Credits</i>	36
<i>Independent Study</i>	36
<i>Courses Taken Outside the Law School</i>	37
<i>Grading</i>	39
<i>Final Examinations</i>	41
ACADEMIC REGULATIONS – LLM & SJD	42
ACADEMIC REGULATIONS – MLS	43
ACADEMIC RESOURCES AND SERVICES	44
ACADEMIC EXCELLENCE AND BAR SUCCESS TEAM.....	44
<i>Vision</i>	44
<i>Mission</i>	44
<i>Academic Excellence</i>	44
<i>Academic Excellence and Bar Success Team Contact Information</i>	44
<i>Enhanced Analytical Skills</i>	45
<i>Legal Reasoning and Writing for the Bar Exam</i>	45
<i>Legal Analysis for the Bar Exam</i>	45
<i>Supplemental Bar Preparation Program</i>	45
<i>Bar Prep Counseling</i>	45
ACCESS ADMISSION PROGRAM	46
<i>Diversity</i>	46

<i>Inclusive Admissions</i>	46
BAR EXAMINATION INFORMATION.....	46
<i>General</i>	46
<i>Washington State Bar Examination</i>	46
<i>The NextGen UBE</i>	46
<i>The Multistate Professional Responsibility Examination (MPRE)</i>	48
EXTERNSHIPS	48
<i>Purposes of the Externship Program</i>	48
<i>Earning Externship Credit</i>	49
<i>Eligibility for Part-Time Externship Credit</i>	49
<i>Eligibility for Full-time Externship Credit</i>	49
<i>Externship Sites</i>	49
<i>Externship Course Requirements</i>	50
<i>Academic Credit and Grading</i>	51
<i>Application and Registration Procedures</i>	52
<i>Administration of the Externship Program</i>	54
<i>Standards for the Creation of Externships</i>	54
<i>Supervision During Externships</i>	55
LAW LIBRARY.....	55
<i>Library Hours – Academic Year</i>	56
STUDENT SERVICES	57
ADMINISTRATIVE OFFICE HOURS	57
<i>Admission, Business Office, Event Planning, Flex JD, Master of Legal Studies, Registrar, and Student</i>	
<i>Financial Services (Sullivan Hall 209)</i>	57
<i>Technology (Sullivan Hall 311)</i>	57
ACCESS TO JUSTICE INSTITUTE (ATJI)	57
<i>Social Justice Mondays</i>	58
<i>First Year Fellows</i>	58
<i>Pro Bono Pledge</i>	58
<i>Pro Bono Days</i>	58
<i>Student-Initiated Pro Bono Project</i>	59
<i>Student Organization Advising</i>	59
<i>Networking & Public Interest Opportunities</i>	59
<i>Youth Education and Advocacy Project</i>	59
<i>Community Partnerships</i>	59
<i>Contact ATJI</i>	59
ASSOCIATE DEAN FOR STUDENT DEVELOPMENT	60
BUSINESS OFFICE.....	60
<i>Tuition and Fees</i>	60
<i>Print Charges</i>	61
<i>Textbook Advances</i>	61
CENTER FOR PROFESSIONAL DEVELOPMENT.....	61
<i>Career Resources</i>	62
<i>First-Year Students</i>	62
<i>Second-Year Students</i>	62
<i>Third-Year Students</i>	63
<i>Flex JD Students</i>	63
<i>Career Development Programs</i>	63

<i>Interview Programs and Job Fairs</i>	63
<i>Career Planning in Other Markets</i>	64
DISABILITY SERVICES	64
<i>Accommodations Requests</i>	64
<i>General Policy</i>	65
<i>Appeal Procedures</i>	66
DIVERSITY, EQUITY, INCLUSION, AND BELONGING	66
<i>Bias Response</i>	66
DOCUMENT DELIVERY CENTER	66
ENGLISH PROFICIENCY REQUIREMENTS	67
<i>English Language Learner (ELL) Extended Time requests</i>	67
FLEX JD ADVISING	67
OFFICE OF THE REGISTRAR	68
<i>Course Scheduling and Registration</i>	68
<i>Full Withdrawal and Leave of Absence</i>	69
<i>Exams</i>	70
<i>Grading</i>	70
<i>Student Records</i>	71
<i>Requesting Transcripts and Other Documents</i>	71
<i>Bar Certification</i>	71
<i>Visiting Away and Transfer Credit</i>	72
<i>Guidance for Visitors at Seattle University School of Law</i>	72
<i>Veterans' Educational Benefits</i>	73
STUDENT FINANCIAL SERVICES	74
<i>Financial Aid Application Steps</i>	74
<i>Financial Aid Entrance and Exit Counseling Requirement</i>	74
<i>Types of Financial Aid Eligibility</i>	74
<i>Student Loans</i>	74
<i>Scholarships</i>	75
<i>General Financial Aid Awarding Information</i>	75
<i>Student Employment</i>	77
<i>Refunds for Living Expenses</i>	78
<i>Satisfactory Academic Requirements</i>	78
<i>Leave of Absence/Withdrawal</i>	78
<i>Tuition Refunds</i>	79
<i>Title IV Return of Funds Policy for Withdrawals</i>	79
<i>Additional Conditions, Nonrenewal, and Reinstatement of Scholarship Awards</i>	80
<i>Loan Repayment</i>	82
TECHNOLOGY	83
<i>Laptop Requirement</i>	83
<i>Classroom Projection with Student Computing Devices</i>	84
<i>Streaming Videos</i>	84
<i>Laptop Readiness for Exams</i>	84
UNIVERSITY RESOURCES AND SERVICES	85
CAMPUS CARD	85
FOOD SUPPORT INITIATIVES	85
MENTAL HEALTH AND WELL-BEING	86
<i>Counseling and Psychological Services (CAPS)</i>	86

<i>TimelyCare</i>	86
<i>Washington State Bar Association Member Wellness Program</i>	87
PARKING REGULATIONS	87
<i>Transportation and Parking Services</i>	87
SAFETY AND SECURITY SERVICES	87
<i>Services</i>	87
<i>Emergency Notification System</i>	88
SEATTLE UNIVERSITY FACILITIES USE	88
STUDENT HEALTH CENTER	88
<i>Location/Contact</i>	88
<i>Services</i>	89
UNIVERSITY MINISTRY	89
UNIVERSITY RECREATION – FACILITIES, ACTIVITIES, AND PROGRAMS	89
NON-ACADEMIC POLICIES	90
CODE OF STUDENT CONDUCT	90
EMERGENCY CLOSURE PROCEDURES	90
EARTHQUAKES AND EMERGENCIES	91
PARENTS AND OTHER NON-ENROLLED INDIVIDUALS	91
PHOTO RELEASE	91
SEXUAL MISCONDUCT	91
<i>Seattle University’s Commitment</i>	91
<i>We Are Here to Help</i>	92
<i>University Assistance</i>	92
<i>Confidentiality</i>	92
<i>Resources</i>	92
<i>To Make a Report or File a Complaint</i>	93
SMOKING POLICY	93
SULLIVAN HALL	95
BUILDING HOURS	95
LOCKERS	95
COMMUNITY REFRIGERATOR	95
ROOM RESERVATIONS	95
PHOTOCOPYING	96
SERVICE ANIMALS	96
THE SIDEBAR	96
WELLNESS ROOM	96
BUILDING POLICIES	96
<i>Policy Regarding Posting of Notices in School of Law Building</i>	96
<i>Policy Regarding the Serving of Food</i>	96
<i>Procedures for Events Where Alcohol is Served, Consumed, or Present</i>	97
<i>Policy Prohibiting Possession of Firearms or Deadly Weapons in Sullivan Hall</i>	97
CO-CURRICULAR STUDENT ORGANIZATIONS	98
LAW JOURNALS	98
<i>Law Review</i>	98
<i>The Seattle Journal for Social Justice</i>	98
<i>Seattle Journal of Technology, Environmental, and Innovation Law</i>	99

<i>American Indian Law Journal</i>	100
LAW JOURNAL ACCREDITATION PROVISIONS.....	101
<i>Standards for Accreditation of Journals</i>	101
<i>Standards for Maintaining Accreditation of Journals:</i>	101
NON-LAW JOURNAL CO-CURRICULAR STUDENT ORGANIZATIONS.....	102
<i>Moot Court</i>	102
<i>Dispute Resolution (DR) Board</i>	102
<i>Moot Court and DR Student Competition Process</i>	103
<i>Administration of Moot Court- and DR Board-Managed Student Competitions</i>	103
<i>Other Advocacy Competitions</i>	103
STUDENT LIFE	105
STUDENT BAR ASSOCIATION.....	105
<i>Dean’s Office Funding</i>	105
<i>Certified Student Organizations (CSO)</i>	106
SCHOOL OF LAW ACADEMIC INTEGRITY CODE.....	108
PREAMBLE	108
1.00 STATEMENT OF PURPOSE AND JURISDICTION.....	108
2.00 PROHIBITED CONDUCT	108
2.10 <i>Graded Assessments</i>	108
2.20 <i>Other Courses Requirements, Competitions, and Law School Activities</i>	109
2.30 <i>Library</i>	109
2.40 <i>Other Prohibited Conduct</i>	109
3.00 ADJUDICATION PROCEDURES	110
3.10 <i>Purpose</i>	110
4.00 PROCEDURE FOR AMENDMENT	111
5.00 TERMINATION OF THE CODE	111
6.00 ENACTING CLAUSE	111

School of Law/University Information

Introduction and Reservation of Rights

This handbook is a guide to the academic regulations, policies, and procedures of Seattle University School of Law. This handbook also contains a description of the services provided by the Law School and Seattle University as well as a summary of relevant policy statements.

Seattle University School of Law and Seattle University reserve the right, without prior notice, to change the tuition, fees, rules, and delivery, and calendar regulating admission, registration, instruction, operation, and graduation, and to change any other policy, program, or regulation affecting students. Any changes do not excuse students from their obligation to pay tuition and fees. Changes take effect whenever University officials determine and apply to both matriculated and prospective students.

The Law School and University reserve the right to discontinue courses or programs at any time for any reason.

This handbook is not a contract and statements in it should not be construed as a promise of specific treatment for any particular circumstance.

In addition to outlining Law School and University policies and services, this handbook outlines expectations for all law students. All expectations and responsibilities contained herein are grounded in the fundamental principle that, 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 Law School has its origins in one or more of the following: accreditation requirements, state and federal laws, University policy, or Law School faculty and administrative policy. Although exceptions may be granted to some rules, the origin of 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.

We hope you find this handbook useful. It is an attempt to incorporate in one document those regulations, policies, and procedures that may affect your day-to-day life. All questions regarding this document should be addressed to the Associate Dean for Student Development.

Mission Statement

Seattle University Mission

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

Read Seattle University's full mission, vision, and values at <https://www.seattleu.edu/about/mission/>.

School of Law Mission

We seek and support a diverse and distinguished group of students.

We immerse our students in the legal knowledge, skills, and experiences needed to solve real-world problems.

We develop leaders who make a difference for their clients and communities.

Jesuit Tradition

Seattle University School of Law is an engaged community of faculty, staff, and students who view the law as a deeper calling to create a just and humane world. Through clinics, externships, pro bono activities, and more, students pursue a legal education in order to become civically engaged advocates and leaders in service to their communities. Consistent with the school's Jesuit identity, the values of equity, dignity, and justice form the curriculum's foundation, through which students are encouraged to reflect upon and impact the world around them.

Seattle University Nondiscrimination Policy

Seattle University does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, political ideology or status as a Vietnam-era or special disabled veteran in the administration of any of its education policies, admission policies, scholarship and loan programs, athletics, and other school-administered policies and programs, or in its employment-related policies and practices. In addition, the University does not discriminate on the basis of genetic information or status as a victim of domestic violence, sexual assault, or stalking in its employment-related policies and practices, including coverage under its health benefits program.

All University policies, practices and procedures are administered in a manner consistent with Seattle University's Catholic and Jesuit identity and character. Inquiries relating to the University's nondiscrimination policies may be directed to the University's Assistant Vice President for Institutional Equity/Title IX Coordinator at 206-220-8515 or etrayner@seattleu.edu.

Consistent with the requirements of Title IX of the Education Amendments of 1972 and its implementing regulations, Seattle University has designated individuals responsible for coordinating the University's Title IX compliance. Students or employees with concerns or complaints about discrimination on the basis of sex in employment or an education program or activity may contact the following Title IX coordinator or Title IX contact persons:

Elizabeth (Liz) Trayner, EdD

Assistant Vice President for Institutional Equity
Chief Equal Employment Opportunity Officer/Title IX Coordinator
206-220-851
etrayner@seattleu.edu

Anton Ward-Zanotto, PhD

Dean of Students
Student Center 140
206-296-6060
zanottoanton@seattleu.edu

Chris Van Liew

Interim Vice President for Human Resources

vanliew@seattleu.edu

Individuals may also contact the Office for Civil Rights of the U.S. Department of Education, at <https://www.ed.gov/about/ed-offices/ocr> <https://ocrcas.ed.gov/contact-ocr>

Accreditation

Seattle University School of Law is accredited by the American Bar Association:

American Bar Association

Council to the Section of Legal Education and Admissions to the Bar

321 North Clark Street

Chicago, IL 60654

312-988-6738

Seattle University is accredited by the Northwest Commission on Colleges and Universities:

Northwest Commission on Colleges and Universities

8060 165th Avenue N.E., Suite 100

Redmond, WA 98052

425-558-4224

2026-2027 Program Information

Degree and Certificate Programs

Information on degree and certificate programs can be found at

<https://law.seattleu.edu/academics/degree-programs/>

Academic Calendar

2026-2027 academic calendars for on-campus programs and the online Master of Legal Studies (MLS) program may be found at <https://law.seattleu.edu/academics/academic-resources/academic-calendar/>

Tuition and Fees

Tuition and fees for the 2026-2027 academic year are available at

<https://law.seattleu.edu/student-life/student-services/student-financial-services/tuition-and-fees/>

Administration, Staff, and Faculty

Current information regarding Law School administration, faculty, and staff can be found at the following links:

Key Contacts

<https://law.seattleu.edu/about/contact-us>

Staff and Faculty Directory

<https://law.seattleu.edu/about/directory/>

Academics

<https://law.seattleu.edu/academics>

Academic Support

<https://law.seattleu.edu/academics/academic-resources/academic-support/>

Careers

<https://law.seattleu.edu/careers>

Centers and Institutes

<https://law.seattleu.edu/centers-and-institutes>

Disability Services

<https://law.seattleu.edu/student-life/student-services/student-support/disability-services/>

Faculty

<https://law.seattleu.edu/faculty>

Law Library

<https://law.seattleu.edu/library>

Leadership

<https://law.seattleu.edu/about/office-of-the-dean/leadership/>

Student Life & Student Services

<https://law.seattleu.edu/student-life>

(See also: [Administrative Office Hours](#))

Facilities

Seattle University School of Law is in Sullivan Hall on the Seattle University Campus at 901 12th Avenue, Seattle, Washington, 98122.

Maps of the Seattle University campus are available at <https://www.seattleu.edu/map>

Directions to the Law School are available at <https://law.seattleu.edu/about/visit-us>

If you are using a directions-finding service, like Apple Maps or Google Maps, use 1112 E Columbia as the destination address.

(See also: [Sullivan Hall](#))

Student Consumer Information

As part of Seattle University's compliance with the reporting requirements of federal consumer information regulations, the University produces and delivers to students reports on a broad range of areas, including retention and graduation rates, campus security, student privacy, drug and alcohol issues, financial assistance, and athletics. For more information, see the University's web

page on “Student Consumer Information and Privacy Laws,” at <https://www.seattleu.edu/policies-regulations/student-consumer-information/>.

Family Educational Rights and Privacy Act of 1974 (“FERPA”) Annual Notification

This notification describes Seattle University’s compliance with FERPA and students’ rights therein. For more information, please contact the University’s Office of the Registrar at 206-296-2000 or <https://www.seattleu.edu/registrar/>.

The University’s FERPA policy is available at <https://www.seattleu.edu/registrar/student-records/ferpa/>

Student Right-to-Know Act

This report includes completion or graduation rates for the general student body as well as for student athletes receiving athletically related student aid. For more information, please contact Office of Strategic Initiatives at <https://www.seattleu.edu/office-directory/office-of-strategic-initiatives/>.

Campus Crime Prevention Act

These reports disclose campus crime statistics as well as crime prevention policies on campus. For more information, please contact Public Safety at 206-296-5990 or <https://www.seattleu.edu/life-at-seattle-u/safety/> <https://www.seattleu.edu/life-at-seattle-u/safety/>.

Related: [Clery Act Reporting](#)

Equity in Athletics Disclosure Act

This report makes students aware of Seattle University’s commitment to providing equitable athletic opportunities for both male and female students. To view this report, please visit the Equity in Athletics data analysis page at <https://ope.ed.gov/athletics/#/> <https://ope.ed.gov/athletics/> and search for Seattle University. For more information, please contact Athletics at 206-296-5441 or <https://goseattleu.com/>. Substance Abuse Policies and Prevention Information

Substance Abuse Policies and Prevention Handbook

The [Substance Abuse Policies and Prevention Handbook](#) describes substance abuse prevention information as well as campus drug abuse policies. For more information, please contact the Office of Student and Campus Life at 206-296-6066.

Financial Assistance Information

Detailed information about the financial assistance available to students at the Law School can be found online and obtained from Student Financial Services. Visit <https://www.seattleu.edu/sfs/> <https://law.seattleu.edu/student-life/student-services/student-financial-services/> (Law School) and <https://www.seattleu.edu/sfs/> (University) or email lawfa@seattleu.edu for more information.

Code of Student Conduct

Our Jesuit tradition of intellectual, moral, spiritual, and social development is the foundation of our Redhawk Commitment and Code of Student Conduct. We aim to provide all students with the tools needed for success in a pluralistic society by providing feedback about behaviors that both enhance and harm the community, as well as helpful resources and opportunities to modify unacceptable behaviors. As a Jesuit and Catholic institution, we hold our students to the highest standard of ethical behavior both on and off campus.

All Law Students are expected to read, model, and comply with the policies in the Code of Student Conduct. Lack of awareness of these policies does not exclude students from their responsibility to follow them.

You can find the Seattle University Code of Student Conduct at <https://www.seattleu.edu/office-of-the-dean-of-students/policies-records/code-of-student-conduct/>

Thank you for your commitment to upholding and modeling these expectations. If you have any questions about this information, please visit the Office of the Dean of Students in Student Center 140, call 206-296-6060, or email the University Dean of Students at deanofstudents@seattleu.edu.

A complete description of the University Student Conduct System is available at <https://www.seattleu.edu/office-of-the-dean-of-students/student-conduct-and-integrity-formation/>

Students may also review recent changes to the Code at <https://www.seattleu.edu/office-of-the-dean-of-students/policies-records/code-of-student-conduct/recent-code-updates/>

Please note that the Law School has its own policies related to academics and is not bound by the academic policies and procedures outlined in the Seattle University Grade Grievance policy or Academic Integrity policy. (See also: [Academic Regulations](#); [School of Law Academic Integrity Code](#).)

Complaints

As an ABA accredited law school, Seattle University School of Law is subject to the ABA Standards for Approval of Law Schools. The ABA Standards can be found at http://www.americanbar.org/groups/legal_education/resources/standards.html. Any student at the Law School who wishes to bring a formal complaint to the administration of the Law School of a significant problem that directly implicates the School's program of legal education and its compliance with the ABA Standards should do the following:

- Submit the complaint in writing to the Vice Dean for Academic Affairs. The writing may be sent by email, U.S. mail, or personal delivery.
- The complaint should describe in detail the behavior, program, process, or other matter that is the subject of the complaint and should explain how the matter implicates the Law School's program of legal education and its compliance with a specific, identified ABA Standard(s).
- The complaint must include the name and official law school email address of the complaining student.

- The administrator to whom the complaint is submitted will acknowledge the complaint within five business days of receipt of the written complaint. Acknowledgement may be by email, U.S. mail, or by personal delivery.
- Within twenty business days of acknowledgment of the complaint, the administrator, or the administrator's designee, shall either meet with the complaining student, or respond to the substance of the complaint in writing. The student should either receive a substantive response to the complaint, or information about what steps are being taken by the Law School to address the complaint or further investigate the complaint. If further investigation is needed, when the investigation is completed, the student shall be provided with either a substantive response to the complaint or information about what steps are being taken by the Law School to address the complaint within two weeks after completion of the investigation.
- Appeals regarding decisions on complaints may be taken to the Dean of the School of Law, or if the Dean has decided the merits of the complaint, to the Provost of the University. To appeal, the complainant should submit written comments in a timely matter but in no case more than ten business days after communication to the complainant of the findings of the investigation. Any decision made on appeal by the Dean or the Provost shall be final.
- A copy of the complaint and a summary of the process and resolution of the complaint shall be kept in the Office of the Dean from the date of final resolution of the complaint until the next accreditation visit.

Academic Regulations

Academic Regulations Applying to All Students

Auditing Classes

Currently Enrolled Students

Currently enrolled students in the School of Law are generally prohibited from auditing courses. On rare occasions, a JD student may do so only with permission of the Associate Dean for Student Development and the course instructor. LLM and MLS students are not permitted to audit courses. In addition to the general factors for consideration listed above, a JD student may be granted permission to audit only if the student meets all the following requirements:

- The course is not a requirement for completion of the student's law degree;
- The student is not required to complete the Bar Success Curriculum;
- The student is in their penultimate or final term of enrollment;
- The student's academic record demonstrates the likelihood of the student's ability to manage graded coursework along with attendance in the audited course; and
- The equivalent course credit for the audited course would not exceed the credit-hour overload maximum.

Law students are prohibited from auditing courses in the legal writing program, courses where the student is required to make a commitment to parties outside the Law School, or courses where a student's withdrawal may have an adverse and substantial effect upon the education of other students.

Students who are granted permission to audit shall not be charged for their enrollment in the course, and their enrollment may not be used to satisfy minimum enrollment requirements for receipt of financial aid.

Individuals External to the School of Law

The Law School occasionally permits individuals to enroll in courses with special student status in limited circumstances, as described below. Such individuals must apply for special student status either as a **professional student** or as an **auditor**.

Permission from the Associate Dean for Student Development and the course instructor is required. In weighing an individual's request for special student status, the following factors will be considered: 1) the individual's reasons for wishing to enroll; 2) the educational background of the applicant; 3) instructor capacity; and 4) current enrollment by Seattle University law students in the course.

Courses taken via special student status cannot be used to meet the requirements for any law school degree or certificate program, regardless of the individual's academic status. Except for Professional Student enrollment as described below, participants with special student status are not entitled to active participation or academic evaluation (including, but not limited to, grading or written feedback) in a course.

PROFESSIONAL STUDENTS

An individual may be permitted to enroll in a course for credit with the permission of the Associate Dean and the instructor if the course is career-related and such credit is part of a program of continuing education and/or for reimbursement of tuition expenses. Normal fees apply. Such credit will not apply toward a Law School degree.

Professional student enrollment may be permitted for any class except for the following: courses in the legal writing program, courses where the student is required to make a commitment to parties outside the Law School, lab courses, or courses where a student's withdrawal may have an adverse and substantial effect upon the education of other students.

AUDITORS

An individual who wishes to enroll in a course without receiving credit for such course and who is not regularly enrolled in the Law School may be permitted to enroll as an auditor with permission of the Associate Dean and the course instructor. The cost will be half the normal fees. Seattle University Law School alumni may audit up to 6 credits at no charge.

Alumni Auditor Credits

Graduates of the Law School may not use their six free alumni audit course credits prior to conferral of a degree.

