



# Student Handbook

2021-2022

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## Introduction and Reservation of Rights

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

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

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

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

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

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 Affairs. Feedback on the usefulness of this handbook and suggestions for improvement are also greatly appreciated.



## Quick Reference Guide

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Office	Phone	Location
<b>24-HR EMERGENCY NUMBER</b>	<b>206-296-5911</b>	1313 Columbia Building
<b>Public Safety</b>		
<b>24-HR NON-EMERGENCY Number</b>	<b>206-296-5990</b>	1313 Columbia Building
<b>Public Safety</b>		
Fax	206-398-4310	
Academic Affairs	206-398-4135	Sullivan Hall 210I
American Indian Law Journal	206-398-4217	Sullivan Hall 201
Academic Resource Center	206-398-4076	Sullivan Hall 313
Access to Justice Institute	206-398-4173	Sullivan Hall 313
Admissions	206-398-4200	Sullivan Hall 209
Alternative Dispute Resolution Board	206-398-4347	Sullivan Hall 108
Advancement & Alumni Relations Office	206-398-4600	Sullivan Hall 210
Bar Studies Program	206-398-4323	Sullivan Hall 313
Campus Store	206-296-5820	12 <sup>th</sup> and Madison
( <a href="https://www.seattleu.edu/campus-store/">https://www.seattleu.edu/campus-store/</a> )		
Business Office	206-398-4050	Sullivan Hall 209
Campus Card	206-296-6117	PAV 010 (Courtyard)
( <a href="https://seattleu.edu/supercopy/">https://seattleu.edu/supercopy/</a> )		
Campus Ministry	206-296-6075	Student Center 120
Center for Indian Law & Policy	206-398-4284	Sullivan Hall 313
Center for Professional Development	206-398-4100	Sullivan Hall 200
Fr. Sundborg Center for Community Engagement	206-296-2569	Sinegal Center for Science and Innovation
Civility	206-398-4140	Sullivan Hall 200
Copy Center/Mailroom	206-398-4053	Sullivan Hall 210
Counseling and Psychological Services	206-296-6090	Pavilion 120
Dean's Office	206-398-4300	Sullivan Hall 210
Document Delivery Center	206-398-4230	Sullivan Hall 201C
Environmental Review Law Journal	206-398-4292	Sullivan Hall 201
Event Administration	206-398-4411	Sullivan Hall 209
Externship Office	206-398-4128	Sullivan Hall 115
Exam Office	206-398-4331	Sullivan Hall C3
Flex JD Program	206-398-4005	Sullivan Hall 200
Graduate Law Programs	206-296-4277	Sullivan Hall 209
Housing	206-296-6305	Campion Hall 100
International Student Center	206-296-6260	Pavilion 160
Korematsu Center	206-398-4009	Sullivan Hall 313
Law Library	206-398-4220	Sullivan Hall 201
Law Review	206-398-4270	Sullivan Hall 201
Marketing & Communications	206-398-4108	Sullivan Hall 307
Moot Court	206-398-4345	Sullivan Hall