Children in the Classroom

While the Law School is supportive of students who are parents, the school's primary mission is one of education and the School has a responsibility to provide an appropriate learning environment for all students. To ensure that the classroom remains an environment conducive to learning, infants and children under the age of 6 may not accompany a parent to class. 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 may exacerbate the situation. Therefore, parents of infants and children under the age of 6 will need to make alternative childcare arrangements or miss class.

Children ages 6 and over may accompany a parent to class when circumstances beyond the parent's control may require it; however, children in class should be the exception rather than the rule. Examples of circumstances beyond the parent's control include unexpected day care failure or school closure, and other unforeseen events. 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 to allow the child in the class.

Each student should use their best judgment as to whether bringing 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 class session.

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 may ask the parent to do so.

Class Assignments, Cancellations, and Reschedules

Information about first class assignments for JD courses can be found at <https://law.seattleu.edu/admission/admitted-jd-students/new-jd-student-orientation/first-assignments/> before the start of each academic term. Continuing assignments are posted on individual faculty Canvas pages or given in class. Students will be notified of class cancellations and reschedules by email as this information is available.

Class Attendance

General Requirement

Faculty expect class attendance. The American Bar Association mandates that the Law School require regular and punctual class attendance in each course undertaken. The Law School requires that students attend a minimum of 80% of classes for each course to receive credit. Faculty members are free to implement more stringent attendance requirements for their classes. 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 and must take attendance.

Students who are out of compliance with the Law School's attendance policy for a class will be administratively withdrawn from the class.

VIRTUAL ATTENDANCE IN IN-PERSON COURSES

Per ABA guidance promulgated to clarify class attendance and distance education regulations, students may not receive attendance credit for participation in an in-person course via a distance learning platform (e.g., Zoom, Microsoft Teams, Google Meet, or the like) unless they are entitled to do so as a necessary accommodation for a qualified disability or an exception granted for extraordinary extenuating circumstances. Students who require such an accommodation or wish to request an exception must contact the Associate Dean for Student Development (see also the section on [Disability Services](#)). **Individual professors are not authorized to approve such accommodations, nor to make other exceptions to the in-person attendance requirements.**

Students who are unable to attend a particular class session and are not eligible for an accommodation or exception should consult with their professor about how best to keep up or catch up on information from missed class sessions. Among other options, professors may, at their discretion, allow students to observe via distance learning platforms; offer a recording of the class session; meet with students individually; or assist students in obtaining notes from a classmate. The ABA attendance requirements and the 80% attendance requirement stated above refer to all absences. The School of Law does not have an administrative policy regarding excused versus unexcused absences; each professor determines the best way to handle absences that fall within the 20% of absences allowed by the Law School. **Professors are not, except in extraordinary situations approved by the Associate Dean for Student Development or as an approved disability accommodation, allowed to accord attendance credit for substitute or make-up activities undertaken by students who are not present for in-person classes.**

Additional Attendance and Class Recording Policies for Flex JD Courses

ATTENDANCE FOR FLEX JD SYNCHRONOUS ONLINE CLASSES

Per the Student Handbook, students must attend a minimum of 80% of classes for each course. In the Flex JD Program, students must attend 80% of the scheduled Flex JD Synchronous Online classes. Attendance at the in-person course time scheduled during the weekend intensives is required and addressed in the policy below.

ATTENDANCE AT FLEX JD IN-PERSON WEEKEND CLASSES

Due to the conditions of approval from the ABA for the Flex JD program, full attendance at each of the in-person weekend courses is required to receive credit for hybrid coursework. This is an additional condition in conjunction with the general minimum attendance requirement for courses in the school of law.

If Flex JD students are unable to meet the in-person requirements of a specific term due to foreseeable circumstances, they should contact the Associate Dean for Student Development to discuss options such as a leave of absence for the semester. In the event of extraordinary unforeseeable circumstances outside of the student's control which prohibit attendance at the in-person weekend class sessions, students should contact the Associate Dean for Student Development to petition for exemption to the in-person requirements. Students who are granted an exemption will be required to complete an absence credit recovery plan related to the materials missed from each course. (See the section above on Virtual Attendance regarding arrangements for students with disabilities.)

RECORDING IN-PERSON FLEX JD CLASSES

Live Zoom participation options will not be provided as a substitute for attending the in-person weekend classes. Should an extraordinary unforeseeable circumstance arise that prevents attendance at an in-person weekend class, students should provide the Flex JD Program Director with as much notice as possible.

If appropriate for the course and at faculty discretion, a recording of the in-person class will be provided to students who receive an exception from in-person attendance from the Associate Dean for Student Development. As part of absence credit recovery, the student must arrange with faculty to review the recording and complete any required makeup assignment.

If a recording is not available or practicable, students must work with their faculty to create a plan to substantially make up the time to complete an absence credit recovery.

RECORDING WEEKLY FLEX JD SYNCHRONOUS ONLINE CLASSES

Flex JD faculty are encouraged to record the weekly synchronous online class sessions as they may be needed for accommodations purposes. The decision to share these recordings with students who miss class or request to view them for other reasons is at the faculty member's discretion. Students watching a recording of a class they missed is not a substitute for live attendance in relation to 80% attendance policy for synchronous online classes, except where provided for by a disability accommodation or Title IX or extenuating circumstance modification.

Flex JD Weekend Travel Expenses

Students are responsible for all travel arrangements and related expenses associated with attending in-person Flex JD weekends; the Law School does not provide reimbursement for any travel costs. We strongly encourage students to purchase travel insurance or select flexible or refundable ticket options whenever possible. In the event of inclement weather or other unforeseen circumstances, the Law School will follow Seattle University's campus closure policy when determining whether to cancel or move Flex JD weekend activities online. We are committed to communicating any changes as quickly and transparently as possible to support student planning and safety.

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. In anonymously graded courses, 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.

Class Recording Policy

By default, no class session in the Law School will be automatically recorded; however, each professor may exercise their own discretion regarding individual course or class recording, as well as permission to view such recordings.

Student Consent to Recording

Students are hereby informed that any class in which they are enrolled may be recorded and that enrollment in the Law School shall constitute their approval for recording. If a student is uncertain about the recording policy governing a class, the student should consult the faculty member for the course or the faculty member's course syllabus. Faculty members are encouraged to remind students, in their syllabi or otherwise, that any and all classes could be recorded.

Retention of Right to Record

With the exception of those students who have received permission from Disability Services to do so as an accommodation for disability, the School of Law and its faculty members retain the exclusive right to record class sessions. Unless a faculty member expressly authorizes recording of their classes, private class recordings are not permitted via any device or technology. Students and visitors to the Law School may not independently record, stream, reproduce, publish, or further distribute outside of the course any course content, including assessments, problems, answers, video clips, screenshots, and slides presented during class.

Applicability of the School of Law Academic Integrity Policy

Any recordings made or permitted for student use are intended to allow for review of classroom presentations and discussions by students who are enrolled in the course. Any other use, whether by students or others, is strictly prohibited without the prior express permission of the relevant faculty member. Students are on notice that intentional misrepresentation in the process of requesting a recording or access to a recording, intentional failure to disclose a prior denial of a

recording request by a faculty member, any effort to procure a recording in a non-authorized fashion, or use or distribution of a recording in a manner not permitted by the Policy will be considered a violation of the Law School's Academic Integrity Policy.

Respect for Privacy

All parties to this Class Recording Policy must adhere to applicable privacy laws and regulations, including, but not limited to: State and Federal laws concerning recorded information; student privacy rights in the documentation submitted for a recording or release of a recording as outlined in the Family Educational Right to Privacy Act (FERPA); and all relevant provisions of the Americans with Disabilities Act.

Good Standing

All enrolled students, including students on probation, are considered to be in good standing. The term "not in good standing" shall be used only to identify students who have been academically or administratively dismissed.

Grading Scales

Definition of Grades and Grade Points

Letter Grade	Grade Points
A+	4.33
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67 (minimum passing grade)
F	0.00
WF (withdrawn failing)	0.00

Notations and Grades with No GPA Impact

AU = Audit
I = Incomplete
IP = In Progress
P = Pass (equivalent to a D- or better)
W = Withdrawn

Courses are designated as Pass/Fail or graded on the course schedule. Students may not individually request a graded course be taken pass/fail. Upon petition by the student and at the instructor's discretion, students may take Independent Study projects as pass/fail.

LLM and SJD Grading*

Grade	Notation	Description	Letter Grade Equivalent
High Honors	HH	Performance in the course demonstrates superior mastery of the subject.	A- or Higher
Honors	H	Performance in the course demonstrates mastery of the subject.	B to B+
Pass	P	Successful performance in the course.	D- to B-
Fail	F	No credit is given for the course.	F
Withdrawn	W	No credit is given for the course.	N/A
Withdrawn Failing	WF	No credit is given for the course.	N/A

*Although the default grading system for SJD students is the honors scale used by the LLM Program, students may elect to use the A-F scale used by the JD program, particularly if it is required by a funding organization.

Grade Changes

Please note that The School of Law has its own policies related to academics and is not bound by the academic policies and procedures outlined in the Seattle University Grade Grievance policy or Academic Integrity policy. (See also: [Code of Student Conduct](#).)

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 Vice Dean for Academic Affairs.

Scrivener's Error

If a grade is incorrect due to a transcription or other inadvertent error on the part of administrative staff, the grade may be corrected at any time by a written statement from the staff member to the Vice Dean for Academic Affairs.

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 [School of Law Academic Integrity Code](#). 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.

Failing Grades

Grades of “F” and “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. 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.

International Study

All students participating in a study abroad program must complete the steps outlined by Seattle University’s Education Abroad Office outlined at <https://www.seattleu.edu/academics/education-abroad/>.

Seattle University School of Law International Programs

International Externships

See the world and prepare for modern global law practice. Find more information on international externships at <https://law.seattleu.edu/academics/learning-beyond-seattle/international-opportunities/international-internships-externships/>.

Germany Exchange

Each fall, up to two Seattle University 3L students may participate in an exchange program with Bucerius Law School. Find more information on the program and application process at <https://law.seattleu.edu/academics/learning-beyond-seattle/germany-exchange/>

International Programs Offered by Other Law Schools

Participation in summer international programs offered by other ABA accredited law schools is allowed with permission from the Associate Dean for Student Development. See [Courses Taken Outside the School of Law](#) or <https://law.seattleu.edu/academics/learning-beyond-seattle/study-away-policies/> for more information.

Leaves of Absence/Withdrawals

Leaves of Absence

In granting any leave of absence, the following administrator shall carefully inquire into the reasons leave is being requested and determine whether the student will be granted a leave of absence:

Associate Dean for Student Development will make determinations on requests from Traditional JD students

Assistant Dean for Academic Affairs will make determinations on requests from MLS students

The Associate Dean for Student Development, in consultation with the Flex JD Program Director will make determinations on requests from Flex JD students

Director of International Graduate Programs will make determinations on requests from LLM and SJD students

Only those students who have successfully completed credits at the Law School are eligible to request a leave of absence. All other students will be required to withdraw.

A leave of absence from academic studies may be granted at any time in the school year for good reason. The designated administrator shall determine whether unanticipated circumstances exist compelling the conclusion that it is in the best interest of the student and the Law School that the leave be granted. Students are responsible for determining whether a leave of absence will impact their federal financial aid eligibility and should consult with Student Financial Services (lawfa@seattleu.edu) with any questions they may have.

Withdrawal from the School of Law

If a student will not return to their law studies, they may withdraw from school at any time. Prior to withdrawal, the student shall consult with the Associate Dean for Student Development (Traditional JD students), Assistant Dean for Academic Affairs (MLS students), Flex JD Program Director (Flex JD students), or Director of International Graduate Programs (LLM and SJD students).

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.

A student who does not return from an approved leave of absence will be administratively withdrawn from the Law School.

A student who does not remain continuously enrolled and does not apply for a leave of absence will be administratively withdrawn from the Law School.

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 appropriate administrator shall consider the following:

- Why withdrawal was taken rather than leave;
- Length of time away from legal studies;
- Work experience during the withdrawal period; and
- The student's academic record.

Student withdrawals and leaves of absence are subject to the Law School's Institutional Tuition Refund Policy (see section on [Student Financial Services](#)).

Pregnancy and Delivery Policy

The information below explains the School of Law's exceptions and/or adjustments for students who are pregnant or anticipating the birth of a child.

Guiding Principles

While pregnancy, in and of itself, is not a disability under the law, certain conditions and complications that occur during or after pregnancy fall within that definition. Other conditions and responsibilities of pregnancy, while not disabilities, can be uncomfortable, time-consuming or burdensome. Additionally, the Law School recognizes that students who are not themselves the pregnant individual may still have important roles and responsibilities in the life of a pregnant

person. This policy seeks to provide each of these categories of students with options to enable them to effectively continue pursuing their education in conjunction with a pregnancy.

Applicability

Where indicated, the Law School's Pregnancy and Delivery Policy applies to a law student who is:

- Pregnant ("Pregnant Student");
- The spouse or domestic partner of a person who is pregnant ("Partner"); or
- The putative, prospective, adoptive, or legal parent or guardian of the anticipated child ("Parent").

Disclosure of Pregnancy

A Pregnant Student is not obligated to disclose a pregnancy to anyone in the Law School; however, to access the exceptions and/or modifications described in this Policy, they are required to notify the Associate Dean for Student Development of the pregnancy. Partner or Parent students are likewise obligated to disclose.

Additional documentation is unnecessary, unless the Pregnant Student requires disability accommodations not covered by modifications available under Title IX.

Exceptions and Adjustments for Pregnancy

As indicated below, law students are allowed the following benefits as an exception for pregnancy.

Partner or Parent Students shall receive the following exceptions:

- Immediate attendance consideration (students do not need to first exhaust any absences in the class syllabus) for pregnancy-related medical appointments
- Permission to schedule or reschedule examination dates to avoid conflicts with key dates within the pregnancy (e.g., the pregnant individual's surgical egg retrieval and/or implantation dates, due date, induction date, or scheduled cesarean delivery)
- Immediate attendance consideration for class absences that take place on key dates within the pregnancy, during any date of the pregnant individual's active labor, and/or any date of emergency treatment or hospitalization that is part of a continuing event directly related to or caused by complications of the pregnant individual's labor and delivery.

Pregnant Students shall receive all of the benefits permitted for Partner or Parent students, as well as the following benefits:

- Extended time on assessments to facilitate breaks during exams
- Permission to have food and drink in the exam environment
- Immediate attendance consideration for common pregnancy-related illnesses
- Extension of attendance consideration benefits post-partum as appropriate (see section on "Post-Pregnancy" below)
- Additional accommodations for high-risk, geriatric, or medically complicated pregnancy as appropriate

Extended Time for Pregnant Students

Pregnant students can receive 25% extra time to account for breaks during the exam. If a pregnant student already has extended time for another reason (such as an accommodation for disability), the extra time will be added to the student's normal extended time multiplier.

A Note on Attendance Consideration

As a condition of receiving attendance consideration, the student must work with their professors and come to agreement on a reasonable alternative for the class session(s) missed. Such an alternative should be proportionate and not overly burdensome; and may, but is not required to, include class recordings or real-time attendance via Zoom. Please note: attendance consideration does not require a professor to permit a student to participate in the course as a remote learner.

Labor and Delivery

When a Pregnant Student's anticipated delivery date coincides with or falls near an exam date, the Associate Dean for Student Development and the Registrar will work with the student to establish arrangements for completion of the exam. If a Pregnant Student begins labor earlier than anticipated or experiences false labor before an exam, the student should not begin the exam, and instead should notify the Registrar's team at lawreg@seattleu.edu of the need to reschedule the exam. In the event that a Pregnant Student begins labor during the administration of an exam, they should notify the exam proctor as soon as they are reasonably able. Such a student is allowed, but is not required, to complete the exam if they choose.

Post-Pregnancy

Should a pregnant student give birth during an academic term, they may continue to receive attendance consideration until the end of that term or the end of post-partum recovery and recuperation, whichever of these periods is longer. At the end of this period, the attendance consideration exception ends. A pregnant student who gives birth shortly prior to or soon after the start of a term may wish to consider taking a leave of absence for that term but is not required to do so. However, law students should note that at all stages of pregnancy, law students remain subject to the Law School's policy on children in the classroom, which prohibits them from bringing infants and children under the age of six to classes (see Student Handbook section on "Children in the Classroom"). As such, law students are encouraged to review their childcare options in advance and plan accordingly.

Special Considerations for Flex JD Students

In general, all of the in-person Flex JD class sessions must be completed on site in order for the Law School to remain in compliance under our acquiescence agreement with the ABA. Failure to adhere to this requirement risks the revocation of the program's accreditation. For this reason, the Law School may not permit students to earn credit for any course in which they fail to meet the in-person attendance requirement. Exceptions are permitted only in limited circumstances regarding accommodation for qualified persons with a disability under the ABA or modifications for pregnancy under Title IX, which may limit some exceptions under this policy. Students in the Flex JD program are encouraged to contact the Associate Dean for Student Development and the Flex JD Program Director for more information.

School of Law Academic Integrity Code

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. The [School of Law Academic Integrity Code](#) applies to Law School students in University courses and University-sponsored academic activities.

Law students should familiarize themselves with the code. Questions about the code may be directed to the Associate Dean for Student Development.

See the full [School of Law Academic Integrity Code](#).

Academic Regulations – Traditional & Flex JD

Degree Requirements

Credits

A student must successfully complete at least 90 credits. Students are permitted to register for only as many classes as are necessary to complete 90 law school credits.

Grade Point Average

To receive a Juris Doctor, students must achieve a cumulative grade point average of at least 2.40. Grade point is calculated using second decimal place precision: any grade point average that is x.xx5 or higher is rounded up to the next hundredth decimal place. For example, a 2.395 grade point average is rounded up to 2.40, but a 2.394 is rounded down to 2.39.

Required Courses

Students must successfully complete all required courses listed below. Additionally, all students must complete six credits of experiential learning courses.

REQUIRED COURSES FOR 1L CLASSES ENTERING 2024 AND BEYOND

In addition to the courses below, students entering as a part of the 2024 1L class and beyond are required to pass a course that is classified as meeting the law school's Law & Systemic Inequity requirement.

- Civil Procedure
- Constitutional Law I
- Constitutional Law II
- Contracts
- Criminal Law
- Evidence
- Professional Responsibility
- Property
- Torts
- Legal Writing Skills & Values I & II
- Persuasive Writing & Oral Advocacy

REQUIRED COURSES FOR 1L CLASSES ENTERING BEFORE 2024

- Civil Procedure
- Constitutional Law I
- Contracts
- Criminal Law
- Evidence
- Professional Responsibility
- Property
- Torts
- Legal Writing Skills & Values I & II
- Persuasive Writing & Oral Advocacy

Enrollment Status**Definitions for Traditional and Flex Juris Doctor Students****Full-time Status**

Fall & Spring semesters:	8 – 16 course credits*
Summer (optional):	4 – 8 course credits**

Half-time Status**(defined for financial aid purposes only)**

Fall & Spring semesters:	4 – 7 course credits
Summer (optional):	2 course credits

Less than Half-time Status**(defined for financial aid purposes only)**

Fall & Spring semesters:	3 or fewer course credits
Summer (optional):	1 course credit

**Flex JD students must receive permission to take more than 10 credits or fewer than 6 credits in Fall or Spring. When deviating from the Flex curriculum, students must complete a schedule modification form.*

***Flex JD students must receive permission to take more than 7 credits or fewer than 6 credits in Summer. When deviating from the Flex curriculum, students must complete a schedule modification form.*

Regular Academic Terms

For the Traditional JD program, a regular academic term is defined as the Fall and Spring semesters; for the Flex JD program, the Fall, Spring and Summer terms are defined as regular academic terms.

Overloads

Notwithstanding the policies below, 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. If a student enrolls in the May or August summer immersion terms, the Summer semester total will be raised to 12 credits

maximum. For purposes of calculating overload credits, January intersession courses are considered part of the Spring semester, and May and August intersession courses, including SITIE courses are considered part of the Summer semester.

TRADITIONAL JD STUDENTS

Traditional JD students seeking permission to take an overload must submit a written request to the Associate Dean for Student Development stating the reason for requesting the overload and a plan for balancing outside demands with additional course work. Overload requests will be approved only in cases where the Associate Dean finds that it is likely that the student will be able to handle the extra workload.

FLEX JD STUDENTS

The Flex JD program is intentionally designed as a part-time program. Any enrollment above 12 credits in a single semester is considered an overload. Flex JD students seeking approval to overload from the standard Flex JD curriculum must complete the Flex JD Schedule Modification Form and submit it to the Flex JD Program Director, stating the reason for the request and a realistic plan for managing the extra workload. Overloads may be approved if the program director determines that the student can successfully manage the additional credits. Students on Academic Warning and students with a GPA below 2.7 will not be approved for an overload.

Notwithstanding the above policy, Flex JD students will not be permitted to take more than 15 credits in either the Fall or Spring semester or 9 credits in the Summer semester. Flex students may also enroll in up to 3 credits in the May or August intersessions, for a maximum of 12 credits across the Summer term (Summer semester plus intersessions). Flex students that intend to enroll in more than 12 credits for more than two consecutive semesters must meet with the Flex JD Program Director to discuss their academic goals and should consider transferring to the Traditional JD program.

Underloads

Traditional JD students seeking permission to take an underload must submit a written request to the Associate Dean for Student Development stating the reason for the underload. Flex JD students seeking permission to take an underload must submit a Flex JD Schedule Modification Form stating the reason for the underload.

Permission is not required when an underload comprises the student's remaining credits to complete the degree. In all other circumstances, 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 coursework.

Academic Progress

Except in the case of a leave of absence or medical or emergency withdrawal from courses, students must successfully complete a minimum of 16 credits per academic year, and Traditional JD students must successfully complete a minimum of 6 credits in each regular academic term. Flex JD students must successfully complete a minimum of 6 credits in each Fall and Spring semester and a minimum of 4 credits each Summer semester. The 6-credit minimum does not

apply in the final semester of study. (See Student Financial Services section regarding eligibility for financial aid.)

Standard, Extended, and Accelerated Law Studies

Students may take no longer than 84 consecutive months to complete law studies. Academic progression of studies is defined as follows:

Standard Academic Progression

The standard academic progression is the recommended pace of study for JD programs at the Law School, and is defined as follows:

TRADITIONAL JD STUDENTS:

A targeted average of 30 credits earned per academic year, culminating in completion of the degree after six regular academic terms of study.

FLEX JD STUDENTS:

A targeted average of 24 credits earned per academic year, culminating in completion of the degree after ten regular academic terms of study.

Extended Academic Progression

TRADITIONAL JD STUDENTS

First-year Traditional JD students must enroll in the standard academic progression for their entire first year of studies. After completion of the first year of studies or with the written approval of the Associate Dean for Student Development, Traditional JD students may thereafter enroll in as few as eight credits in Fall or Spring semester, with a required minimum of 16 credits earned per academic year (see also the Student Financial Services section on [Allocation of At-Entry Scholarship Awards](#), for additional considerations regarding students who have been awarded scholarship funds).

FLEX JD STUDENTS

Because of the scheduling of Flex JD classes, first-year Flex JD students must enroll in the standard Flex JD academic progression for their entire first year and one-half of studies. After completion of the Fall semester of their 2L year, or with the written approval of the Associate Dean for Student Development, Flex JD students may thereafter enroll in as few as eight credits in Fall or Spring semester, with a required minimum of 16 credits earned per academic year (see also the Student Financial Services section on [Allocation of At-Entry Scholarship Awards](#), for additional considerations regarding students who have been awarded scholarship funds).

Flex JD students should note that deferring classes is likely to impact scheduling in future terms and may extend their academic progression longer than anticipated.

Accelerated Academic Progression

TRADITIONAL JD STUDENTS

After completion of the first year of studies, students who are interested in accelerating by enrolling in summer term course work may be able to complete their legal studies after the fifth regular academic term of study.

FLEX JD STUDENTS

The Flex JD curriculum is not intended to be an accelerated program of study. After completion of the Fall semester of their 2L year, or with the written approval of the Associate Dean for Student Development, Flex JD students who are interested in accelerating their academic progression may request to overload, subject to the overload restrictions described above. Flex JD students who are interested in accelerating their progression toward degree completion should consider transferring to the Traditional JD program,

Any student seeking to deviate from the standard academic progression during the first year of Traditional JD study must have prior written approval by the Associate Dean for Student Development. Anyone seeking to deviate from the standard academic progression at any point during the Flex JD program must have prior written approval from the Flex JD Program Director. (see also: [Overloads and Underloads](#)).

Cross-Enrollment or Transition Between JD Programs

From Flex JD to Traditional JD

A student who is enrolled in the first year of the Flex JD program is prohibited from enrolling in courses offered in the Traditional JD program. After successful completion of the first academic year, a student who is enrolled in the Flex JD program and desires to transition their enrollment to the Traditional JD program may petition the Associate Dean for Student Development for approval.

From Traditional JD to Flex JD

The Flex JD course progression and cohort model follow a different structure than the Law School's Traditional JD program; for that reason, Traditional JD students are generally not permitted to enroll in courses offered in the Flex JD program. A student who is enrolled in the Traditional JD program who wishes to enroll in a lighter course load (e.g., less than eight credits) generally shall not be permitted to transition to the Flex JD program; instead, that student may petition the Associate Dean of Student Development for permission to enroll in an underload (see also: [Overloads and Underloads](#)).

In rare cases where a student can demonstrate exceptional circumstances, they may be permitted to transfer from the Traditional JD program to the Flex JD program. To be considered for such a transfer, a student must: (1) have a cumulative GPA of 3.3 or higher at the time of their transfer request; and (2) demonstrate a substantial and ongoing change in circumstances that significantly impairs their ability to continue in the Traditional JD program.

A student seeking to transition from the Traditional JD to Flex JD program must submit a written petition to the Flex JD Program Director. That petition must include:

- A clear statement of the reasons for the requested transition; and
- Supporting documentation of the changed circumstances, where applicable

Petitions will be evaluated by Flex JD leadership and relevant academic deans. In addition to the student's personal circumstances, in reviewing a petition to transfer from the Traditional JD to the Flex JD program, academic leadership will consider the student's academic standing and progress, their alignment with the Flex JD course progression, and the impact on the Flex JD cohort cohesion and program capacity.

Approval of the petition is not guaranteed and will be granted at the discretion of the Flex JD Program Director, Associate Dean for Student Development, Assistant Dean for Academic Affairs, and Vice Dean for Academic Affairs, in consultation with the Registrar. If approved, the student will formally transfer into the Flex JD program and must adhere to all Flex JD policies, including course sequencing and weekend attendance expectations. If a student is granted permission to transfer into the Flex JD program, they will not be permitted to rejoin the Traditional JD program.

Academic Warning and Dismissal for Students Entering in 2024 and Beyond (Effective 2024)

A. Academic Warning

1. Students with a cumulative GPA below 2.70 after any academic term shall be placed on Academic Warning. This provision shall not apply to the summer term immediately preceding a first-year student's first fall semester of enrollment. Students with a GPA that makes it mathematically impossible to obtain a GPA above 2.4 by the end of the following term will be required to withdraw, as future enrollment would be unproductive under the Law School's dismissal policies outlined below.
2. Students on Academic Warning are subject to the Academic Enrichment Program, and pursuant to that program, the students must substantially comply with an Academic Action Plan (see section B.2). Students will be released from academic warning when their cumulative GPA rises above 2.7.

B. Conditions of Dismissal

1. INABILITY TO MAINTAIN MINIMUM GPA

Students on Academic Warning whose cumulative GPA is below 2.4 after any subsequent Fall or Spring term shall be dismissed. Students dismissed under this provision may petition the Dean for readmission. Students who are dismissed are not permitted to be enrolled in classes for the following semester, even if they are petitioning for readmission. At the time of dismissal, the student is not in good standing and is not eligible to take courses. For this reason, and because final Spring semester grades are not usually available before the start of the Summer term, students who are close to the dismissal threshold during Spring semester should carefully weigh the risks when deciding to whether to register for Summer credits, as they will need to be withdrawn from the course if they are found ineligible to continue after the release of Spring grades.

2. ACADEMIC ACTION PLANS

A student who is on Academic Warning and who fails to substantially comply with the student's Academic Action Plan will be academically dismissed. Academically dismissed students may petition for readmission pursuant to subsection C below.

- a. The Assistant Dean for Academic Excellence and Bar Success (or their designee) shall have discretion to determine whether a student has substantially complied with the student's Academic Action Plan (Plan). Should a student fail to comply with the Plan, the Assistant Dean shall inform the student of the Plan deficiencies in writing. Within two weeks of receiving notice of the student's failure to comply with the Plan, the student must provide a written explanation for the deficiencies and how the student will cure them. In considering

whether the student's failure to comply with the Plan is substantial, the Assistant Dean shall consider criteria including but not limited to the following: (1) the extent to which the student has complied with Plan provisions; (2) the facts and circumstances that have prevented the student from complying with the Plan; and (3) the student's overall academic performance. The Assistant Dean's decision on whether a student has substantially complied with the Plan is final.

- b. Students who are readmitted pursuant to the readmission policy in section C ("readmitted students") shall continue with their law studies and be placed on Academic Warning. Notwithstanding any provision to the contrary: 1) a readmitted student must achieve a term GPA of 2.7 or higher for the regular term immediately following the date the petition for readmission was granted or the readmitted student will be dismissed; and 2) a readmitted student dismissed under this subsection, or for failure to substantially comply with a Plan adopted after readmission may not petition for further readmission.

3. FAILURE TO MAKE ACADEMIC PROGRESS.

Students with a pattern of withdrawal or attendance deficiencies without good cause are subject to dismissal from the Law School.

- a. A student who is administratively withdrawn from, voluntarily withdraws from, or earns a failing grade in any course that is part of the standard first-year curriculum and 2L required courses must re-enroll in the course within one academic year. If such a student without good cause is again administratively withdrawn from, voluntarily withdraws from, or earns a failing grade in that course, or if the student fails to enroll in that course, that student shall be dismissed from the Law School.
- b. A student who fails, and/or is administratively withdrawn from three or more courses due to a failure to meet attendance requirements without good cause shall be dismissed from the Law School.
- c. Whether a student's circumstances evidence good cause for purposes of this section shall be determined by the Associate Dean for Student Development.
- d. Students dismissed under this provision may petition the Dean of the Law School for readmission (see section C below).

C. Readmission after Dismissal

An academically dismissed student who seeks readmission must petition the Dean of the Law School for readmission. The written petition for readmission must be submitted within two weeks of the date that the student receives official notification of the dismissal. In deciding the merits of the student's petition, the Dean shall consider whether readmission is in the best interests of the student and the Law School. The Dean may consider criteria including, but not limited to, the following:

- 1) The extent to which any factor that compromised the student's academic performance or Academic Action Plan compliance will no longer adversely affect the student's performance or compliance;
- 2) Evaluation of the student's potential for competent academic performance by faculty who have a basis for evaluating that potential;
- 3) The recommendation of the Assistant Dean for Academic Excellence and Bar Success; and

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

The Dean's decision on a student's petition for readmission is final.

D. Graduation

A student whose cumulative GPA is below 2.40 for the first time at the end of 90 successfully completed credits hours shall be dismissed. Students may petition the Dean for readmission for one academic term only, on probationary status. The petition will be granted if the Dean determines that the numerical average of the student's four highest grades previously received in substantive courses, if earned for the proposed additional credits of studies, not to exceed ten (10) credits, would be enough to raise the student's cumulative GPA to the level required for graduation.

Academic Warning and Dismissal for Students Who Entered in 2022 and 2023 (Effective 2016; Updated 2022)

A. Academic Warning

1. Students with a cumulative GPA below 2.5 after any academic term shall be placed on Academic Warning. This provision shall not apply to the summer term immediately preceding a first-year student's first Fall semester of enrollment. Students with a GPA that makes it mathematically impossible to obtain a GPA above 2.3 by the end of the following term will be required to withdraw, as future enrollment would be unproductive under the Conditions of Dismissal outlined below.
2. Students on Academic Warning are subject to the Academic Enrichment Program, and pursuant to that program, the students must substantially comply with an Academic Action Plan (see section B.2). Students will be released from academic warning when their cumulative GPA rises above 2.5.

B. Conditions of Dismissal

1. INABILITY TO MAINTAIN MINIMUM GPA

Students on Academic Warning whose cumulative GPA is below 2.3 after any subsequent Fall or Spring term shall be dismissed. Students dismissed under this provision may petition the Dean for readmission.

2. ACADEMIC ACTION PLANS.

A student who is on Academic Warning and who fails to substantially comply with the student's Academic Action Plan will be academically dismissed. Academically dismissed students may petition for readmission pursuant to subsection C below.

- a. The Assistant Dean for Academic Excellence and Bar Success (or their designee) shall have discretion to determine whether a student has substantially complied with the student's Academic Action Plan (Plan). Should a student fail to comply with the Plan, the Assistant Dean shall inform the student of the Plan deficiencies in writing. Within two weeks of receiving notice of the student's failure to comply with the Plan, the student must provide a written explanation for the deficiencies and how the student will cure them. In considering whether the student's failure to comply with the Plan is substantial, the Assistant Dean

shall consider criteria including but not limited to the following: (1) the extent to which the student has complied with Plan provisions; (2) the facts and circumstances that have prevented the student from complying with the Plan; and (3) the student's overall academic performance. The Assistant Dean's decision on whether a student has substantially complied with the Plan is final.

- b. Students who are readmitted pursuant to the readmission policy in section C ("readmitted students") shall continue with their law studies and be placed on Academic Warning. Notwithstanding any provision to the contrary: 1) a readmitted student must achieve a term GPA of 2.5 or higher for the regular term immediately following the date the petition for readmission was granted or the readmitted student will be dismissed; and 2) a readmitted student dismissed under this subsection, or for failure to substantially comply with a Plan adopted after readmission may not petition for further readmission.

3. FAILURE TO MAKE ACADEMIC PROGRESS.

- a. Students with a pattern of withdrawal or attendance deficiencies without good cause are subject to dismissal from the Law School.
- b. A student who is administratively withdrawn from, voluntarily withdraws from, or earns a failing grade in any course that is part of the standard first-year curriculum and 2L required courses must re-enroll in the course within one academic year. If such a student without good cause is again administratively withdrawn from, voluntarily withdraws from, or earns a failing grade in that course, or if the student fails to enroll in that course, that student shall be dismissed from the Law School.
- c. A student who fails, and/or is administratively withdrawn from three or more courses due to a failure to meet attendance requirements without good cause shall be dismissed from the Law School.
- d. Whether a student's circumstances evidence good cause for purposes of this section shall be determined by the Associate Dean for Student Development.
- e. Students dismissed under this provision may petition the Dean of the School of Law for readmission (see section C below).

C. Readmission after Dismissal

An academically dismissed student who seeks readmission must petition the Dean of the Law School for readmission. The written petition for readmission must be submitted within two weeks of the date that the student receives official notification of the dismissal. In deciding the merits of the student's petition, the Dean shall consider whether readmission is in the best interests of the student and the Law School. The Dean may consider criteria including, but not limited to, the following:

- 1) The extent to which any factor that compromised the student's academic performance or Academic Action Plan compliance will no longer adversely affect the student's performance or compliance;
- 2) Evaluation of the student's potential for competent academic performance by faculty who have a basis for evaluating that potential;
- 3) The recommendation of the Assistant Dean for Academic Excellence and Bar Success; and

- 4) The degree to which the student has exhibited those qualities essential to the effective discharge of a lawyer's professional responsibilities.
- 5) The Dean's decision on a student's petition for readmission is final.

D. Graduation

A student whose cumulative GPA is below 2.3 for the first time at the end of 90 successfully completed credits hours shall be dismissed. Students may petition the Dean for readmission for one academic term only, on probationary status. The petition will be granted if the Dean determines that the numerical average of the student's four highest grades previously received in substantive courses, if earned for the proposed additional credits of studies, not to exceed ten (10) credits, would be enough to raise the student's cumulative GPA to the level required for graduation.

Academic Enrichment Program

Requirement for Participation

The transition into the law school learning and assessment environments can be challenging. Many students benefit from partnering with the Academic Excellence and Bar Success Team as they seek to improve their academic performance. All students are welcome to meet with the Team to discuss how best to improve academic skills. Students who have received accommodations for disabilities in previous educational environments are strongly encouraged to pursue similar accommodations in law school to ensure that they are engaging in their law studies on a level playing field with their peers.

The Law School's empirical studies of students' academic and bar exam performance has revealed that those students who have a cumulative GPA below 3.0 after their first fall semester tend to struggle academically and have a reduced chance of passing the bar exam on their first attempt. To ensure that students in this cohort have access to the academic support resources they need, any student with a cumulative GPA below 3.0 after the end of Fall or Spring semester of their first or second year must participate in the Academic Enrichment Program, which requires meeting with the Academic Excellence and Bar Success Team to generate and execute an Academic Action Plan.

Once semester GPAs are reviewed, a registration hold will be placed on any student subject to the Academic Enrichment Program. This hold will be removed upon successful completion of two-thirds of the expected meetings.

Failure to Comply with Policy

A student who fails to comply with this policy must meet with the Vice Dean for Academic Affairs and explain why the student has failed to comply and how the student will rectify the failure. At the discretion of the Vice Dean, inability to timely remedy the failure may result in consequences such as: restrictions on course selection beyond those mandated by the Bar Success Prescribed Curriculum; limits on the number of experiential learning credits the student may take; and limits on participation in study-abroad programs.

Release from Policy

A student may petition the Vice Dean for Academic Affairs for release from this policy, upon a showing of a substantial improvement in the student's academic performance in required and/or bar tested courses. In addition to the merits of the student's petition, the Vice Dean shall solicit and consider the Academic Excellence and Bar Success Team's recommendation regarding whether the student should be released from the policy and any other recommendation the Vice Dean considers necessary.

Bar Success Curriculum

In addition to the upper-level required curriculum, students with a cumulative GPA below 3.00 at the completion of the first-year curriculum must complete the Bar Success Curriculum (BSC). Flex students complete the first-year curriculum during Fall of their 2L year.

The BSC is comprised of the for-credit bar preparation courses listed above—Enhanced Analytical Skills, which students must take before completing 60 credits, and Legal Analysis for the Bar Exam and Legal Reasoning & Writing for the Bar Exam, which students must take during their last semester of law school.

PREPARING FOR SUCCESS ON THE NEXTGEN UNIFORM BAR EXAM

Washington State began administering the NextGen version of the Uniform Bar Exam (UBE) in July 2026. The NextGen UBE assesses topics covered in the first-year and upper-level required curriculum. In addition, the NextGen UBE will test topics taught in Business Entities, Criminal Procedure, Family Law, and Trusts and Estates and will also assess a set of practice-oriented foundational skills, many of which are currently covered in the required first-year and upper-level curriculum.

In preparation for the NextGen UBE, the Academic Excellence and Bar Success Team strongly recommends all students take Business Entities and encourages students to include Criminal Procedure (Investigative or Adjudicative), Family Law, and Trusts and Estates as part of their upper-level curriculum. Students seeking to enrich their understanding of Contracts should take UCC Sales; those looking to deepen their understanding of Property should take Real Estate Transactions.

The Law School offers three for-credit bar preparation courses designed to help students prepare for the NextGen UBE, each of which covers bar-tested foundational skills and strategies for responding to the NextGen UBE question formats. The courses include Enhanced Analytical Skills (2 credits; focused on responding to performance task questions), Legal Analysis for the Bar Exam (2 credits; focused on responding to stand alone multiple-choice questions), and Legal Reasoning and Writing for the Bar Exam (3 credits; focused on responding to integrated questions and performance-task questions). The Academic Excellence and Bar Success Team welcomes the opportunity to meet with students to discuss their upper-level course selection and preparation for the bar exam. Students can reach the team at AcademicExcel@seattleu.edu.

MODIFICATION TO OR RELEASE FROM POLICY

A student may petition the Vice Dean for Academic Affairs to modify this policy if application of the policy would prevent the student from participating in an academic program that would be in the student's best interests. At a minimum, the student's petition should: (1) Identify the academic

program the student wishes to participate in; (2) Explain the policy modification sought; (3) Explain how the modification is in the student's best interests; (4) Include a recommendation from the Academic Excellence and Bar Success Team; and (5) Include any other information the Vice Dean deems necessary.

A student may petition the Vice Dean for release from this policy, upon a showing of a substantial improvement in the student's academic performance in required and/or bar tested courses. At a minimum, the student's petition should: (1) Explain why release from the policy is in the student's best interests; (2) Include a recommendation from the Academic Excellence and Bar Studies Team and (3) Include any other information the Academic Dean deems necessary.

Clinical and Externship Credits

Students may take a combination of clinical and externship courses subject to the following cap: 21 credits for students with a GPA in the top half of the class, and 15 credits for students with a GPA in the lower half of the class. Students in the lower half of the class may be able to take up to 21 credits with a Bar Success Plan developed with the Academic Excellence and Bar Success Team and approval by the Associate Dean for Student Development. For Flex JD students, this decision will be made in consultation with the Flex JD Program Director.

Independent Study

Students may pursue an Independent Study for the following reasons:

- Pursue a specialized topic in greater depth than ordinarily achieved in a class;
- Work with a faculty member one-on-one;
- Work with a faculty member because of their expertise;
- Complete a scholarly research and writing project under supervision; or
- 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 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, but is not limited to:
 - a. Topic statement and description of the project;
 - b. Statement of the student's objective in pursuing the Independent Study;
 - c. Mutually agreed upon weekly meeting schedule (regular day and time); and
 - d. Presumptive deadlines for completion of:
 - Topic development
 - Consultation with assigned librarian
 - Bibliography
 - Thesis statement
 - Research plan

- Outline
 - Draft(s)
 - Final Paper Deadline
2. 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.
 3. 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.
 4. 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. Exceptions to the 2-credit limit may be made by the Vice Dean for Academic Affairs upon a showing that the scope of the project justifies the awarding of one additional credit.
 5. 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 Vice Dean for Academic Affairs for approval.
 6. 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.
 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 Development 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.

Students on Academic Warning must have the approval of the Vice Dean for Academic Affairs in order to register for an Independent Study.

Courses Taken Outside the Law School

Limit on Transfer Credits

JD students are limited to transferring in no more than 30 credits, which is one-third of the total number of credits required to graduate from the Law School. All students must complete a minimum of two-thirds of their credit requirements at the Law School in order to receive a degree from Seattle University School of Law. *Pursuant to ABA rules, under no circumstances may students receive retroactive credit for courses completed prior to law school matriculation.*

Study at Other Law Schools

PROCEDURES

Students considering attending another law school must complete a petition to study away, available from the Registrar's Office. 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.

The Law School will not accept the transfer of any credits from any other law school unless the Associate Dean for Student Development has approved both the program and the courses for which a student plans to register prior to the start of any coursework for which transfer credit is desired.

SUMMER STUDY: DOMESTIC INSTITUTIONS OUTSIDE OF WASHINGTON STATE

Students with a minimum grade point average of 2.40 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.

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.

SUMMER STUDY ABROAD

The Law School will accept up to six credits from summer study abroad programs accredited by the ABA. Courses taken through summer abroad programs may be duplicative of courses offered at the Law School (provided the student has not already taken the course). However, courses taken through a study abroad program may not satisfy required courses.

Students who are subject to an Academic Action Plan must have the permission of the Academic Excellence Team in order to participate in a summer study abroad program.

STUDY AT OTHER LAW SCHOOLS DURING FALL AND 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. Permission will only be given upon a showing of compelling circumstances that would impose a substantial burden on the student that cannot be accommodated to any significant degree by the student remaining at Seattle University School of Law. Compelling circumstances do not include the desire to obtain a job in another locale, or the desire to study in another domestic locale. A written petition to visit away should be submitted to the Associate Dean for Student Development 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(s) do not duplicate or are 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, unless noted on transcript that a “pass” is a C or better or the Associate Dean for Student Development has granted a waiver. Students may not receive transfer credit for 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. 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. *Pursuant to ABA rules, under no circumstances may students receive retroactive credit for courses completed prior to law school matriculation.*

Other Seattle University Graduate Departments

JOINT DEGREE PROGRAMS

Students who participate in the Joint Degree program (earning a JD along with an approved master’s degree) must complete at least 78 credits at the Law School and will receive 12 transfer credits upon completion of the master’s degree. Students must receive a “B” or better in the graduate courses to receive the transfer credits. Neither the Law School nor the University will post a student’s joint degree until both degrees are completed. Law School students may not start a joint degree program if they will complete more than 50% of their law studies before starting the master’s program. The Law School will not allow a student to begin as a joint degree student if that student will have completed more than 50% of their master’s degree before starting law school.

Joint degree students must adhere to all credit limits set forth for all law students. Pursuant to ABA Standard 311, students can only complete 26 out-of-the-law-classroom credits towards the Juris Doctor degree. The 12 transfer credits from the masters’ programs count towards this limit leaving only 14 credits available for externships, journals, and competitions.

Cross Registration
Law students who have completed at least 30 credits may transfer up to 6 quarter credits (4 semester credits) from graduate level courses taught at the University towards their JD degree. Eligible students must have a minimum grade point average of 2.40 and must meet the prerequisite requirements for the course or receive permission from the faculty member teaching the course. For the credits to transfer in, students must earn a “B” or better. Students should submit a written request to the Associate Dean for Student Development that sets forth how the course enhances their academic work at the Law School. Flex JD students must consult with the Flex JD Program Director for approval before submitting a request to Associate Dean for Student Development. Grades received in these 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 completed prior to law school matriculation.*

Grading

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. A student’s yearly GPA includes only classes completed during the academic year and may differ from the cumulative GPA.

Graduation Honors are as Follows:

Top 2% of the Graduating Class	Summa Cum Laude
Top 10% 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 August 2026, December 2026, and May 2027 Graduates, the grade point cut-offs will be as follows:

Cumulative GPA of 3.95 to 4.33	Summa Cum Laude
Cumulative GPA of 3.76 to 3.94	Magna Cum Laude
Cumulative GPA of 3.47 to 3.75	Cum Laude

Incomplete Grades

An incomplete grade will be awarded in the following instances only:

- 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 Development, after consulting the faculty member, will make alternative arrangements.
- A grade of "incomplete" will not be given in a course except in extraordinarily compelling circumstances. Where the grade in a course is based on work other than a final examination, such circumstances must be demonstrated to the satisfaction of the professor involved.

A student who receives permission to receive a grade of "incomplete" in a course must complete substantially the same requirements which the other students in the course fulfilled, to the satisfaction of the professor involved, by the end of the next full semester, or the grade of F may be entered for the course.

Anonymous Grading

All examinations 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 Vice Dean for Academic Affairs.

The anonymous grading system promotes objective grading and encourages free interchanges in class between faculty and students.

Grade Curves

In all first-year courses, except for 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%

Failing Grades

GENERAL PROVISION

Grades of “F” and “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. 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.

COMPUTATION OF FIRST-YEAR FINAL COURSE GRADES

If a student receives a failing grade in either semester of a year-long first-year 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).

Final Examinations

Scheduled Examinations

Unless written permission is received from the Associate Dean for Student Development, through the conflict resolution process or special appeal, 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.

Final Examination Scheduling Conflict Resolution Rules

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 some limited cases, rescheduling exams for the week after the end of examinations may be necessary.

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

Take-Home Examinations

Faculty may choose to give a take-home examination. In first-year and Flex JD 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.

Upper division take-home examinations for non-Flex courses must be distributed to students on the last regularly scheduled class day in which the class 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. Students may turn take-home exams before the due date.

Exam Anonymity

Because final examinations are graded anonymously and grades for the examination are reported anonymously (see also section on [Class Attendance](#)) **contact with professors during exams should be avoided at all cost in order to protect the anonymous grading system. All arrangements for rescheduling exams are handled through the Office of the Associate Dean for Student Development in conjunction with the Exam Coordinator in the Office of the Registrar.**

Academic Integrity Code

It is a violation of the Academic Integrity Code knowingly: 1) to give, seek, or receive information, answers, or solutions to assessments, including, but not limited to, examination questions; 2) having taken a graded assessment, to divulge questions or answers or comment upon the substantive nature of the assessment under circumstances in which it is reasonable to believe that a person learning of the statements could use the information to improve their performance on the same assessment; 3) to use resources not authorized by the faculty member, including generative artificial intelligence; 4) without the faculty member's permission, either to discuss a take-home graded assessment with another person or to work with another person on a take-home assessment; 5) to violate any other rules established to ensure the integrity of the graded assessment; or 6) except when authorized by a faculty member, to enter a faculty office, administrative assistant area, or other area with the intent to obtain a copy of a graded assessment. To report an alleged violation of the Academic Integrity Code, a written, signed request for an investigation should be submitted to the Vice Dean for Academic Affairs or Associate Dean for Student Development.

Academic Regulations – LLM & SJD

For more information regarding the academic regulations for the LLM and SJD programs, please consult their respective academic handbooks.

Academic Regulations – MLS

For more information regarding the academic regulations for the Master of Legal Studies (MLS) programs, please consult the MLS handbook.

Academic Resources and Services

Academic Excellence and Bar Success Team

Vision

The Academic Excellence and Bar Success Team will diversify the legal profession, empower law students to accomplish their personal best in law school, and lead graduates to first time bar passage.

Mission

The Academic Excellence and Bar Success Team

- Provides access to legal education for underrepresented populations through the Access Admission Program, historically known as the ARC (Academic Resource Center).
- Delivers the resources and guidance necessary for all students to acquire the skills they need to succeed in law school and to pass the bar exam on their first attempt.
- Supports faculty efforts to enhance student learning and bar passage.

Academic Excellence

The Academic Excellence and Bar Success Team provides resources that will enable students to achieve their academic and professional goals.

Foundations of Law Study Course

During their first year of law school, all students will take Foundations of Law Study, a one-credit pass/fail course taught by the Academic Excellence Team. The course will build upon the academic mindsets and skills introduced during Orientation and will develop the skills in the context of the students' coursework.

Individual Conferences

The Team is available to meet with students on an individual basis to help develop study plans that will increase success in law school. Individual study plans can help students with time management, study strategies, and learning techniques. Students can contact the Team at AcademicExcel@Seattleu.edu.

Academic Excellence and Bar Success Team Contact Information

Jeff Minneti

Assistant Dean for Academic Excellence and Bar Success and Professor of Law
minnetij@seattleu.edu

Isabel Freitas Peres

Director, Bar Success Program and Adjunct Professor of Law
freitasi@seattleu.edu

Megan Motley

Associate Director, Academic Excellence and Bar Success and Adjunct Professor of Law
motleym@seattleu.edu

Melinda Moss

Assistant Director, Academic Excellence and Bar Success and Adjunct Professor of Law

mmoss@seattleu.edu

The Law School's Bar Success Program supports students and graduates throughout their studies to prepare them for success on the bar examination. The Academic Excellence and Bar Success Team hosts regular workshops focused on helping students prepare for the bar exam, and the team is available for individual meetings to discuss questions about the bar application and bar preparation. In addition, the Law School offers three for-credit bar preparation courses, described below.

Enhanced Analytical Skills

This two-credit graded course will refine the academic skills and mindsets necessary for success in law school, on the NextGen UBE, and in law practice. Drawing upon substantive law from bar-tested topics, students will work through a series of closed universe, client-centered problems and generate work products, such as a demand letter, advice letter, client affidavit and explanatory memo, and a bench memo.

Legal Reasoning and Writing for the Bar Exam

This three-credit graded course focuses on building the analytical, writing, and organizational skills necessary to enhance a student's ability pass the Washington State Bar Exam. The course provides strategies for learning bar-tested substantive content and for responding to the bar exam's three question formats—multiple-choice, essay, and performance test. In addition, the course provides multiple opportunities to engage in hands-on practice with the question types.

Legal Analysis for the Bar Exam

This two-credit graded course will provide an opportunity for students to review and refine their knowledge of substantive doctrinal law arising from subjects tested in multiple-choice questions on the Bar Exam. This course will also help students develop essential strategies for efficiently and accurately responding to multiple-choice questions.

Supplemental Bar Preparation Program

The Supplemental Bar Post-Graduation Preparation Program is offered in the winter and summer. The Program has three components: structured study sessions, exam practice and review, and individual counseling. The Supplemental Program is not intended to replace students' commercial bar preparation courses, but rather to supplement those courses and provide assistance in a more individualized manner.

Bar Prep Counseling

The overall mission of the Bar Success Program is to offer assistance regarding the bar exam and bar licensing process to students throughout law school and upon graduation. Students are encouraged to meet one-on-one with the Director of the Bar Success Program to discuss their bar application, character and fitness questions, time and stress management strategies, and study and test-taking skills.

Access Admission Program

The Access Admission Program, historically known as the Academic Resource Center or ARC, uses inclusive admissions practices to increase access to legal education and the legal profession.

Diversity

Consistent with Seattle University's social justice mission, the Access Admission Program provides a pathway to a law degree for students from disadvantaged and underrepresented communities. Students admitted to the program demonstrate potential for success through their grit, intellectual curiosity, and the ability to overcome barriers, qualities which are not necessarily reflected by grades and test scores.

Inclusive Admissions

Inclusive admissions practices recognize that statistical indicators may not always be accurate predictors of success in law school and the legal profession. The Access Admission Program holistically reviews applications of diverse or non-traditional law students to identify characteristics that indicate they will become valuable additions to the law school community and the legal profession.

Bar Examination Information

General

Students should check with the state bar association of the jurisdiction in which they expect to sit for the bar examination to confirm all applicable deadlines and requirements. Students should also be aware that some jurisdictions will not adopt the NextGen version of the UBE until 2028, so they should confirm which examination their jurisdiction will administer and any jurisdiction-specific eligibility or admission requirements. The National Conference of Bar Examiners website provides information about requirements for each jurisdiction and is available at <http://www.ncbex.org/>. The Bar Success Program website also provides jurisdiction-specific information. Students are not certified as law school graduates eligible to sit for the bar examination until all grades have been submitted and all law school graduation requirements have been satisfied.

Washington State Bar Examination

Washington State has adopted the NextGen version of the UBE and administered it for the first time in July 2026. Below, you will find more detailed information on the NextGen UBE exam. Students should also review the description of the Bar Success Curriculum provided in this handbook.

The NextGen UBE is a product of the NCBE's legal profession practice analysis, which examined what newly licensed lawyers need to be able to know and do to provide minimally competent legal services. The NCBE's NextGen UBE website includes current information on the exam's content and scope and jurisdictions that have adopted it. You can reach the site here:

<https://nextgenbarexam.ncbex.org/>.

The NextGen UBE

The NextGen UBE will test four "foundational" sets of skills (1) Issue Spotting and Analysis, Investigation and Evaluation; (2) Client Counseling and Advising, Negotiation and Dispute

Resolution, Client Relationships and Management; (3) Legal Research; and (4) Legal Writing and Drafting.

The exam will assess students' knowledge of 8 topics:

- Business Associations and Relationships
- Civil Procedure
- Constitutional Law
- Contracts
- Criminal Law and Constitutional Protections for the Accused
- Evidence
- Real Property
- Torts

The NCBE will add Family Law to the list of topics, starting with the July 2028 administration of the exam. From July 2026 to February 2028, the NextGen exam will include integrated and performance task questions in the context of Family Law and Trusts and Estates. Additionally, because issues of professional responsibility frequently arise in the execution of the second group of skills related to client management, the NCBE will also assess selected model rules of professional conduct.

In preparation for the NextGen Bar Exam, students should review the Bar Success Curriculum materials provided in this handbook as they plan their upper-level curriculum.

Current NextGen Exam Format

Approximately 49% Multiple-Choice Questions

- Stand alone fact patterns
- 4-6 answer choices
- Single-select (one correct answer from among four choices)
- Multiple-select (two correct answers from among six choices)
- Variety of questions will increase over administrations of the exam

21% Integrated Questions

- Common fact pattern, coupled with legal materials and factual materials
- Multiple-choice questions
- Short answer questions
- Editing and drafting questions
- Client counseling and dispute resolution questions

30% Two Closed-Universe Writing Tasks

- One will include multiple-choice questions, short answer research-based questions, and a writing task.
- The other will be a more traditional performance test described above. It will include legal materials, facts, and tasks. NCBE has signaled that Family Law, Administrative Law, and Trusts and Estates may form the basis of these closed universe questions.
- One of the three performance tasks will focus on legal research. The NCBE has also signaled that Trusts and Estates and Family Law are likely to be topics addressed in performance tasks.

The NextGen UBE is an entirely paperless exam, which students will take with their laptops. Throughout their law school experience, students should practice with e-reading under timed conditions. Should the opportunity arise, students should select a laptop that provides a strong and fast processor and large screen.

The Multistate Professional Responsibility Examination (MPRE)

The Multistate Professional Responsibility Examination (MPRE) is administered by the NCBE and is given in August, November, and March each year. The MPRE is based on the law governing the conduct of lawyers, including the disciplinary rules of professional conduct currently articulated in the ABA Model Rules of Professional Conduct, the ABA Model Code of Judicial Conduct, and controlling constitutional decisions and generally accepted principles established in leading federal and state cases and in procedural and evidentiary rules. The MPRE scaled score is a standard score.

Standard scaled scores range from 50 (low) to 150 (high). Each jurisdiction will set its own passing score. The required score in WA is 85. The MPRE consists of 60 multiple-choice questions. There are 50 scored questions and 10 non-scored pretest questions. The examination is 2 hours in length and may be taken while in law school.

Please see the NCBE webpage, <http://www.ncbex.org/>, for an overview of the examination components, subject matter outlines, sample exams, and more information about state bar licensing requirements.

Students may take the MPRE up to 3 years prior to or up to 40 months after taking the NextGen UBE Bar Exam. The Bar Success Team recommends taking the MPRE after students have completed Professional Responsibility, and if possible, in August following their completion of their 2L courses.

If there are further questions regarding the bar examination process, please contact Bar Success Program Director Isabel Freitas Peres at freitasi@seattleu.edu.

Externships

Purposes of the Externship Program

In the Externship Program at Seattle University School of Law, JD, Flex JD, LLM, MLS, and SJD students can gain a practical perspective on legal learning by working with a judge, in-house counsel, attorney in a government agency, policy analyst for legislative affairs, or attorney in a non-profit organization. To gain the skills, knowledge, and values necessary to enhance the learning experience, all students are required to participate in an externship seminar. Six externship seminars (Civil, Criminal, Government Attorney, In-House Counsel, International, and Judicial) are offered in fall, spring, and summer semesters. One additional seminar (Legislative) is only available in the spring semester. A student may enroll in each seminar only once. In addition to the 1-credit (part-time externships) or 2 credit (full-time externships) graded seminar, students earn credits for their work at the site on a pass/fail basis. The number of hours worked determines the number of credits earned.

Externships allow students to engage in social justice work, pursue a diverse set of individualized career paths, and gain knowledge, skills, and values throughout law school. The structured externship experience includes workloads agreed to in advance by the sponsoring entity, the school, and the extern to assure a clear educational benefit to the extern and a meaningful contribution by the extern to the work of the sponsor. Externship credits are charged at the same rate as for other law school courses.

Earning Externship Credit

The Externship Program registers students for the seminar and the credits for the placement once the student has filled out and meets the requirement on the externship application form, has been offered a place at the site, and there is space in the seminar. Students earn credits by working at their site and are free to volunteer for extra time at the site if they wish.

Eligibility for Part-Time Externship Credit

Traditional JD students who have completed the first year of law school are eligible to apply for part-time externships starting the summer after their first year, assuming they have completed a specific site's course pre-requisites or co-requisites. Flex JD students will be eligible for externships beginning the spring semester of their second year, assuming they have completed the entire 1L curriculum and any additional specific site's course pre-requisites or co-requisites. Additionally, Flex JD students must receive approval from the Flex JD Program Director before applying for externships. Please note that some sites require that students be in their third year of law school and/or be Rule 9 eligible. LLM, MLS, and SJD students must check with their Program Administrators regarding their eligibility to earn externship credits.

Eligibility for Full-time Externship Credit

Full-time externship credit is available in fall or spring semester to Traditional JD students who have completed 60 hours of law school credit (54 hours of credit for Flex JD students) and are in the top 50% of the class. Exceptions to this rule are available with a Bar Success Plan developed with the Academic Excellence and Bar Success Team and approved by the Associate Dean for Student Development. Students must develop a Bar Success Plan and are encouraged to meet with the Academic Excellence and Bar Success Team early since they will usually be unable to take bar-tested courses while enrolled in full-time externships.

Summer Semester. Full-time externship credit is available in the summer semester to Traditional JD students who have completed their first year of law school. Full-time externship credit is available to Flex JD students who have completed their second-year spring semester, with the approval of the Flex JD Program Director. Students are eligible to earn full-time credit in the summer without regard to their place in the class. LLM, MLS, and SJD students must check with their Program Administrators regarding their eligibility to earn externship credits.

Externship Sites

Sites where students may do both part-time and full-time externships are posted on the Externship Program's website at <https://law.seattleu.edu/academics/lawyering-skills-training/live-client-experiences/externships/>. These sites include government offices, non-profit law-related organizations, and in-house counsel positions. Students may also participate in judicial externships working directly with judges in state trial court, tribal court, federal district court,

federal and state courts of appeal, bankruptcy court, and a variety of administrative and international tribunals. Seattle University Law School does not have externships at for-profit law firms unless they have a contract to provide government services, such as prosecution, criminal defense, or representation in dependency cases.

Externship Course Requirements

1. Work at Externship Site

During the fall and spring semesters, students must work two and a half hours for every credit hour at the externship site throughout the fourteen-week semester. During the summer semester, students must work approximately four and a half hours for every credit hour at the externship site throughout the eight-week semester. Students should develop a regular weekly work and meeting schedule with their field supervisors. Part-time externship students finish their externships on the last Thursday of the semester. Traditional JD students finish their externships on the last Friday of the semester. Students must attend the intensive and externship seminar classes to earn credit. Students may only earn credit for hours they have worked at the site during the semester but are free to volunteer their time before and after the semester if they wish.

2. Participation in Reflection

Each extern must engage in reflection about the legal work, issues of access to justice, their professional development, the learning process, and their ability to address racism, bias, and cultural competence. Entries must be submitted periodically and in a format designated by the faculty supervisor. These reflections may include the students' activities, progress toward stated goals, and their observations, thoughts and reactions to their work and the workplace. Students will be provided with specific questions and directions about the content of these reflections from their faculty supervisor during their externship. By engaging in reflection, externs focus on the intellectual, tactical, and interpersonal processes of lawyering and chronicle the development of legal skills, values, and knowledge during the externship.

3. Completion of Assessments

The student and the externship supervisor will also participate in an initial self-assessment of skills and values, regular feedback meetings, and the completion of assessment, goal setting, and supervisor agreement forms at the beginning, middle and end of the semester. These forms help students to analyze and understand the work done, the process of completing goals, the concept of professionalism, and the various dimensions of the externship learning experience. These forms also incorporate Seattle University Law School's compliance with the ABA Standards on Legal Education. Forms detailing responsibilities during the externship will be signed by the site supervisor, the student, and the faculty member.

4. Written Work

Along with the written reflections, externs earning full-time credit are required to submit a 15 to 20-page research paper. Requirements of the paper will be designated by the faculty supervisor.

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 in Externship Seminar

In addition to the time spent at the externship site, students in an externship will be enrolled contemporaneously in an Externship Seminar which includes an intensive day-long seminar at the beginning of the semester and sessions throughout the semester. Students are expected to attend seminar sessions, read assigned materials, and complete assigned projects. Students who enroll in an externship at a distance too far to travel to campus are required to participate in the externship seminar via audio/video conferencing. They are also required to complete assessments, reflections, and time sheets.

Academic Credit and Grading

Part-time externships for all students are offered for 2 to 11 credits in the fall/spring semesters and 2 to 6 credits in the summer semester. Full-time externships are offered for 12 to 15 credits in the fall/spring semesters and 7 to 8 credits in the summer. Traditional JD 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 credit maximum on experiential learning credits. Students in the top half of the class have a 21-credit cap. Students in the bottom half of the class will have a 15-credit cap but may be approved to do up to 21 credits with a Bar Success Plan developed in consultation with the Academic Excellence and Bar Success Team and approved by the Associate Dean for Student Development. Students may not participate in an externship at the same site for more than one semester unless they are learning a different set of skills the second semester and they have received approval from the Externship Director. This will not be approved if the student has already taken the appropriate externship seminar as no student may take the same externship seminar twice. Students may not take two different externships or an externship and a clinic during the same semester. All externship credits count toward the law school's 15 or 21 credit limitation on experiential credits, which includes 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 part-time externship and two credits of the full-time externship will be graded by the seminar instructor based upon factors determined by the faculty member teaching the seminar. These criteria may include attendance, professionalism, the quality of the student's participation, the timeliness and quality of reflection, the quality of any student presentation, the site supervisor's evaluation of the student's work, and the completion and quality of other assignments. Students will receive a letter grade for these 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

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 externship. Information regarding the specific application procedures and registration deadlines for approved externship sites is available at <https://law.seattleu.edu/academics/lawyering-skills-training/live-client-experiences/externships/>.

NOTE: 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 and to ensure students have time to submit applications and be offered a position in time to be registered for class. Students interested in these opportunities are encouraged to meet with the Externship Program Faculty in their first year of law school or as early as possible.

A student interested in participating in an externship should check the [database for approved externship sites](#) and contact the Externship Program staff to make an appointment to meet with the Externship Faculty.

The applicant must then complete and submit to the Externship Program the following documents: the online [Externship Application Form](#) (including the Externship Agreement which describes student eligibility for externships), a current resume, and a cover letter for a minimum of three site(s) selected (<https://law.seattleu.edu/academics/lawyering-skills-training/live-client-experiences/externships/apply/>). Students can submit the cover letter for their top choice first. In signing the agreement form, students certify that they meet all the qualifications and are eligible for participation in the proposed externships. 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 Externship Program staff as soon as possible but no later than the deadline for the desired semester posted on the website. Program staff 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 contact the Externship Program staff, who will register the student for the externship and corresponding externship seminar.

The Externship Seminars have an enrollment cap of 16 students each semester. Once the class is full, no other students will be enrolled. Those students who have been offered an externship on their own should contact the Externship Program as soon as possible to determine if they can be approved to receive credit. Those wishing to enroll once the seminars are filled will have the option to delay their externship until a future semester or volunteer at the site without credit. Students may only be enrolled in each seminar once.

Application Procedure for Externships at New Sites

Students are encouraged to apply for externships at the sites that have already been developed and approved by the law school. However, a new externship site proposed by an individual student may be approved. Criteria considered for such approval include:

- Whether similar opportunities are already available at existing sites;
- Whether the proposed externship site is appropriate for on-going externship placements or is a project-specific or otherwise finite placement;
- Whether the proposed externship contributes to the student's skills and values development as well as career advancement; and
- Whether the student has provided the Externship Faculty with sufficient lead-time to fully review and investigate the proposal. Generally, this review will include consultation with the proposed supervising attorney, 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 one month before the start of the student's intended externship semester.

Once the student has received notice from the Externship Faculty that the externship site has been approved, the student must follow the application procedures set forth above. If the site has already offered the position to the student, no new application process is needed, but the student must forward a written confirmation that the position has been offered and must also fill out the online [Externship Application Form](#).

Registration

Externship Program staff will register the successful applicant for both the on-site externship and the corresponding externship seminar. Students cannot register themselves. The Externship Faculty or Program staff will certify to the Registrar that those students have properly applied and been approved for externships.

Curricular Practical Training (CPT)

If you are a student with an F-1 visa, you may be eligible for Curricular Practical Training (CPT), which will allow you to do a paid or unpaid externship. Please let the Externship Program know you are interested in CPT when you are applying for sites. You must be registered for an externship credit and obtain approval from your academic department before the International Student Center can authorize your CPT. **An externship, approved by the Externship Program, is the only CPT route for Law School students; Independent Study paired with an internship will not be accepted.** The Externship Program Faculty will send a letter that includes: the externship employer; location of employment; job title; dates of employment; number of hours of work per week; indication that the externship is an integral part of the curriculum; course catalogue numbers; objectives for the externship; number of credits, course number; and the name of the sponsoring faculty member. Read more about [Curricular Practical Training](#).

Compensation

Seattle University School of Law's Externship Program allows paid externships at existing sites. Third-party grants, stipends, scholarships, and direct payments by the site are all allowed. This includes the Public Interest Law Foundation (PILF) grants and Judicial Intern Opportunity Program (JIOP) fellowships. Funds to help with travel or cover other incidental costs are also allowed.

The policy includes measures to ensure that standards regarding observation, training, and feedback are maintained; research has found these opportunities have declined slightly in paid positions offered through other law schools.

For sites that can pay, the following processes will apply:

- Field placement supervisors will sign agreements ensuring that educational goals remain the priority during the externship experience.
- The Externship Program will continue to collect data to ensure that program goals are met.
- **Important Note. Students receiving pay will not be required to earn credit and sites where students can earn credit will not be required to pay them.**

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. An additional faculty member is employed by the Program as an Associate Director. The Externship Faculty will be assisted by staff members, designated as Externship Program staff.

Standards for the Creation of Externships

The Externship Faculty will develop and approve externships, with a goal of establishing externship opportunities in a wide range of subject areas. 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 and values, to learn new ones, and to integrate legal theory with legal practice in a disciplined and self-aware manner. The extern will be 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. Externships may not duplicate any student's previous law-related experience, including compensated or uncompensated work.

Full-time externships can be approved at any site if the quality of both the legal experience and the supervision 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, extern and faculty member sign a written agreement detailing these responsibilities each semester. 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 or as a qualified supervisor (with approval by the Externship Director) 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; and
- Perspective on the legal and social justice implications of the work being done; the connection of the work to the case involved, similar cases or more general legal issues; ethical considerations; and 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 and is expected to comply with the requirements set forth above.

The field supervisor and student must submit to the law school an initial assessment/work plan, 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 Faculty as needed.

Faculty Supervision

Each student extern will also 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 reflection and written work and conducting and grading the classroom component of the externship. Either the adjunct faculty member teaching the seminar, or the Externship Faculty will oversee the work of the student extern at their 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 adjunct faculty supervisor and Externship Faculty will play an active role in resolving them. Finally, the faculty supervisor will certify that the externship has been properly completed.

Law Library

The Seattle University Law Library's mission is to "provide the highest quality information resources and services" to support law students, faculty, and staff.

There are five full-time law library faculty with both a Master of Library Science and a JD, and four highly experienced paraprofessional library staff. Together, [the law library team](#) provides a full range of [information services](#) and resources to meet law students' needs, including research and instruction, resource circulation and sharing, and resource acquisition and management.

The law library offers access to a variety of print materials and electronic resources. We collect a print copy of each required casebook. You can find resources in the [catalog](#). We have print and [online study aids](#). The law library provides access to Westlaw, Lexis, Bloomberg, Hein Online, the Digital Library, and numerous other [databases](#). If you need a password for Westlaw, Lexis, Bloomberg Law, or CALL, please email lawreference@seattleu.edu. If the law library does not have what you need, you can check out the Lemieux Library's [resources](#) and [databases](#). Materials not available at the law library or Lemieux Library may be requested through either [Summit](#) or [interlibrary loan](#). The law library occupies four floors of Sullivan Hall (Court, 2nd, 3rd, and 4th) in an inviting environment. Throughout the library, there is a wide variety of individual study spaces and group [study rooms](#).

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

- 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 silent floor)
- Do not leave personal belongings unattended in the library
- Do not engage in exclusive possession (homesteading) of carrels; unattended materials will be confiscated when left for extended periods of time

If there is a concern, please contact library personnel at the circulation desk 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.

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 <https://law.seattleu.edu/library>.

Library Hours – Academic Year

Check the Law Library website for hours: <https://law.seattleu.edu/library/about-us/hours/>

Library and reference hours will vary during exam periods, holidays, and summer. Notice of any changes will be posted at the circulation desk and on the Law Library website.

Student Services

Administrative Office Hours

Admission, Business Office, Event Planning, Flex JD, Master of Legal Studies, Registrar, and Student Financial Services (Sullivan Hall 209)

The Administrative Offices (Admission, Business Office, Event Planning, Flex JD, Master of Legal Studies, Registrar, and Student Financial Services) are located on the second floor of Sullivan Hall 209.

Office Hours

Monday – Friday 9:00 a.m. to 4:30 p.m.

Technology (Sullivan Hall 311)

The Technology Services-Helpdesk is in Sullivan Hall 311. Students may also contact the Law School technology staff at lawtech@seattleu.edu. (See also the section on [Technology](#) under Student Services.)

Office Hours

Monday – Friday 9:00 a.m. to 6:00 p.m.

Access to Justice Institute (ATJI)

A Lifetime of Service Starts Here

The Access to Justice Institute inspires and equips all law students to embrace public service throughout their legal career and advance justice in the communities they serve.

ATJI believes that public service is an integral part of the legal profession, regardless of the career path a student ultimately chooses. Through meaningful pro bono experiences, public interest opportunities, mentorship, educational programming, and community-centered partnerships, ATJI helps students develop the knowledge, skills, relationships, and values to serve others during law school and throughout their careers.

Working alongside students, alumni, advocates, and organizations across Washington and beyond, ATJI connects students with opportunities to put their legal education into action, explore issues of justice, build relationships within the legal community, and discover how service can become part of their professional identity.

ATJI staff are available to meet with students interested in:

- Finding pro bono and volunteer opportunities that serve the community while building practical legal skills;
- Exploring public interest careers, internships, fellowships, and other opportunities;
- Developing a social justice program, project, or event;
- Connecting with attorneys, legal aid organizations, community partners, and the broader access to justice and public interest community; and

- Finding ways to incorporate public service into their legal education and future career, regardless of practice area or career path.

In addition to meeting with individual students, ATJI offers a variety of programs, resources, and opportunities for students to engage in public service, explore issues of justice, and connect with the broader legal community.

Social Justice Mondays

ATJI works with students, faculty, staff, alumni, advocates, and community partners to coordinate a weekly speaker series that brings awareness to timely social justice issues and creates space for learning, dialogue, and engagement. Students are encouraged to attend Social Justice Mondays and to propose topics for future programs. To learn how to propose and host a Social Justice Monday email Lily Su at lsu@seattleu.edu.

First Year Fellows

The First Year Fellows Program offers 1L students a meaningful way to engage with public interest law, regardless of their intended career path. Fellows join a community of students committed to justice and receive support through workshops, mentorship, and early access to public interest and pro bono opportunities. Throughout the academic year, Fellows participate in five lunchtime workshops designed around the 1L class schedule. Workshops provide opportunities to learn from attorneys and community leaders, explore public interest and social justice topics, build professional connections, and develop skills and knowledge that can support a lifelong commitment to service. Fellows also help shape the program by selecting topics for workshops during the spring semester.

Pro Bono Pledge

ATJI oversees the law school's formal, voluntary Pro Bono Pledge Program, which encourages students to make pro bono and community service part of their law school experience. Through pro bono service, students can serve communities, gain hands-on experience, develop practical legal skills, and build connections with attorneys and organizations. Once students take the pledge, they receive access to ATJI's pro bono platform, which connects students with both in-person and virtual opportunities across the country and allows them to track their service hours throughout law school. Full-time JD students pledge to complete at least 100 hours of service before graduation. Flex JD and JD Global Accelerated students pledge to complete 50 hours, and master's and LLM students pledge to complete 30 hours. Students who fulfill their pledge are recognized in the commencement program brochure and invited to an annual celebration where they will receive a certificate honoring their commitment to service.

Take the Pro Bono Pledge Here: [Thank you for taking the ATJI Pro Bono Pledge! – Fill out form](#)

Pro Bono Days

ATJI partners with legal aid organizations, student organizations, and other community partners to create opportunities for students to participate in focused pro bono and public service projects. These programs allow students to contribute to meaningful work, develop practical skills, and learn more about legal needs in communities throughout Washington. Recent Pro Bono Days have

also provided students with opportunities to receive training alongside practicing attorneys, build professional connections, and apply what they learn through hands-on service.

Student-Initiated Pro Bono Project

ATJI works with students and student organizations interested in developing or supporting pro bono projects. Staff can assist with identifying community needs and potential partners, project planning, troubleshooting, continuity, and connecting student-led efforts with the broader access to justice community. ATJI encourages projects that are responsive to community-identified needs and developed in meaningful partnership with the organizations and communities they are intended to serve.

Student Organization Advising

ATJI staff serve as advisors for student organizations at their request. Staff are available to advise student leaders, help develop programs and projects, connect organizations with community partners, and support collaboration across the law school and broader legal community.

Networking & Public Interest Opportunities

ATJI connects students with local, statewide, and national public interest opportunities, including conferences, fellowships, networking events, and experiential learning opportunities. ATJI partners with the Public Interest Law Foundation (PILF) to organize Evening with Equal Justice, the law school's largest public interest networking event of the year. ATJI also supports PILF's annual Spring Auction and administers the PILF Summer Grant application process, which helps students pursue otherwise unpaid or underpaid public interest work. Through its partnerships across the legal community, ATJI serves as a connection point to organizations and justice-minded communities such as the Alliance for Equal Justice, the Washington Access to Justice Board, the Office of Civil Legal Aid, and the Justice John Paul Stevens Foundation.

Youth Education and Advocacy Project

ATJI hires a law student to coordinate and conduct know-your-legal-rights presentations for youth in detention at the King County Juvenile Detention Center, situated near the law school. Presentation topics range from school discipline, right to counsel, relicensing, housing, and what to do if you are stopped by police.

Community Partnerships

ATJI maintains strong connections with the legal services and access to justice communities at the local, state, and national levels. Staff participate in the Washington Access to Justice Board and hold leadership roles with the Association of American Law Schools Section on Pro Bono & Access to Justice and the WSBA Small Town and Rural Practice Council. These partnerships help ATJI connect students with opportunities and ensure its programs remain responsive to the needs of the communities and organizations our students seek to serve.

Contact ATJI

Visit law.seattleu.edu/centers-and-institutes/access-to-justice-institute/ to learn more about ATJI. Follow ATJI on [Instagram](#) to keep up with social justice and public interest events at the law school.

To make an appointment, call 206-398-4173, email atji@seattleu.edu, or visit ATJI on the third floor of Sullivan Hall in Suite 313

Lily Su

Director, Access to Justice Institute

lsu@seattleu.edu

Ashley Cummins

Associate Director, Access to Justice Institute

acummins@seattleu.edu

Associate Dean for Student Development

It is the Law School's desire to make reasonable arrangements 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 in Law School with the Associate Dean for Student Development. Where appropriate, the Associate Dean will make referrals to other offices within the law school.

The [Associate Dean for Student Development's](#) Office is located in Sullivan Hall, Suite 200.

Erin Fullner

Associate Dean for Student Development

fullnere@seattleu.edu

Business Office

Tuition and Fees

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

- A late payment fee of \$150.00 will be applied to all accounts not paid in full by the end of the second full week of classes. Students will be notified through their SU email before this fee is added to their account.
- 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 second full week of classes. 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 paperwork completed in a timely manner, thus delaying the distribution of financial aid.
- One payment plan option is available.
 - The student must make a down payment of 1/4 (1/3 in summer) of the total of tuition and fees for the semester, with 3 equal payments (2 in summer) at set dates during the semester. An enrollment fee of \$75 is charged each term the student enrolls in the payment plan. Failure to make the scheduled payment on time will result in a late fee of \$50.00 for each payment that is late.
- 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 second full week of classes, 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.
- Failure to pay tuition and fees for any semester will result in a hold being placed on the student account. This hold will prevent all further registration until the account is paid in

full.

- **Delinquent accounts will 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.
- In Washington state and many other states, as part of the Bar's fitness and character investigation, it is a requirement that the Law School provide information regarding whether a student has met their 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. (See also: [Student Financial Services](#).)

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 to print. It is important that students keep track of their print credit balances. Students should go to the Law School Business Office or email lawbusinessoff@seattleu.edu to pay for additional print credits. Students then take their print credit receipt to the Technology Office to have their print credit applied to their individual account.

Textbook Advances

Students who expect to receive a refund after applying student aid to their account may obtain a textbook advance to purchase books no sooner than thirty days before the term starts. The Business Office will advance up to \$1,000 towards the cost of books required for the student's class schedule. Please allow up to 3 business days after processing the funds to reach your bank account. The Business Office will authorize the advance of these funds based on financial aid status and place the charge on the student's account. This charge will be deducted from the student's refund. This advance is available to any registered student. (See also: [Refunds for Living Expenses](#); [Tuition Refunds](#))

Center for Professional Development

The [Center for Professional Development](#) (CPD) is located on the second floor of Sullivan Hall, to the left of the main law library entrance in Suite 200. CPD provides job search, career development, and professionalism guidance to students and alumni.

CPD has a team of career advisors on staff. All serve as generalists, but each advisor also counsels in different areas of focus. These areas include private law firm practice (firms of all sizes), corporate/business careers, judicial clerkships, public service, government, and JD advantage careers. Advisors work closely with students and graduates to assist them with identifying career options and developing individualized job search strategies and action plans to achieve their professional goals. Advisors also connect students with employers and alumni to help them gain practical legal experience during law school. CPD continually develops relationships with alumni,

employers, and community leaders to increase networking and employment opportunities for students and graduates.

To schedule an appointment, [you may schedule a session through an advisor's Calendly link or email them directly](#). Appointments may also be scheduled by phone (206-398-4105) during normal business hours (M-F, 8:30 am to 5:00 pm). Advisors meet with students in person or virtually. If a student is not available to meet with a CPD advisor during traditional business hours, CPD can schedule an advising session outside of traditional business hours.

Career Resources

CPD's "Careers" webpage includes information for students, alumni, and employers. The resource pages for students contain information about searching for jobs; preparing application materials; interviewing; judicial clerkships; and building professional relationships. The webpage also provides information about external hiring programs, such as fellowships, scholarships, and career fairs, as well as links to Symplicity, the online system used by CPD to manage events, advertise job postings, and coordinate interview programs.

Announcements about programming, jobs, and upcoming events can be found on the [CPD Blog](#), [CPD LinkedIn Group](#), and the [Symplicity Events/Workshops](#) tab. CPD also sends regular e-newsletters targeted to the interests of each class to inform students of events, programs, jobs and networking opportunities.

First-Year Students

CPD advisors are members of NALP ([National Association for Law Placement](#)), and are guided by [NALP's Principles for a Fair and Ethical Recruitment Process](#). First-year students are required to attend a mandatory 1L workshop with a CPD advisor in September, where they will receive an overview of CPD services and programs, and participate in a resume workshop. Students will also have an opportunity to ask general questions about their job search and professional development. Following the workshop, CPD strongly recommends that students schedule a one-on-one appointment with an advisor as soon as possible to avoid missing opportunities and to develop competitive application materials and their job-search strategy. First-year students are welcomed and encouraged to attend CPD events throughout the year, including lunchtime seminars, career panels, receptions, and networking events, which generally take place beginning in September. Additionally, many first-year students participate in the NW Public Service Career Fair in February and an interview program organized by CPD also in February, where they can interview with employers for summer and academic-year positions.

Second-Year Students

Upon returning to school after the summer, CPD encourages second-year students to meet with a CPD advisor to discuss their (1L) summer experience, job search status for their next (2L) summer and to receive job search support and assistance for their continued summer job search. Several events throughout the year are of interest to second-year students, including career panels, receptions, and networking events. Many second-year students participate in the NW Public Service Career Fair in February and an interview program organized by CPD also in February. These programs provide students with an opportunity to meet with employers to interview for summer, academic-year, and potentially post-graduate positions.

Third-Year Students

During the last semester before a student graduates, CPD advisors will reach out to schedule a mandatory exit support session to ask about post-graduate job status and offer assistance when needed. Students continue to receive job search support and assistance while pursuing a post-graduate position and are eligible to attend the NW Public Service Career Fair in the February following the year of their graduation. CPD's services continue after graduation, and all recent graduates are invited to sign up for the bi-weekly Hot Jobs newsletter that contains both Bar Required and JD Advantage positions.

Flex JD Students

All of CPD's services are available to Flex JD students. Flex JD students are welcome and encouraged to attend any in-person or virtual programming provided by CPD. Whenever possible, CPD provides its programming in modalities that are accessible to Flex JD students located outside of the Seattle area. First-year Flex JD students are required to attend a 1L workshop, typically held at lunch during an in-person Flex JD weekend at the law school. CPD advisors attend in-person Flex JD weekends to provide programming and to answer specific student questions. Flex JD students are highly encouraged to engage closely with CPD and to establish a relationship with a CPD advisor. Maintaining close contact with CPD will ensure Flex JD students are aware of the hiring programs and opportunities available to them based on their individual progression through the JD program. Further, CPD can provide resources and advice around pursuing experiences outside of the Seattle and Washington legal market. CPD advisors are available to schedule counseling sessions outside of traditional business hours for Flex JD students who are currently working full-time.

Career Development Programs

CPD events and descriptions of each program are available under the "Events" tab in [Simplicity](#). This information is also included in CPD's targeted newsletters. Programming throughout the year is designed to provide students with tools for their job search, including information sessions and panel discussions on a variety of practice areas, as well as seminars on interviewing and networking, which are essential skill-development training. Students are encouraged to put these skills to use during events and networking receptions with alumni and employers. CPD also hosts casual networking events, aimed to connect members of local specialty bar associations and professional organizations with students. Throughout the school year, CPD works with student organizations to coordinate additional events such as guest speakers, job shadowing opportunities, mentoring programs, and other receptions.

Interview Programs and Job Fairs

CPD sponsors programs throughout the year to expose students to a wide variety of career options, to help them successfully navigate the job search and career development processes, and to assist with their professional development. Annually, CPD organizes and hosts interview programs for students in the summer (July), fall (September) and spring (February). CPD facilitates connections between recent graduates and employers in the fall following licensure. CPD also works closely with first-year students in late fall and early winter to provide support in applying to and interviewing for several fellowship programs with private law firms, as well as 2L summer associate positions with large firms. In addition, SU Law assists in coordinating the regional

Northwest Public Service Career Fair in February. The fair traditionally attracts over 100 employers interested in recruiting students for summer, academic year, and post-graduate positions. Students are also encouraged to participate in other local and national fairs throughout the country. For more information about these opportunities, contact a [CPD advisor](#).

Career Planning in Other Markets

Students who plan to relocate outside Western Washington following graduation should meet with a CPD advisor early in their law school career to discuss strategy. [Reciprocity](#) may be available from a law school in that region, which allows access to some of the selected law school's career resources and may include job postings. Find details about the process or instructions on requesting reciprocity [here](#). CPD can also provide students with guidance on researching job opportunities and connecting with alumni in other markets. Alumni are often a great resource when pursuing opportunities in job markets outside the region.

Disability Services

Accommodations Requests

Students who wish to request accommodations related to disability are directed to use the processes outlined below. Due to mission-critical differences in operations, the School of Law does not use MyDS, the University's Disability Services web portal. Students should not submit accommodations requests through that site and should instead follow the Law School specific processes outlined below.

Initial Requests for Accommodation

Students who wish to request an accommodation, modification, auxiliary aid, or academic adjustment from the School of Law based on a disability should submit a request through the School of Law Disability Accommodation Request Form on Maxient: https://cm.maxient.com/reportingform.php?SeattleUniv&layout_id=17 (students must use their official university email address when accessing the form). If students have any issues with the form, they should contact the Law School Disability Services Program Manager via email.

Continuing Accommodations and New Requests for Accommodated Students

Unless they are directed otherwise, students who already receive permanent accommodations at the Law School do not need to renew their requests; accommodations that are granted without a time limitation remain in effect for the remainder of the student's enrollment in the Law School.

An accommodated student who has a new request, or who wishes to adjust an existing accommodation, should notify the Disability Services Program Manager via email; submitting an additional application through the online form is unnecessary.

Certification of Accommodations History for the MPRE and Bar Exam

Students who need certification of their accommodations history at the Law School in preparation for applying for accommodations on the Multistate Professional Responsibility Exam (MPRE) or the Bar Exam must submit a request through Qualtrics using the following form:

https://seattleux.qualtrics.com/jfe/form/SV_afTylmvDM0dp338

Students must use their official university email address to access the form. If students have any issues accessing the form, they should contact the Disability Services Coordinator.

General Policy

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 for Student Development.

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.

Definition of Person with a Disability

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.

Reasonable Accommodation

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 taking assistance, or other accommodations, should contact the Law School Disability Services Program Manager. It is the responsibility of the student to provide the Law School with adequate notice of their 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 Disability Services Program Manager, in consultation with the Associate Dean for Student Development as needed, 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.

Documentation Requirements

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:

- A statement identifying the nature of the disability experienced by the student
- A description of the type of evaluation methods or procedures used and the results and the date of the evaluation
- A description of the current functional impacts(s) of the disability
- The credentials of the diagnosing professional(s)

If the accommodation request relates to facilities or physical accessibility to Sullivan Hall, the student will be put in contact with the Associate Dean for Finance and Administration after an initial review.

Appeal Procedures

Students who wish to appeal a decision or action regarding an accommodation, modification, auxiliary aid, or academic adjustment, or to otherwise make a complaint about discrimination or harassment based on a disability should refer to the Seattle University Section 504/ADA Policy and Appeal Procedures found at <https://www.seattleu.edu/disability-services/important-policies/>.

Diversity, Equity, Inclusion, and Belonging

Diversity, equity, inclusion, and belonging (DEIB) efforts in the law school are overseen by the Associate Dean of Student Life, Diversity & Inclusion. As the chief diversity officer for the Law School, the Associate Dean is a standing member of the university DEI Council, chairs the Law School's Diversity, Equity, and Inclusion Committee, and works collaboratively with others to coordinate DEI strategic priorities and initiatives in the Law School community.

Bias Response

The Associate Dean of Student Life and Diversity and Inclusion serves as the law school's designated bias incident response staff. Should a student experience an act of bias, they can reach out to this individual for assistance. In addition, Seattle U has adopted a [Campus Climate Incident Reporting & Response Protocol](#) to support our commitment to providing an inclusive and nondiscriminatory campus community. If you have seen, heard, or experienced a harmful incident on the basis of one or more of your or another individual's actual or perceived identities, you may report that incident. Any member of the University community can make a report. For more information or to file a report, please visit www.seattleu.edu/equity/campus-climate-incidents/.

Document Delivery Center

The Document Delivery Center contains printers and photocopier/scanner for student use. Printers and student printing accounts are maintained by the School of Law Technology Staff.

Students incur a print charge when printouts are sent to the Law Library's network and Document Delivery Center printers. (See also: [Print Charges](#)).

English Proficiency Requirements

Applicants whose native language is not English and who did not obtain a bachelor's degree at a U.S. university or college must have achieved minimum scores of at least 100 (internet-based), 600 (paper-based), or 250 (computer-based) on the Test of English as a Foreign Language (TOEFL), or 7.0 on the International English Language Testing System (IELTS).

English Language Learner (ELL) Extended Time requests

Students who did not attend a post-secondary school (college, university, community college, etc.) where instruction was primarily or exclusively in English may seek English Language Learner (ELL) extended time modification on timed exams. To request such a modification, please fill out the ELL Extended Time Modification Request Form on Maxient:

https://cm.maxient.com/reportingform.php?SeattleUniv&layout_id=22.

The Law School uses a tapering model for ELL extended time modification that is designed to assist students in demonstrating their understanding of the curriculum while also preparing for the eventuality of taking the bar exam without extended time accommodations.

Below is the tapering schedule for ELL extended time for JD students:

1L Year = 1.75x
 Summer after 1L & Fall 2L = 1.5x
 Spring 2L = No extended time
 3L Year = No extended time

(This tapering schedule is modified proportionally for MLS, LLM, and Global Accelerated JD students who are at the Law School for 1-2 years)

An Important Note About the ELL Modification:

While the effect of the modification is similar, this is not considered an accommodation for disability, as an individual's status as an ELL student does not comprise a disability under state or federal law. Further, requests to extend the standard tapering schedule will not be considered.

Flex JD Advising

The Academic Affairs team works to oversee and support student services related to Flex JD students and Flex JD policies, in coordination with the Associate Dean for Student Development, the Registrar, and other law school offices as appropriate. Students are encouraged to reach out to Rose Kaser, Flex JD Program Director, with questions regarding Flex JD curriculum, scheduling, registration, or policy matters specific to the Flex JD program.

Rose Kaser

Associate Director, Flex JD & Online MLS

flexjd@seattleu.edu

Office of the Registrar

Under the direction of the Vice Dean for Academic Affairs, the Office of the Registrar coordinates class scheduling, registration, exam administration and grading as well as maintaining student records.

Course Scheduling and Registration

Course Schedules

Course schedules are available on the Course Schedules page (<https://law.seattleu.edu/student-life/student-services/registrar/course-schedule/>) and on mySeattleU (<https://my.ec.seattleu.edu/>)

Registration for First Year Students

First-year students entering in Summer will receive registration information from the Admission Office in May. First-year students entering in Summer and Fall are automatically enrolled in their fall and spring classes and will receive schedule information in July.

Registration for Upper Level and Graduate Students

Upper-level students register for Summer classes in March, for Fall classes in May and for Spring classes in November. Students register online using MySU and are assigned registration times based on class year and a rotating registration group.

Rising 2L Flex JD students are automatically enrolled in their summer and fall semester classes. Beginning with their Spring semester, 2L Flex JD students register for classes along the same timeline as other upper-level students.

Course Waitlists

Students may add themselves to waitlists for fully enrolled classes. Waitlists are managed by the Office of the Registrar and offers are made strictly in waitlist order. If a seat becomes available in a course, an email is sent to the first student on the waitlist. That student must reply by the deadline stated in the email to claim their seat. Students who fail to reply are dropped from the waitlist.

One week prior to term start, a waitlist sign-in email is sent to students. Students must reply indicating that they wish to remain on the waitlist on or before the first Monday of classes.

Courses with Special Registration Procedures

Courses that require a commitment to parties outside the School of Law or permission to enroll from an instructor or co-curricular organization have special registration procedures. These courses include clinics, externships, independent studies, law journals and competitions. See <https://law.seattleu.edu/student-life/student-services/registrar/registration> for more 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 their schedule, the student may be granted an administrative tuition credit by the Office of the Registrar. 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. In lieu of exceeding 90 credits

in the final semester, a student may instead request to audit a course, if it is an elective course, with the permission of the professor.

Add/Drop Deadline

The deadline to add or drop classes without penalty is 11:59 pm of the Friday of the first week of classes.

Late Registration

After the end of the add/drop period, but before the end of the third week of classes, students may register for classes with the instructor's permission by submitting a [Registration Change Form](#) to the Office of the Registrar. Students who register late for a class are still expected to meet the School of Law's and professor's attendance policies.

Withdrawal from Individual Courses

Students may withdraw from any course during the first five weeks of a normal semester (or an equivalent time during a shorter semester) by submission of a course withdrawal form to the Registrar. Students are encouraged to advise faculty members as a courtesy.

Traditional students may not withdraw from a first-year course without the permission of the Associate Dean for Student Development. Flex students may not withdraw from any required course without permission of the Flex JD Program Director.

After the first five weeks have elapsed, written approval from the instructor and the Associate Dean for Student Development must be obtained to withdraw from a course. Students will be advised about normal progress for their degree.

Upper division students may drop a class without penalty during the first week of classes using MySU. Students who withdraw after the second 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. (See also section on [Leaves of Absence](#))

In 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, an earlier withdrawal deadline may be set. Students will be notified of this deadline before the end of the first week of classes. 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 Development and may be awarded a grade of "WF" for the course (See also section on [Tuition Refunds](#)).

Full Withdrawal and Leave of Absence

Law students are expected to remain continuously enrolled until graduation. Students who cannot register for or cannot complete classes for a fall/spring semester, must seek the permission of the Associate Dean for Student Development to take a leave of absence or withdraw from the School of Law. See [Leaves of Absence/Withdrawal](#) for more information.

Exams

Exam Schedule

Exam schedules are released early in the semester. The schedule is designed to minimize student exam conflicts. Students are expected to take exams at their scheduled times unless, before the exam period begins, they have arranged an exam conflict reschedule per the conflict policy or have signed up for an approved alternate exam date.

Rescheduled Exams

CONFLICT FORMS

No student shall be required to take exams during consecutive exams periods, such as two on the same day, an evening exam followed by a morning exam, or three exams in three days (see the Academic Regulations section). Exams on two consecutive days do not constitute a conflict.

Students with a conflict may submit a conflict resolution form. The Office of the Registrar will notify students when conflict resolution forms are available and the deadline for submission.

EMERGENCIES

If an emergency arises, or a student is so sick that they will be unable to sit for the exam, the student must contact the Associate Dean for Student Development. Please remember that a request for an accommodation or reschedule in these instances must be supported by appropriate documentation.

Do not contact the professor. Faculty does not reschedule exams and any attempt to contact a faculty member may jeopardize the anonymous grading system.

Exam Office

During the exam period, The Office of the Registrar maintains an exam office in room C7. The exam office can be reached by calling 206-398-4331 or emailing lawreg@seattleu.edu.

Office of the Registrar During Exams

During the exam period, The Office of the Registrar is open 10 am – 4:30 pm. All requests for transcripts and other documents require at least two business days to process during exams.

Exemplify And Canvas

To use a laptop computer for on-campus exams, students must have properly installed Exemplify software. Exemplify is a program that allows students to use their laptop as a simple word processor. At the same time, it blocks access to any stored files during exam administration.

Take-home exams must be submitted using Seattle University's Canvas course management system.

Grading

Grade Processing

The Office of the Registrar processes and posts all grades. The professors' grade due-date and the grade posting deadline are published on the academic calendar. If, due to professor illness or emergency, grades will be delayed beyond the published grade posting deadline, the Registrar will inform students of the delay and the expected posting date.

For exam classes with a participation or project component, the Office of the Registrar combines anonymous and non-anonymous scores. Student identities are not revealed to professors until after grades have been posted.

Grade Review and Exam Review

The Office of the Registrar cannot release detailed information about individual grades or overall grading for a course. If a student is concerned about a grade, they may ask the Office of the Registrar to confirm that it was posted correctly but questions regarding how a grade was determined should be directed to the professor.

The faculty administrative assistants coordinate exam review. Depending on the professor's preference, exams may be returned to students or can be reviewed by appointment.

Student Records

The Office of the Registrar maintains academic records for law school students.

In accordance with the provisions of the Family Educational Rights and Privacy Act (commonly referred to as FERPA or the "Buckley Amendment") (20 U.S.C. §1232g; 34 CFR Part 99), Seattle University has adopted Student Records Guidelines (<https://www.seattleu.edu/registrar/student-records/>) to protect the privacy of the education records of its students.

Students may inspect and review their education records. Students wishing to review their records should email the Office of the Registrar at lawreg@seattleu.edu.

Requesting Transcripts and Other Documents

The Office of the Registrar provides transcripts, enrollment verifications, letters of good standing and class rank letters upon request. The office also completes loan deferment forms, insurance forms and any other form requiring proof of enrollment. It can take up to two business days to complete requests. More information on document requests, and document request forms are available at <https://law.seattleu.edu/student-life/student-services/registrar/academic-records/>

Bar Certification

Please submit bar certification forms to the Office of the Registrar. If the form requires the Dean's signature, the Office of the Registrar will prepare the document and coordinate with the Dean for a signature.

Limited Licensure/Legal Interns

Many state bars grant limited license for 3L students to practice law under the supervision of an attorney. In the state of Washington, this licensure is typically referred to as Rule 9. Students must complete a detailed application, including a law school certification. The Office of the Registrar will certify students who are 2/3 of their way through their Juris Doctor program (typically 60 credits for Traditional JD students and 54 for Flex JD students). See the [WSBA's Rule-9 Licensed Legal Interns page](#) for more information.

If applying for another state's limited licensure or legal intern program, please carefully review that state's application and requirements before contacting the Office of the Registrar for certification.

Certification for Admission to a Bar

To add character and fitness information to a student record before graduation, please submit all documents to the Office of the Registrar at least one month before graduation.

WASHINGTON

If applying for admission in Washington State, the Washington State Bar Association (WSBA) will send a Law School Certification form directly to the Office of the Registrar which will be completed and sent to the WSBA after the degree is posted.

Washington will only accept certifications for graduates, the Office of the Registrar cannot complete your WSBA certification until after your degree posts.

OTHER BARS

If applying for admission to another bar, students are responsible for contacting the Office of the Registrar and submitting any required forms at least one month before graduation. Please carefully review the application instructions; policies, procedures and deadlines vary by state. If the bar has a deadline prior to mid-June, it is important to inform the Office of the Registrar as early as possible to ensure grades and degrees are posted in time to meet the deadline.

Visiting Away and Transfer Credit

Before Visiting

Seattle University School of Law accepts transfer credits from other ABA approved law schools only with the prior approval of the Associate Dean for Student Development. Please see the Academic Regulation section “Courses Taken Outside of the Law School” for guidelines. Be sure the [Associate Dean for Student Development](#) has approved the plan before accepting any offers to visit.

Carefully review the Associate Dean’s approval and the Academic Regulation section before registering for classes. When possible, register for a grade rather than pass/fail. Once registered, send a copy of the schedule, including total credits, to the Office of the Registrar.

After Visiting

Request that an official transcript be sent to the Office of the Registrar. The office must receive an official transcript to post the transfer credits to the Seattle University transcript. Credits from approved courses for a C or better will be posted on the Seattle University transcript. Course titles and grades will not be posted; only passing credits will post on the Seattle University transcript.

See also [Courses Taken Outside the Law School](#).

Guidance for Visitors at Seattle University School of Law

Visiting students are eligible to use Center for Professional Development resources. Students may attend workshops and presentations and make use of Symplicity and the CPD library and website.

Visiting students are not eligible to participate in Seattle University School of Law’s On-Campus Interview (OCI) programs. We encourage visiting students to make use of their law school’s formal recruitment programs and career office for supplemental resources.

Visiting students are encouraged to get involved in student life at Seattle U and are eligible to join student organizations; however, visiting students may not participate in our law journals or moot court.

Visiting students are the final group of students to register for classes each semester, so these students may not be able to register for their first-choice classes. Visiting students may register for Flex JD sections of courses only by requesting and receiving permission from the Flex JD Program Director, which will be granted only in extreme or exceptional circumstances. Flex JD sections are designed and reserved for students admitted to the Flex JD program, and visiting students should not expect that permission will be routinely granted. Requests will be evaluated on a case by case basis, and approval is not guaranteed.

Veterans' Educational Benefits

If a student is eligible for education benefits from the VA, they must contact the Office of the Registrar to utilize benefits at the law school.

Veterans may also use the Federal VA's online [Ask VA \(AVA\)](#) to see answers to specific questions others have asked about benefits and/or to ask questions or call the Federal Department of Veterans Affairs at 1-888-GIBILL-1 (1-888-442-4551).

The [Washington State Department of Veterans Affairs](#) website also has useful information for veterans.

VA Pending Payment Compliance

DVA Facility Code: 31-8080-47

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the students enrollment;
- Assess a late penalty fee to;
- Require student secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

Student Financial Services

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. See law.seattleu.edu/financialservices for more information.

The Law School has a “stand alone” Student Financial Services office. This means there are student financial aid professionals who work exclusively with JD, LLM, and MLS students. These professionals are well acquainted with the needs and concerns of students and are here to help students with the financial aid process during their educational endeavors.

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 and student employment programs. See <https://law.seattleu.edu/student-life/student-services/student-financial-services/paying-for-law-school/>.

If students have any questions or need assistance, they are encouraged to contact Student Financial Services at 206-398- 4250 or lawfa@seattleu.edu. **Students should not rely solely on the information that is presented here in the Student Handbook.** For additional information, please visit the Student Financial Services website at <https://law.seattleu.edu/student-life/student-services/student-financial-services>.

Financial Aid Application Steps

To be eligible for financial aid, students must complete the Free Application for Federal Student Aid (FAFSA) online at (Seattle University, school code 003790) each year by the February 15th deadline. To be considered on time for priority awarding and a timely offer letter, students must complete their FAFSA by the February 15th deadline each year.

Once a file is evaluated an offer letter information email will be sent to the student’s SU email account. The offer letter acceptance must be completed for funds to disburse. This is required to be completed for each academic year.

Financial Aid Entrance and Exit Counseling Requirement

First-year students are required to complete a financial aid entrance counseling session as outlined by Student Financial Services staff prior to the start of the spring of the 1L year. Spring 1L financial aid will not be disbursed until this requirement has been fulfilled.

Students who have filed for graduation are required to complete a financial aid exit counseling session during their final term of enrollment or their diploma will not be issued.

Types of Financial Aid Eligibility

Student Loans

Entering students, or continuing students receiving financial aid for the first time, must complete entrance counseling and Direct Loan Stafford promissory notes at <https://studentaid.gov>. For more information about how to apply see <https://law.seattleu.edu/student-life/student-services/student-financial-services/paying-for-law-school/financial-aid/application-procedures/>.

Students must complete a private loan application each academic year, after offer letter information is emailed, if applying for additional loan funds over the Federal Direct Unsubsidized loan.

Scholarships

The Law School offers an extensive, school-based scholarship program. Information about Law School Scholarships can be found here: <https://law.seattleu.edu/student-life/student-services/student-financial-services/paying-for-law-school/financial-aid/scholarships/> In addition to scholarships awarded to students at-entry, current students can apply for endowed scholarships. Announcements about available Seattle U scholarships and how to apply for them will be emailed to students throughout the year by the Associate Dean for Student Development. In addition, a global scholarship application for Seattle U scholarships is available in [Symlicity](#) each spring/summer for upper-level students. Questions about upper level and endowed scholarships can be directed to the Associate Dean for Student Development. Questions about at-entry scholarships can be directed to the Assistant Dean for Admission.

Outside scholarship opportunities are also available and can be found at:

<https://law.seattleu.edu/student-life/student-services/student-financial-services/paying-for-law-school/financial-aid/scholarships/special-application-scholarships/outside-scholarships/>.

General Financial Aid Awarding Information

Financial Aid Awarding Cycles

Although a regular academic year is typically considered to start with the fall (e.g., Fall-Spring-Summer), for financial aid purposes, the start of a financial aid awarding cycle at Seattle University begins with the summer (i.e., Summer-Fall-Spring).

Award Distribution and Allocation

Any provision described herein notwithstanding, all financial aid awarding policies and procedures in this section shall be followed only in such a manner that is compliant with State and Federal law.

Scholarship award distribution and allocation regulations for non-JD students shall be determined by the Director of Graduate and International Programs in conjunction with Student Financial Services. Scholarship award distribution and allocation regulations for JD students are set forth below.

DISTRIBUTION OF SCHOLARSHIP AWARDS

Unless expressly stated otherwise in the terms of the award or by written permission of the Associate Dean for Student Development or their designee, scholarship awards are intended to be distributed in installments across the regular (fall-spring) academic year and should not be distributed in full within one academic term. Scholarship award distribution and allocation for non-JD students shall be determined by the director of the program, in conjunction with Student Financial Services.

The distribution of scholarship awards for JD students is as follows:

TRADITIONAL JD STUDENTS

Scholarship awards for Traditional JD students will be distributed evenly across the two regular academic terms of study, with 50% of the annual scholarship award distributed for the fall

semester and 50% of the annual scholarship award distributed for the spring semester. The standard distribution for Traditional JD students does not include scholarship aid during summer terms because the summer is an optional term.

Students who enroll in Law School course work during the summer term immediately preceding their initial fall term of enrollment may elect to apply \$1,000 of their annual scholarship award to that term.

Students who are receiving a full-tuition scholarship from the School of Law may receive tuition remission for credits taken toward their law degree during summer terms.

Unless otherwise directed by the donor, students who are receiving an outside scholarship award may apply that award to summer enrollment.

FLEX JD STUDENTS

Flex JD students are required to take courses year-round as part of their prescribed curriculum. As such, scholarship awards will be distributed across the three regular academic terms as follows:

First Academic Year

- Summer Zero (optional term) – \$1,000 of the annual scholarship award
- Fall Term – 50% of the annual scholarship award (less \$500 if student is enrolled in Summer Zero)
- Spring Term – 50% of the annual scholarship award (less \$500 if student is enrolled in Summer Zero)

Remaining Academic Years

- Summer Term – 20% of the annual scholarship award
- Fall Term – 40% of the annual scholarship award
- Spring Term – 40% of the annual scholarship award
- Scholarship amounts will be prorated for final academic terms needed for graduation. The amount will be no more than the standard percentage of the scholarship listed above per term.

ALLOCATION OF AT-ENTRY SCHOLARSHIP AWARDS: MAXIMUM LIMITATIONS FOR AWARDING

At-entry scholarships are institutional financial aid awards that are offered at the time of a student's matriculation to the School of Law and are offered in the form of **tuition remission**. The maximum time limitation for at-entry scholarship awards is intended to complement the standard academic progression for the student's academic program. As a result, students who elect to pursue the Extended Academic Progression run the risk of exhausting their scholarship award before they complete their degree program (see also: [Standard, Extended and Accelerated Academic Progression](#); [Overloads and Underloads](#)).

Notwithstanding the information described below, all scholarship awards remain subject to any additional restrictions related to the conditions of the award (see also: Additional Conditions, Nonrenewal, and Reinstatement of Scholarship Awards).

TRADITIONAL JD STUDENTS

A Traditional JD student who is awarded an at-entry scholarship may receive a renewal of the award for no longer than their first six regular academic terms of study (i.e., fall and spring semesters) or completion of the degree program, whichever is earlier.

FLEX JD STUDENTS

A Flex JD student who is awarded an at-entry scholarship may receive a renewal of the award for no longer than their first 10 regular academic terms of study (i.e., fall, spring and summer terms) or completion of the degree program, whichever is earlier. Summer Zero shall not be included in this calculation.

IMPACT OF TRANSITION IN ACADEMIC PROGRAM ON MAXIMUM LIMITATIONS

If a student elects to transition enrollment from Flex JD to the Traditional JD program, the student's at-entry scholarship will be prorated accordingly, to account for the acceleration in the student's academic progression. At no time shall a student's total at-entry scholarship award exceed the value of the award equivalent to if the student had remained in the original academic program.

IMPACT OF LEAVES OF ABSENCE AND WITHDRAWAL ON MAXIMUM LIMITATIONS

In the event that a student takes a leave of absence that results in their withdrawal from all courses in a regular academic term, that term shall not be included toward the student's maximum limitation and the student may continue to receive the at-entry scholarship award on their return to the School of Law.

If a student voluntarily withdraws, or is administratively withdrawn from, one or more courses but does not take a leave of absence for that term, that term shall be included in the student's maximum limitation.

A student who voluntarily withdraws, or is administratively withdrawn, from the Law School forfeits their at-entry scholarship award, regardless of whether time remains within the maximum limitation.

Student Employment***Federal/Institutional Work Study (on-campus)***

According to the policy established by Seattle University, student employees enrolled at least half-time (See definition under academic requirements) may work no more than 20 hours per week while school is in session, including exam periods and Summer term. During periods when classes are not in session, student employees may work up to 40 hours per week (Refer to Registrar's academic calendar for scheduled breaks).

State Work Study (off-campus)

State Work Study allows eligible Washington State residents (Per RCW [28B.15.012](#)) with financial need the opportunity to work in a legal position off campus. Students enrolled at least half-time, including Summer term, are limited to 19 hours per week under State Work Study program. This excludes exam periods and during breaks.

Refunds for Living Expenses

If the financial aid file is complete, refund checks for living expenses, if applicable, are typically available for pick up at the Business Office by the end of the first or second week of each term (or deposited directly to the student's bank account if the student signed up for this service with the Business Office). Students are advised to be prepared to pay for books and living expenses from their own resources for approximately the first two weeks of each term. (See also: [Textbook Advances](#), [Food Support Initiatives](#)).

Satisfactory Academic Requirements

To receive financial aid of any kind, students must be enrolled at least half time each term (see section on Enrollment) and must maintain satisfactory academic progress under qualitative and quantitative measures. This means students must successfully complete a minimum number of credits per academic year, maintain applicable GPAs and complete their law studies within 7 years (LLM or MLS within 4 years), including leaves of absence. Satisfactory progress is determined after each term or spring term of each year depending on program of study. Financial aid is available up to 90 law credits, 24 LLM credits, or 30 MLS credits required to graduate.

If a student fails to enroll and satisfactorily complete the minimum number credits for a term (for any student enrolled in an optional summer term, that student must satisfactorily complete at least 2 credits) or falls below the required GPA, they will no longer be eligible for financial aid. To maintain satisfactory academic progress, a student must complete the minimum number of credits per term and maintain their GPA or they 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 financial aid probation status the following term. Status will be reviewed after one term.

See <https://law.seattleu.edu/student-life/student-services/student-financial-services/paying-for-law-school/financial-aid/policies> for the applicable financial aid satisfactory academic progress policy based on entering year of enrollment and program.

Students must be in good standing as defined in the Student Handbook and in the Academic Standards Code for Probation and Academic Dismissal. If on academic probation, students are also on financial aid probation.

Leave of Absence/Withdrawal

For the Return of Title IV Funds policy in the case of a withdrawal, please see the [Leave of Absence/Withdrawal section](#) or <https://law.seattleu.edu/student-life/student-services/student-financial-services/paying-for-law-school/financial-aid/policies/>

A student who is withdrawing from the institution must follow the Leave of Absence and Withdrawal procedures as set forth in the Academic Regulations section of the Student Handbook.

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 Development

- Associate Dean completes the form and directs student to Student Financial Services
- Student must complete exit counseling at <https://studentaid.gov> 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 section on Refunds for Living Expenses above) for the appropriate amount within forty-five (45) days

Tuition Refunds

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

Fall or Spring Schedule

<i>Notification of withdrawal before the end of</i>	<i>Percent of Refund</i>
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

<i>Notification of withdrawal before the end of</i>	<i>Percent of Refund</i>
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 the student's 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 or Graduate PLUS loan), please refer to the Return of Title IV Funds Policy.

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.

If a student enrolls in an intersession course and withdraws, the Return of Title IV Funds policy applies, unless the student reconfirms to Student Financial Services their intent to enroll in the following standard term.

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:

- Direct Unsubsidized Stafford Loan
- Perkins Loan
- Direct Graduate PLUS Loan
- 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.

Additional Conditions, Nonrenewal, and Reinstatement of Scholarship Awards

While some at-entry scholarships are automatically renewed, others include additional academic conditions that students agree to on acceptance of the award, and which must be met before the student may have the award renewed for future academic terms.

General Scholarship Evaluation Policy and Procedures

Students are evaluated for retention of at-entry scholarships at the end of the first academic year of enrollment, and at the end of each spring term thereafter. A student who fails to meet the conditions of their at-entry scholarship award will have that award(s) nonrenewed for the following academic year.

SECOND-LOOK EVALUATIONS

1L students whose at-entry scholarships are nonrenewed at the end of an academic year may request a second-look evaluation if their rank changes at the end of summer term immediately following the nonrenewal. Rank changes will result only from classmates transferring out, or from

enrollment in a required 1L course that was deferred to the summer following the first year. Elective summer courses taken immediately after nonrenewal will not be factored into 1L rank. 2L ranks will not be recalculated again after summer, so there is no second-look evaluation.

- Changes in rank will only be used to positively impact a student's scholarship eligibility.
- If a student's rank goes down at the end of the summer term immediately following first year, such a change will not be held against that student.

REINSTATEMENT OF NONRENEWED AT-ENTRY SCHOLARSHIP AWARDS

REINSTATEMENT EVALUATIONS AFTER REGAINING ELIGIBILITY

If a nonrenewed student regains eligibility at the end of the following academic year under the original terms of renewal for the award, they are eligible to have their award(s) reinstated in full for the following academic year. For example, if a student has an at-entry academic scholarship that requires a top 75% rank and they lose eligibility for the scholarship for 2L year because their 1L rank was outside the top 75%, they can regain the scholarship for their 3L year, if at the end of their 2L year their rank has risen to inside the top 75%. For students who take a leave of absence or have otherwise not completed at least the equivalent of a full academic year of enrollment, opportunity for reinstatement will be based on the equivalent number of terms (i.e. two semesters).

PETITIONS FOR IMMEDIATE REINSTATEMENT

If a student's academic performance was significantly impacted by extraordinary extenuating circumstances, the student may seek reinstatement of a nonrenewed scholarship through a hardship petition. Petitions will be reviewed by the Committee on Admission and Financial Aid, which will determine whether one-time immediate reinstatement is warranted. The Committee on Admission and Financial Aid is a rotating committee made up of representatives from six law school departments and they will consider petitions in accordance with the procedures outlined below.

Scholarship Reinstatement Petitions Policy and Procedures

SUBMISSION REQUIREMENTS

Students who petition the Committee on Admission and Financial Aid for immediate reinstatement must submit their petition in a manner prescribed for all students by the Associate Dean for Student Development. The following elements are required for a complete petition:

- **Academic Transcript.** The student must provide a copy of their current academic transcript from the MySU or Workday online portal.
- **Student Statement.** In all cases, the petition should include a statement to the Committee from the student. The statement should address the following elements:
 - 1) A description of the extraordinary extenuating circumstance(s) that led to their academic performance;
 - 2) Whether the extraordinary extenuating circumstance(s) has been resolved or ameliorated to the point that it will no longer adversely impact the student's academic performance; and

- 3) Concrete steps the student has taken or will take to improve their performance going forward.
- **Supporting Documentation.** Objective documentation that corroborates any assertions made in the student statement must be included with the petition.
 - a. Documentation should be contemporaneous to demonstrate a link between the circumstances and the period in question.
 - b. A document's relevance is determined by the mitigation the student provides. Some examples might include medical bills, obituaries, decree of bankruptcy, or proof of termination from employment. Sensitive information will remain confidential and be reviewed only by the Committee.

STANDARD OF REVIEW

The Committee on Admission and Financial Aid will consider full or partial reinstatement of an at-entry award only upon a showing that extraordinary extenuating factors beyond a student's control directly impacted and compromised the student's academic performance. The phrase "extraordinary extenuating factors beyond a student's control" refers to objectively verifiable, major traumatic events (e.g., death in the immediate family, serious health problems, serious and sudden domestic issues).

Elements listed under the information standards above will be included in the Committee's deliberation. In its review, the Committee may also consider academic performance trends, adherence with required academic interventions, whether a student could or should have sought a leave of absence, unforeseen consequences, or other factors. In the absence of other factors, circumstances that, on their own, will not be considered as compelling mitigation and are subject to denial may include, but are not limited to, the following:

- Pandemics and/or civil unrest, generally;
- Re-assertion of the circumstances of a nonrenewal petition that was previously granted, in the absence of new mitigation;
- The student's desire to minimize the amount of their student loan debt;
- Proximity of the student's GPA to the ranking cutoff point; or
- Lack of, or insufficient, documented mitigation.

Reconsideration and Final Decision

The Committee shall generally be considered the terminal level of review; however, a student may appeal the decision of the Committee to the Dean of the School of Law in any circumstance in which the Committee's decision is clearly erroneous. A student must notify the Dean in writing of their intent to appeal within ten days of the date the Committee's decision letter was sent. If the Dean agrees to review the Committee's decision, reconsideration will be given only to the information initially submitted to the Committee; no new materials will be reviewed by the Dean.

Loan Repayment

Consistent with the Seattle University School of Law mission of preparing law 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 <https://law.seattleu.edu/student-life/student-services/student-financial-services/paying-for-law-school/financial-aid/loan-program-types/loan-assistance> for qualifications and policy details.

For general student loan repayment information, please see <https://law.seattleu.edu/student-life/student-services/student-financial-services/paying-for-law-school/financial-aid/loan-program-types/loan-repayment>.

The law school has partnered with AccessLex to bring the Max! program to students to provide financial literacy and loan repayment resources to help students make informed decisions regarding finances and their future. Please see the financial literacy page for more information : <https://law.seattleu.edu/student-life/student-services/student-financial-services/paying-for-law-school/financial-literacy> for the link to sign up for Max! and other financial literacy resources for law students.

Technology

The law school operates its own Technology Help Desk located on the 3rd floor of Sullivan Hall. It is a Dell-certified service center, able to repair and replace warranted computer parts without a service charge. To find out more about other services the Help Desk offers (like student printing), go to the website: <https://law.seattleu.edu/student-life/student-services/student-support/technology-and-media-services/>

Laptop Requirement

Seattle University School of Law is a recognized leader in integrating technology with education. The school uses computing resources extensively in the curriculum, for research, for communications within the law school community, and for external communications.

Because of the importance of access to networked information in all aspects of student life and the extent to which the school relies on electronic communications, the School of Law requires that all entering students own a portable computer capable of accessing the Internet from home as well as via Ethernet within the School of Law.

There are two options available for all students entering the Law school: the Dell purchase program or another laptop that meets our current laptop requirements. If you decide to take advantage of the purchase program, reviewing the laptop requirements will be unnecessary, as all of the computers offered meet or exceed every requirement listed.

Other Laptop Computers

Should you already own a relatively new laptop or choose not to purchase a Dell through the student program, your portable computer must meet the minimum specifications listed on the website: <https://law.seattleu.edu/student-life/student-services/student-support/technology-and-media-services/computing-information/computer-requirements/#d.en.2667115> . Mac OS might not work with some of the School of Law's specific applications. For consistency and ensuring we are able to provide the best support possible, Windows machines are recommended at this point in time.

For financial assistance in purchasing your laptop, look into our financial aid options for incoming students: <https://law.seattleu.edu/student-life/student-services/student-support/technology-and-media-services/computing-information/computer-financial-aid/>.

Make sure your computer is able to connect to the network: <https://law.seattleu.edu/student-life/student-services/student-support/technology-and-media-services/computing-information/network/>

Classroom Projection with Student Computing Devices

New computing devices are so small now that few of them have 15-pin VGA ports on them that can be directly connected to law school projectors. Therefore, it is important to ensure that students have a compatible VGA adapter for the specific make and model of computing device (laptop, notebook, ultrabook, tablet) prior to doing any classroom presentations. Check with device vendor to ensure compatibility. Please see the Law School Technology Staff for information on the best connection for your personal device.

Streaming Videos

Numerous trainings and public event videos are recorded by the law school and placed online for viewing. To find a list of these, go to the Multimedia page: homepage of the law school, click on “Find More” and choose “Multimedia Library” from the dropdown menu, then peruse video playlists by subject. Alternatively, the direct URL is: <http://law.seattleu.edu/multimedia>.

Laptop Readiness for Exams

Seattle University School of Law administers exams electronically using a secure exam software. In order to participate fully in these assessments, students are required to maintain a functional laptop computer that is capable of running the current version of the law school’s designated exam software (e.g., Examplify). This includes ensuring:

Your device meets or exceeds minimum hardware and operating system requirements.

- All system updates are installed, and your device is not awaiting a reboot at the time of an exam.
- You have administrative privileges on your device to install or update software.
- Your device is capable of sustained battery use or is brought to the exam fully charged with a functioning power adapter.
- Your device’s keyboard, screen, and trackpad/mouse are in working order.

Students must complete a system check with the law school’s required exam software prior to each exam period. It is the student's responsibility to test and confirm software compatibility in advance of any scheduled assessment. Devices that fail to meet minimum standards or encounter issues during an exam may require the student to complete the assessment by hand, without extended time.

The law school strongly recommends that students not rely on tablets, Chromebooks, or dual-boot configurations, as these may not be supported by exam software.

University Resources and Services

Campus Card

Seattle University Students, Faculty and Staff are provided with a versatile photo ID called a Campus Card. Your Campus Card can be used to swipe or tap into buildings across campus. It is also your library card and gym pass. Your meal plan dollars will be added to your Campus Card for use at any Redhawk Dining location, or you may add funds to your One Card account to pay for printing or for anything at the campus bookstore. You may also use your One Card funds at the Redhawk Resource Hub in the Student Center to purchase tickets for campus events.

In the event of a lost or stolen card, a replacement card will be issued in the Campus Card Office (a card replacement fee will apply). If a card no longer works or is damaged, a replacement card can be issued for free if the non-working or damaged card is brought to the Campus Card office.

One Card funds may be added to Campus Card accounts online through Seattle University's eAccounts: <https://seattleu-sp.transactcampus.com/eaccounts/AnonymousHome.aspx>. Meal plan funds may be added and managed through Housing and Residence Life: <https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.seattleu.edu%2Fhousing%2Fmeal-plans%2F&data=02|01|ketchumd%40seattleu.edu|fcb6fc1a674f4aa3739508d70555af39|bc10e052b01c48499967ee7ec74fc9d8|0|0|636983737874169149&sdata=71mUcdbu7mgRUMqFfCVUf7ypXbrzco3Gv%2Fzp4%2Fzsem0%3D&reserved=0>
https://housing.seattleu.edu/StarRezPortalX/B510F282/1/1/Home-Welcome_to_the_Seatt?UrlToken=07BA8C05

The Campus Card Office is in SuperCopy (located in Pavilion 010). Phone: 206-296-6117.

Incoming first-year and transfer students may submit a photo online for their Campus Card ID and have their card ready for them to pick up when they arrive on campus. Photos must be of your face only (cropped from top of your head to your shoulders) against a neutral background with no sunglasses or hats, similar to any driver's license or passport photo.

Check your SU email for an invitation from "SU's Campus Card Office, SuperCopy" (onlinephoto@blackboard.com) for more details and to click the button to Upload Your Photo. Please contact Service Desk at (206) 296-5571 or servicedesk@seattleu.edu if you cannot find the invitation in your SU email or if you have any other questions.

Food Support Initiatives

Through the Seattle U Wellness Café and Food Pantry, located in Pavilion 150, the Dean of Students Office supports Seattle U students experiencing food insecurity.

Students may contact the Wellness Café and Food Pantry by emailing basicneeds@seattleu.edu and may request bags containing 1 – 2 days of food each week through an online form available on the Food Security Initiatives page: <https://www.seattleu.edu/office-of-the-dean-of-students/food-support-initiatives/>

The Wellness Café and Food Pantry also provides SNAP education, emergency aid resources, and referrals to community programs, supporting longer-term stability. Ambassadors also refer students to [CARE Team](#) to ensure wrap-around assistance.

Mental Health and Well-Being

Counseling and Psychological Services (CAPS)

CAPS is located in Room 120 of the Pigott Pavilion and provides free short-term counseling services to enrolled students in Washington state through in-person and remote appointments. CAPS can assist students with identifying resources and services that best fit each student's unique circumstances. To make an appointment with CAPS counselors for therapy, visit the office in PAVL 120 or call CAPS at 206-296-6090. For on-going, continuous therapy please visit the office or email caps@seattleu.edu for assistance with finding therapists off-campus.

CAPS also offers urgent care hours; please consult the CAPS website for current hours: www.seattleu.edu/caps. Urgent care hours are a time for students seeking brief services in times of crisis to speak with a counselor to identify a plan of action for their care. No appointments are necessary and urgent hours are first come, first served.

TimelyCare

TimelyCare offers students 24/7 access to virtual medical and mental healthcare from anywhere in the United States. This service, funded by the student wellness fee, provides a great supplement to existing on-campus health and wellness services with no out-of-pocket cost or insurance requirement.

- **Medical: 24/7**, on-demand access to a medical provider that can treat a wide range of common illnesses like cold and flu, sinus infection, allergies and more.
- **Scheduled Medical:** Scheduled options to speak to a medical provider.
- **TalkNow: 24/7**, on-demand access to a mental health professional to talk about anything at any time.
- **Scheduled Counseling:** Scheduled options to speak to a licensed counselor (up to 12 visits per year which reset on August 1 of each year).
- **Health Coaching:** resources to help students adopt healthier lifestyle behaviors related to sleep issues, nutrition, weight management and more.
- **Psychiatry:** Services provided by referral from an on-campus medical or mental healthcare provider.
- **Group Sessions:** Weekly Guided Meditation and Yoga Group Sessions, plus specialized discussions throughout the year.

For more information, visit the TimelyCare Wellness and Health Promotion website at <https://www.seattleu.edu/life-at-seattle-u/health-wellness/timelycare/>.

TimelyCare also includes CrisisNow for immediate mental health support. Students can call CrisisNow at 564-233-3051 for 24/7 support from masters-level trained Crisis Mental Health professionals.

For any type of concern about health & wellness, accessing basic needs, or ensuring safety, students are invited to make an online referral, on their own behalf or on behalf of someone else, for outreach and assistance from the SU CARE Team: [Submit a Student Concern](#)

Washington State Bar Association Member Wellness Program

The Member Wellness Program promotes the well-being of WSBA members and law students. The program is a resource for consultation, community, and education on mental health and self-care topics. [All services are confidential.](#)

Services are free of charge and available to attorneys, law students, or those concerned about an attorney. The program can assist with referrals for therapists, prescribers, groups, and treatment centers. Consultations employ a HIPAA-compliant telehealth portal. Find more details on available resources at: <https://www.wsba.org/for-legal-professionals/member-support/wellness>.

Parking Regulations

Transportation and Parking Services

<https://www.seattleu.edu/transportation/>

The Public Safety Office issues parking permits and enforces parking control. Parking Division staff members also provide assistance with battery jump-starts.

Parking permits are required at all hours all days. Virtual parking permits are available for purchase through iParq (<http://seattleu.thepermitstore.com/>).

Seattle University offers a number of options for students and to utilize public transit through an ORCA Transit Pass to travel to and from campus, which can be purchased at Parking and Transportation Services office or iParq.

Parking & Transportation Services is located within the Public Safety office in the Pigott Pavillion Building, Room 010. Call during office hours at 206-296- 5992 or email parkingservices@seattleu.edu.

Hours are:

Monday through Thursday: 8:30 a.m. - 4:00 p.m.

Friday, 8:30 a.m. – 2:00 p.m.

Closed Friday/Saturday/Sunday and University Holidays

Safety and Security Services

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

Services

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

Public Safety provides 24-hour safety escort services for students walking to bus stops, parking areas, or living quarters within a two-block radius of the main campus. Call 206-296-5990 for safety escorts or additional information.

Public Safety is in basement of the 1313 E. Columbia Building, located at the corner of 13th and East Columbia. 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:	5990
Non-Emergency Off-Campus Phone:	206-296-5990
Emergency Campus Phone:	5911
Emergency Off-Campus Phone:	206-296-5911

Emergency Notification System

Public Safety Emergency Alerts will notify students via text messaging, e-mail and other methods in case of an emergency or campus safety situation.

New users can sign up at <https://www.seattleu.edu/life-at-seattle-u/safety/emergency-management/emergency-procedures/emergency-alerts/>.

During an emergency, Public Safety Emergency Alert is the quickest way to find out information and to take action.

Seattle University Facilities Use

Any law student organization's social or educational activities that are conducted on the Seattle University campus, other than in Sullivan Hall, are subject to the current Seattle University Student Handbook and its various procedures and policies.

Student Health Center

The Student Health Center (SHC) is a health clinic accessible to students currently attending classes at Seattle University regardless of insurance type or lack of insurance.

<https://www.seattleu.edu/life-at-seattle-u/health-wellness/student-health-center/>

Location/Contact

Student Health Center
 Bellarmine Hall #107
 1111 E. Columbia St.
 Seattle, WA 98122
 1-206-296-6300
 Fax 1-206-296-6089
studenthealthcenter@seattleu.edu

Services

Staffed with board-certified nurse practitioners, registered nurses, and medical assistants, the SHC provides a range of services. The Student Health Center sees students for many reasons but may refer to a provider in the community if the student would be better served. Appointments can be made by calling 206-296-6300. Find form information on the SHC website:

<https://www.seattleu.edu/student-health/>.

Students may also access 24/7 virtual medical and mental healthcare from anywhere in the United States through TimelyCare. This service, funded by the student wellness fee, provides a great supplement to our existing on-campus health and wellness services with no out-of-pocket cost or insurance requirement. For more information, visit the TimelyCare Wellness and Health Promotion website at <https://www.seattleu.edu/life-at-seattle-u/health-wellness/timelycare/>.

For detailed information on the SHC including services, staff, fees, and upcoming closures, please visit www.seattleu.edu/student-health. (See also: [Mental Health and Well-Being](#).)

University Ministry

University Ministry, located in the Maguire Center on the first floor of the Student Center, is a resource to support the spiritual and holistic human development of Seattle U's graduate and law student population as well as undergraduates. An overview of resources and programs can be found at the University Ministry website: <https://www.seattleu.edu/life-at-seattle-u/faith-spirituality-meaning/university-ministry/>

In times of grief, loss, stress, isolation, and uncertainty, Seattle U's University Ministers are here for you and seek to be a supportive companion as you navigate life's challenges. If you would like to talk to a university minister, please visit the Pastoral Care page and complete the Connect with a University Minister form: <https://www.seattleu.edu/life-at-seattle-u/faith-spirituality-meaning/university-ministry/pastoral-care/> University Ministry is a resource for students of all religious, secular, and spiritual identities.

University Recreation – Facilities, Activities, and Programs

University Recreation inspires, educates, and empowers the Seattle University community to live happier, healthier, and more successful lives. Enjoy a variety of activities all centered on fun, fitness and personal development; many at no additional cost. Explore the Cascades, try a Cardio Dance class, grab a few friends for an Outdoor Volleyball league or go for a swim. The REC provides programming that fits into your life, interests and needs. Visit UREC's website for information about facilities and resources: <https://www.seattleu.edu/recreation/>

Contact UREC

Member Services Desk: 206-296-6441

Email: UREC@seattleu.edu

Non-Academic Policies

Code of Student Conduct

All Law Students are expected to read, model, and comply with the policies in the Code of Student Conduct. Lack of awareness of these policies does not exclude students from their responsibility to follow them. You can find the Seattle University Code of Student Conduct at <https://www.seattleu.edu/office-of-the-dean-of-students/policies-records/code-of-student-conduct/>

The Law School has its own policies related to academics See: [Academic Regulations](#); [School of Law Academic Integrity Code](#).)

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), KPLU (FM 88.5), and KUOW (FM 94.9) and television stations KIRO (Channel 7), KOMO (Channel 4) and KING (Channel 5). Seattle University's News and Information Line (206-296- 2200) will also carry emergency closure information. The law school website will also be updated with information as it becomes available, at <https://law.seattleu.edu/>.

In the event of an emergency on campus, Seattle University has subscribed to e2Campus to send time-sensitive emergency communication to students, faculty and staff who opt-in. By employing a variety of electronic communication tools, such as text messaging, e-mail and RSS feeds, emergency messages can be sent simultaneously to registered campus community members via cell phone and Wi-Fi-enabled devices.

Students, staff, and faculty are automatically enrolled into SeattleUAlert messaging. Seattle University's emergency notification service is available to the public. If you would like to enroll in the service, text SeattleUAlert to 79516.

Public Safety will also use campus email, desk telephone, area wide broadcast speakers as appropriate to communicate campus emergencies.

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 decide 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 later 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 updated School of Law notices.

If students cannot 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 Development about their absence.

Earthquakes 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 snowstorms, 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 should Drop, Cover and Hold until the shaking stops and then safely exit Sullivan Hall and gather at the flagpole or the nearest safe evacuation location to assess the situation. The long-term emergency site for Sullivan Hall is Championship Field, located across from the Redhawk Center, where information and medical assistance can be made available.

A copy of the emergency response directions is posted in each building and a complete copy of the emergency response information is available at the Campus Department of Public Safety website: <https://www.seattleu.edu/life-at-seattle-u/safety/emergency-management/emergency-procedures/>

Parents and Other Non-Enrolled Individuals

Except for special situations expressly permitted in advance by the Law School Administration (e.g., admitted student visits, recognition events, public events, or similar circumstances), parents and other individuals who are not enrolled in the School of Law are generally restricted from attending classes in the Law School. (See also: [Auditing Classes](#).)

Students who are themselves parents remain subject to the regulations applicable to all students, including class attendance and other policies. For the Law School's policies on bringing children to class, please see the section on Children in the Classroom. Information on the lactation room is available in the section on Room Reservations. Students who are pregnant should see the section on Pregnancy.

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 and classes 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.

Sexual Misconduct

Seattle University's Commitment

Seattle University affirms respect, responsibility, and care between all persons. Conduct constituting a sexual offense, such as non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation or sexual assault, will not be tolerated. Behavior of this nature is inconsistent with Seattle University values, and is a violation of the Code of Student conduct and

University policy. Students committing a sexual misconduct in any form can be disciplined under the Code of Student Conduct (<https://www.seattleu.edu/office-of-the-dean-of-students/policies-records/code-of-student-conduct/>). If you are in need of emergency assistance please call 206-296-5911 to reach our Department of Public Safety or call 911 to reach Seattle Police.

We Are Here to Help

Seattle University provides many resources to assist and support students who experience sexual harassment, sexual assault, domestic violence, dating violence, stalking, or other sexual misconduct, regardless of where or when it occurs, or by whom. Visit [Get Help](#) to learn more about on- and off-campus resources and reporting options.

For specific resources and information for staff and faculty who have experienced sexual misconduct, please contact the [Office of Institutional Equity](#).

University Assistance

The University offers assistance to all students who experience sexual misconduct, whether or not they pursue formal reporting. Examples of interim actions include: shielding a student from ongoing contact with an individual; taking that individual out of a class or issuing an administrative no-contact order; assigning an individual to a different lab or other clinical setting; asking an administrative authority to speak to the individual to express serious concern about a behavior; reminding the individual of policies and definitions relating to sexual misconduct; offering counseling targeted to addressing sexual aggression; and reorganizing housing assignments so that students can feel safer. Interim actions do not preclude formal discipline.

Confidentiality

Privacy concerns are often at the forefront when someone has experienced sexual misconduct. It is useful to know the degree of confidentiality that individuals can expect from each of the University resources.

Resources identified as “confidential” will not share any information without your informed, written consent, unless there is an imminent risk of harm to self or others.

All other faculty and staff are expected to maintain information about sexual misconduct as extremely private, and to notify the University’s Title IX Coordinator who ensures that each individual is appropriately supported with resources and options that empower them to make informed decisions.

Students can always ask about an employee’s responsibilities before sharing information and have the right to speak with confidential resources.

Confidential according to state law: Exploratory conversations are confidential. Police reports, with identifying information redacted, may be available to the public upon request.

Resources

Seattle University has a dedicated webpage providing information to students and families about sexual assault issues and available resources: <https://www.seattleu.edu/get-help/>

To find the University's Sexual Misconduct Policies, visit Campus Dean of Students page:
<https://www.seattleu.edu/deanofstudents/policies/sexual-misconduct-policy/>

For on and Off Campus Resources, visit: <https://www.seattleu.edu/office-of-the-dean-of-students/sexual-misconduct/on-and-off-campus-resources/>.

To Make a Report or File a Complaint

The University encourages all members of the University community to report incidents of discrimination, harassment, sexual misconduct, or retaliation to a University official listed below. A formal report can be filed with the University and/or through law enforcement for any criminal behavior. If you would like more information before deciding whether or not to make a formal complaint with the University, you are welcome to meet with someone from the Office of Institutional Equity (OIE) who can provide information about our process and answer any questions you have.

Dr. Elizabeth Trayner, Assistant Vice President for Institutional Equity
etrayner@seattleu.edu
 206-220-8515

Department of Public Safety
 1313 E. Columbia Building, Room 002
 206-296-5990 (for non-emergency)
 206-296-5911 (for emergency)

EthicsPoint – a secure reporting tool, with the option to file anonymously
 1-888-393-6824
<https://secure.ethicspoint.com/domain/media/en/gui/23241/index.html>

IMPORTANT NOTICE: In compliance with the U.S. Department of Education's Title IX Final Rule, effective August 14, 2020, Seattle University implemented a new policy, the [Policy Prohibiting Sexual Harassment, Discrimination, and Retaliation](#), which impacts the application of the Sexual Offenses, Domestic Violence, Dating Violence and Stalking Policy. Please contact the [Office of Institutional Equity's](#) for additional information.

Smoking Policy

To promote a safe and healthy educational and work environment for students, faculty, staff, and visitors, Seattle University has adopted a tobacco and smoke free campus policy.

The use or sale of tobacco products is prohibited on and within all Seattle University owned, leased, or managed property and at university sponsored off-campus events. Products approved by the Food and Drug Administration for uses of mitigation, treatment, or prevention of disease are permitted under this policy. This includes tobacco cessation therapy such as gums, patches, and lozenges.

Tobacco Products refers to cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes, and any other smoking devices that use tobacco (e.g., hookahs); as well as nicotine delivery devices that simulate the use of tobacco (e.g., electronic cigarettes, vaping), regardless of whether the substance in the device contains nicotine.

Tobacco use is permitted off-campus, including public sidewalks. In accordance with state law, smoking is prohibited within 25 feet of any door, window, or air intake.

The use and possession of marijuana on campus or in association with any university-sponsored or affiliated activity or program is prohibited. The policy complies with the federal Drug-Free Schools and Communities Act. Under this federal law, as a condition of receiving federal funds, an institution of higher education such as Seattle University must certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on campus and as part of its activities and programs. At the federal level, this law includes any amount of marijuana (Please refer to the Seattle University policy on marijuana use or possession at: <https://www.seattleu.edu/media/seattle-university/documents/policies/general/SU-Policy-re-Marijuana-Use.pdf>)

Sullivan Hall

Building Hours

Sullivan Hall is unlocked 7:30 a.m. – 4:30 pm Monday – Friday during the academic term. Building hours will vary during exam periods, holidays, and summer. Notice of any changes will be posted. Students will need their Campus Card to gain access when Sullivan Hall is locked.

Lockers

Individual student lockers are available for all students. A locker may be reserved for a \$10 refundable deposit by emailing the “Law School Locker/Refrigerator Request” form, available on the Business Office website, to the Business Office (lawbusinessoff@seattleu.edu). 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. Requests for locker reassignment must be made through the Business Office. Personal locks on lockers not assigned by the Law School will be removed at the expense of the student. Students may have only one locker.

Graduates must be out of their lockers by July 31, following graduation. Any items left in the lockers after this date will be discarded. Graduates must return their locks to the Business Office 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 refundable deposit is required. Students must return their key to the Business Office to receive a refund of their deposit. All questions about the refrigerator operation should be addressed to the SBA. Please be sure to secure the refrigerator after access.

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.

Requests for reservations for classroom or other community space can be made through the Event Planning office in the 2nd Floor Administration Offices. Classroom space is available for students to use as study space when not being used for class or reserved for other events.

Students who need the School of Law’s lactation room for nursing or breastfeeding may contact the Senior Director for Finance and Administration for initial access; thereafter, reservations are not required.

Reservations for the study rooms in the Law Library can be made online at:

<https://seattleu.libcal.com/spaces>

Reservations for on-campus space outside of Sullivan Hall are made at the Law School’s Event Planning Office located in the 2nd Floor Administration Offices.

Student organizations renting off-campus space must first check with the Senior Director for Finance and Administration. The Senior Director for Finance and Administration must sign all rental agreements for off-campus space and services. Any student organization holding an event off-campus must follow the Student Affairs event policies and procedures required for on-site events.

Photocopying

A self-service copy machine is located in the DDC on the 2nd floor of the Law School Library. Ask a library employee for assistance.

Service Animals

Only working service animals are allowed in Sullivan Hall. All other animals, including emotional support animals, are prohibited. (See also: [Disability Services](#).)

The Sidebar

The Sidebar is the food service location in Sullivan Hall. Coffee, beverages and grab and go salads, sandwiches and a variety of other seasonal selections will be at the Cherry Street Market in the Student Center. Hours of operation for all food service locations can be found online at <https://dineoncampus.com/seattleu>.

Wellness Room

This space can be used for students to conduct prayer, meditation, and general wellness relief, and can be found in room 103 behind the SideBar. You will need a code for this space. Please contact Jacqueline Pham, Student Life Program Manager, apham8@seattleu.edu.

Building Policies

Policy Regarding Posting of Notices in School of Law Building

In order to maintain the appearance of the building 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 public area tables, 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 Senior Director for Finance and Administration.

Policy Regarding the Serving of Food

School of Law Facilities

Any student organization planning to hold an event where food will be present that requires cooking, heating, or refrigeration must see the Student Life Program Coordinator for approval. This

policy applies to any sale of food in the building even if it is restricted to members of the law school community and to receptions 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 Student Life Program Coordinator.

Seattle University has a contract with Redhawk Dining to be the exclusive provider of campus catering services. Unless a waiver is approved by Redhawk Dining (usually only in a cultural event where Redhawk Dining cannot provide the requested food), no outside caterer is permitted in Sullivan Hall or on the Seattle University campus.

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 the application requests, Campus Safety and Redhawk Dining services.

Sponsoring groups or individuals must complete and submit to the Associate Dean of Student Life, Diversity & Inclusion 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 Senior Director for Finance and Administration, the Associate Dean of Student Life, Diversity & Inclusion, 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 Redhawk Dining. 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 can be served in the School of Law and on campus. Because the Banquet Permit generally does not provide for attendees under the age of 21, children may not attend events where alcohol is being served unless specifically invited.

Kegs are not permitted either on campus or in the Law School. Hard alcohol may not be served anywhere on campus. Alcohol may not be served on campus prior to 4 p.m.

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 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.

Co-Curricular Student Organizations

Law Journals

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 approximately thirty, third-year and thirty, second-year students. Staff members make a two-year commitment to running the journal beginning in their second year of law school. Law Review members receive up to three credits during their first year of journal membership. In their second year of journal membership, members receive one credit for serving as Associate Editors, three credits for serving on the Editorial Board, or four credits for serving as the Managing Editor or Editor-in-Chief. 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 first year of journal memberships, members write a Comment or Case Note of publishable quality.

Members in their second year on the journal mentor students in their first year as 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.

Students may distribute the credit(s) as they choose to the Fall or Spring semester of the academic year in which the credit(s) are earned. Eligible students will be contacted by the Registrar's Office in early July to begin credit registration.

The Seattle Journal for Social Justice

The Seattle Journal for Social Justice (SJSJ) is a student edited law journal that publishes professor, practitioner, and staff member articles on issues of social justice in the legal community. Founded in 2001, the SJSJ's mission is to promote critical interdisciplinary discussions on urgent problems of social justice, which includes 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, and Noam Chomsky.

The SJSJ, which publishes three issues annually, requires a two-year commitment from its members. During their first year as SJSJ staff members, students are required (1) to write a publishable-quality student article for which two academic credits are awarded, and (2)

satisfactorily fulfill editorial duties for the publication of the SJSJ issues for which one academic credit is awarded. Towards the end of their first year of journal membership, staff members may apply to serve on the Editorial Board for the following year.

During their second year as SJSJ members, those who decided not to apply or were not elected to the Editorial Board will remain as staff and be required to fulfill editorial duties; one academic credit is awarded for the year. Those members who were elected to the Editorial Board will perform duties in accordance with the nature of their respective positions; three academic credits are awarded for the year. The Editor-in-Chief and Managing Editor are awarded 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. Students can allocate their credit(s) over the fall and spring semesters as they see fit. All academic credits are contingent upon satisfactory completion of responsibilities and are subject to faculty advisor review.

Students may distribute the credit(s) as they choose to the Fall or Spring semester of the academic year in which the credit(s) are earned. Eligible students will be contacted by the Registrar's Office in early July to begin credit registration.

Seattle Journal of Technology, Environmental, and Innovation Law

The Seattle Journal of Technology, Environmental & Innovation Law (SJTEIL) is a student-run online publication. The Journal's online platform offers authors a rapid yet thorough editorial process that facilitates participation in current debates in environmental law and policy surrounding legal issues in the realm of technology and innovation. By promoting interdisciplinary discussions on urgent environmental issues, SJTEIL's scholarship explores the importance of environmental protections in business, international transactions, and land use. SJTEIL further explores the cutting-edge issues on technology and the law.

In complement, the Journal, through its writing program, affords student members excellent opportunities to improve their research and writing skills. Each staff editor is carefully paired with a member of the Editorial Board who serves as the primary editor for the staff editor throughout the writing and editing process, providing enriching educational and mentoring experiences to both the staff editor and the primary editor.

SJTEIL requires a two-year commitment by its members. After one year of service, members may apply to serve on the Board of the Journal during their last year of school. 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.

All members of the Journal must be law students who are in good standing. Students may distribute the credit(s) as they choose to the Fall or Spring semester of the academic year in which the credit(s) are earned. Eligible students will be contacted by the Registrar's Office in early July to begin credit registration.

American Indian Law Journal

The American Indian Law Journal (AILJ) is an academic collaboration among students, faculty, and practitioners. The AILJ is designed to fill a critical gap in the amount of current scholarship available to those interested in the rapidly developing field of Indian Law. AILJ employs an innovative online format and was granted provisional status in 2011. In 2015, AILJ was accredited. Indian law concerns a wide range of legal issues, including but not limited to jurisdiction, natural resources, treaties, international law, administrative law, tax, property, contracts, gaming, and environmental law.

In addition to providing students with a practical and marketable skill set, AILJ exemplifies the School of Law's commitment to social justice. American Indians have been marginalized and persecuted throughout the country's history, and unfortunately, these themes of prejudice and injustice persist today. Indian law implicates myriad social concerns, including civil rights violations, protection of cultural resources, religious freedom, the loss of land and natural resources, and the regulation of environmental quality. Despite these numerous issues, there are only two dedicated Indian law journals in North America. AILJ provides students with a unique opportunity to work one-on-one with some of the most distinguished Indian law practitioners and faculty members in the country.

AILJ publishes two online issues annually and requires a two-year commitment from its members. All members of AILJ must be in good academic standing according to the Law School's academic regulations. During their first year as AILJ staff members, students are required to (1) write a publishable quality student article, for which the advisors may award two academic credits, and (2) satisfactorily fulfill editorial duties for the publication of the AILJ issues for which the advisors may award one academic credit. In the Spring Semester of their first year of journal membership, staff members may apply to serve on the Editorial Board, for which three or four academic credits may be awarded or serve as an editorial Staff Member for the following year, for which the advisors may award one academic credit. During their 3L or 4th year, Editorial Board members will perform duties in accordance with the nature of their respective positions; the Editorial Board receives three academic credits for the year. The Editor-in-Chief, Managing Editor and Executive Editor are awarded a total of four academic credits for the year.

The Editor-in-Chief may select students in their 4L year to serve as Editor Emeritus, for which the advisors may award one academic credit.

Election of academic credit (pass/fail) is voluntary, but the students must apply the credits in the academic year in which they earned them. Students can allocate their credit(s) over the fall and spring semesters as they see fit but are not allowed to allocate credits over the summer semester. All academic credits are contingent upon satisfactory completion of responsibilities and are subject to faculty advisor review. Regardless of credit allocation, AILJ members must fulfill their duties for the full year as outlined by the AILJ Constitution and Bylaws.

Students may distribute the credit(s) as they choose to the Fall or Spring semester of the academic year in which the credit(s) are earned. Eligible students will be contacted by the Registrar's Office in early July to begin credit registration.

Law Journal Accreditation Provisions

Standards for Accreditation of Journals.

The Standards require that, to obtain full accreditation, a journal must show that it:

1. Develops and regularly publishes the scholarship of its own members;
2. Regularly publishes scholarship by outside academics and/or leading practitioners that, when taken in the aggregate, makes a substantial contribution to scholarly discourse;
3. Publishes at least two issues per academic year (or its electronic equivalent), totaling at least 700 journal pages (or its electronic equivalent);
4. Is open to all upper-level students or chooses its members through a fair and transparent selection process;
5. Has at least one career faculty member serving as a faculty advisor; and
6. Is appropriately structured and organized in terms of student membership and editorial board size, structure, and responsibilities.

With respect to accreditation under section (3) above, a journal may meet the following alternative standard if it:

- Publishes at least 10-12 articles per year in either electronic or print version;
- Receives content approval from a professional panel of members of the relevant community, wherein the panel certifies the quality of the content; and
- Maintains an adequate ratio of student articles to academic and/or professional articles (specifically, there are more nonstudent articles than student articles published per academic year).

Standards for Maintaining Accreditation of Journals:

By July 1 of each subsequent academic year, an accredited journal shall submit to the Vice Dean for Academic Affairs a short memorandum signed by the Editor-in-Chief and a Faculty Advisor demonstrating that the journal continues to meet the accreditation standards.

The Vice Dean for Academic Affairs shall appoint an Accreditation Committee and refer the memorandum to that Committee if (i) it is the first reaccreditation memorandum filed by a newly accredited journal; (ii) the advisor declines to sign the memo; or (iii) the Vice Dean otherwise has reason to believe that the journal no longer meets the accreditation standards. In the event that a majority of the Committee determines that the journal no longer meets the accreditation standards, the journal shall be given a one-year grace period in which to improve its performance. If, at the end of the next academic year, the Accreditation Committee concludes that the journal still fails to meet the accreditation standards, it shall lose its status as an accredited journal. Once a journal loses its accredited status, the Dean at their discretion shall determine whether the Journal can continue to operate as a provisional journal, can continue to operate as a sanctioned journal without academic credit, or shall cease operating as an official Seattle University student publication.

Under all other circumstances, the Vice Dean shall treat a Journal's recertification memorandum as presumptively valid and shall notify the journal and the Registrar that the journal has been reaccredited for the coming academic year.

Non-Law Journal Co-Curricular Student Organizations

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 four 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 their 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. However, students can request the credit be added to the following semester. No credit may be allowed for Moot Court for a different academic year than the one the competition was completed in. 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 (DR) Board

The Dispute Resolution Board ("DR Board") is an academic organization whose purpose is to increase awareness of alternative dispute resolution ("DR") and to facilitate the development of DR 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 DR practitioners, supporting DR training opportunities, and hosting DR 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 in regional ABA competitions may, upon approval of the faculty advisor, receive one (1) hour ungraded academic credit, so long as the participant satisfactorily performs the duties of

team membership. No student may receive more than one credit for participation in a dispute resolution competition, nor may any student receive academic credits for both dispute resolution and moot court competitions.

Moot Court and DR Student Competition Process

Pre-Competition Substantive Preparation

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

All participants in the in-house appellate competitions must take Legal Writing 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 work with the faculty advisor to complete the 40-hour Regional Competition Seminar.

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 competitions:

- Mock Trial: In-House 1L Competition (Spring)
- Dispute Resolution: In-House 1L Competition

Administration of Moot Court- and DR Board-Managed Student Competitions

The Dispute Resolution Board and the Moot Court Board shall administer all official in-house competitions within the School of Law, except for intramural competition involving the Code of Military Justice, which may be administered by the Military and Veterans Law Society with the written permission of the Associate Dean of Experiential Learning.

The Dispute Resolution Board and the Moot Court Board shall manage all regional/national competition that is not Specialty Competition (see Other Advocacy Competitions). Students may not participate in regional/national co-curricular-managed advocacy competitions in the same semester as the in-house qualifying competition without permission of the faculty advisor.

Other Advocacy Competitions

Requirements for participation in other advocacy competitions are listed below.

- A. **Authorization and Management of Specialty Competitions.** Students who are eligible members in good standing of the relevant Certified Student Organization (See the section on Student Bar Association), with the approval of the CSO leadership, may request authorization from the Associate Dean of Experiential Learning to represent the university or the School of Law in select intermural advocacy competitions that are not managed by the institution's centers of excellence, Moot Court, or Dispute Resolution Board ("Specialty Competitions"). Examples of such Specialty Competitions include the Jessup International

Law Moot Court Competition, Thomas Tang Moot Court Competition, Frederick Douglass Moot Court Competition, National NALSA Moot Court Competition, and various other specialized competitions in areas such as finance law, environmental law, health law, family law, and bankruptcy. In the event that a competition is sponsored by the national or regional parent organization of a CSO, that CSO is presumptively declared the relevant CSO for purposes of this policy.

B. Restrictions. The following restrictions apply to student participation in Specialty Competitions:

1. **Revocation of Authorization.** A team's or individual's authorization to represent the institution in intermural competition is subject to the Code of Student Conduct, School of Law Academic Integrity Policy, and any other regulations referenced throughout this Authorization Policy. Individual and/or team authorization may be revoked for cause or for failure to demonstrate sufficient progress in preparation for competition.
2. **No Degree Credit Awarded.** Competition permitted under this section cannot be used to fulfill experiential learning credit requirements because it does not have a classroom instructional component, which is an ABA requirement for experiential learning.
3. **Supremacy Clause.** For any individual participant in a Specialty Competition who is also a member of a Seattle University co-curricular organization, no permission or requirement within the Specialty Competition policy shall supersede any co-curricular participation requirement or restriction set forth in this Handbook or the governing documents of the School of Law's co-curricular organizations.

Student Life

Student Bar Association

The Student Bar Association (SBA) is the designated governing body for all student organizations within the School of Law other than co-curricular organizations. The Associate Dean of Student Life, Diversity & Inclusion and the Student Life Program Manager are the primary individuals who work with SBA and its Certified Student Organizations (CSOs). SBA also generally sponsors programs and provides funding for CSO events. CSO social events must be open to ALL students within the law school community.

The SBA is the principal source of funding for student organizations and is funded through student fees. The Law School does not budget additional monies for student organizational activities, and Certified Student Organizations generally should not expect additional funding from the Law School for their activities.

Dean's Office Funding

In addition to funds received from the SBA, the Dean has authorized the Associate Dean of Student Life, Diversity & Inclusion to provide funding designed to support community events or specific student organization representation on external conferences/events when all other avenues have been exhausted. Specifically, the Dean has authorized the Associate Dean for Student Life, Diversity & Inclusion to provide funding for the following student activities if funds are available:

- A. **Community event reception funding.** Up to \$100 in matching funds per student organization for a reception for a 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, travel, lodging, or other related expenses for speakers brought to campus by student organizations.
- B. **CSO Conference Funding.** Funds for approved student participation at the regional or national conference of parent organizations of SBA Certified Student Organizations ("CSO conference funding"). Contribution toward the cost of registration fees, travel, meals (excluding alcohol), and other reasonable expenses consistent with university fiscal policy, not to exceed a predetermined annual maximum amount 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.
- C. **Select Intermural Advocacy Competition Funding.** Travel funds for student teams authorized by the Associate Dean of Experiential Learning to represent the institution in Specialty Competitions that are not managed by the institution's centers of excellence or advocacy co-curricular programs. (See "Other Advocacy Competitions" in the section on Non-Law Journal Co-Curricular Student Organizations). Contribution toward the cost of registration fees, travel, meals (excluding alcohol), and other reasonable expenses consistent with university fiscal policy, not to exceed a predetermined annual maximum amount per event will be covered. The balance of the costs should be obtained from other

sources.

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 Senior Director for Finance and Administration.

Certified Student Organizations (CSO)

Advocacy Training Society
All Mixed Up Law Caucus
American Constitution Society
Artificial Intelligence Law Society
Asian Law Students Association
Black Law Student Association
Business and Entrepreneurship Law Association
Disability Justice Collective
Election Law Caucus
Entertainment & Sports Law Association
Environmental Law Society
Family Law Society
Fashion Law Society
Federalist Society
Filipino American Law Students Association
First Generation Lawyers Coalition
Future Prosecutors for Social Justice
Health Law Society
If/When/How
Incarcerated Mothers Advocacy Project
Intellectual Property Law Society
International & Immigrant Student Association
International Law Society
International Refugee Assistance Project
Jewish Law Student Association
Justice in Employment & Labor Law Organization
Korean Law Student Association
Latinx Law Students Association
Middle Eastern South Asian Law Student Association
Military & Veterans Law Society
National Lawyers Guild
Native American Law Students Association
Non-Binary, Gender Non-Conforming and Allies Student Association
Out Laws
Pacific Islander Law Students Association
Phi Alpha Delta
Privacy Law Student Association
Property and Tax Law Society
Public Interest Law Foundation

Punjabi Law Society
Seattle U Post-Conviction Appellate Alliance
Seattle U Federal Bar Association
Space, Aviation, Maritime Law Association
Student Animal Legal Defense Fund
Technology, Media & Telecommunications Law Association
Womxn of Color Coalition
Womxn's Law Caucus

The most accurate list of active law school student organizations can be found on [ConnectSU](#).

School of Law Academic Integrity Code

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 Law School 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 their peril.

1.00 Statement of Purpose and Jurisdiction

- a. The purpose of this Code is to define instances of academic misconduct and to establish exclusive, uniform, and fair procedures for determining whether violations have occurred and for imposing disciplinary sanctions as appropriate.
- 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 Graded Assessments

It is a violation of this Code knowingly

- a. to give, seek, or receive information, answers, or solutions to graded assessments, including, but not limited to, examination questions;
- b. having taken a graded assessment, to divulge questions or answers or to comment upon the substantive nature of the assessment 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 assessment;
- c. to use resources not authorized by the faculty member, including generative artificial

- intelligence tools if prohibited;
- d. without the faculty member's permission, either to discuss a take-home graded assessment with another person or to work with another person on a take-home assessment;
- e. to violate any other rules established to ensure the integrity of the graded assessment; or
- f. except when authorized by a faculty member, to enter a faculty office, administrative assistant area, or other area with the intent to obtain a copy of a graded assessment.

2.20 Other Courses 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 their name or examination number on any work submitted for a course, competition, or other law school activity certifies that the work is their 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 they did not know or have reason to know that the work was not their own;
- b. to provide one's own work to another student knowing that the student may submit all or part of that work as their 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, including generative artificial intelligence tools if prohibited;
- 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 Adjudication Procedures

3.10 Purpose

No student should be subject to an adverse finding that they committed an offense related to academic integrity, and no sanction should be imposed relating to it except by the procedures provided in this Code. The objective is to provide fundamental fairness to the student and an orderly means for arriving at a decision, starting with the individual instructor and then designated administrative officers or bodies while maintaining the trust and integrity essential to the academic community.

3.20 Process

A faculty member, student, or staff member may initiate an allegation that a student has violated academic integrity standards. The allegation must be communicated in writing to the Vice Dean of Academic Affairs and the Associate Dean for Student Development, who will inform the student, and the faculty member – if they are not already aware, and allow the student to respond. Efforts will be made at this informal stage to resolve the matter in a manner acceptable to the interested parties. Consequences may include, but are not limited to, reducing the grade or assigning a failing grade for the assignment or examination connected to the violation of this Code and/or reducing the grade or assigning a failing grade for the course in which the violation occurred.

If the matter cannot be resolved through an informal process with the student's faculty member and the Vice Dean and Associate Dean, a written statement of charges will be filed by the Vice Dean of Academic Affairs and Associate Dean for Student Development with the Office of the Dean. If the Dean or their designee finds probable cause to believe that a student has violated a standard of academic integrity and that sanctions may be warranted, they shall refer the matter to the Academic Conduct Board. Sanctions up to and including expulsion, suspension, and, entry of a permanent notation of a finding of academic dishonesty on any record currently or prospectively available to any person outside the law school, including state bar associations.

The Academic Conduct Board shall consist of two career faculty members appointed annually by the Dean and two students appointed annually by the Student Bar Association executive board. If a matter is referred to the Academic Conduct Board for consideration, the members shall unanimously select a career faculty member to serve as the fifth member on the Board for that matter.

Accused students appearing before the Academic Conduct Board shall have the right to be accompanied and/or represented by an advisor of their choice during all stages of the proceedings before the Board.

The Academic Conduct Board proceeding is de novo, without reference to any matter developed previously in any informal proceeding in which disciplinary action was considered. No member of the Academic Conduct Board who has previously participated in the matter or would appear as a participant before the Board itself shall participate in the proceeding.

At least ten days before the Academic Conduct Board proceeding, the student immediately involved shall be given a written statement from the Academic Conduct Board indicating the nature and basis of the charge, as well as the penalties that may be imposed. Should a charge arise during

an examination period, any student involved will be notified immediately upon completion of that semester's exam period.

During the proceedings, the student shall be allowed to testify and present other evidence and witnesses relevant to the charge or the potential penalties. This student shall have an opportunity to question adverse witnesses. In no case shall the Board consider statements against the student unless they have been advised of their content and the names of those who made them and have been allowed to rebut unfavorable inferences that might otherwise be drawn. These proceedings shall be reasonably limited in time and scope by the Academic Conduct Board.

The Board shall decide on culpability and any penalty, if deemed appropriate, by a simple majority vote. The Academic Conduct Board is empowered to formulate additional operating procedures and policies as appropriate. Regardless of the Academic Conduct Board's findings, a letter will be added to the student's record indicating that an accusation was made and a proceeding was held. If the student is found responsible for an academic integrity violation, that will be noted, along with the consequences issued by the Law School. If the student is found not responsible, that will be noted in their record, along with their having been no sanctions imposed. In either a finding or responsible or not responsible for an academic integrity violation, the Academic Conduct Board may include information in the memo to the file about the student's participation in the process – including steps to take accountability, engaging professionally, and so forth.

4.00 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 4.00(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.

5.00 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.

6.00 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.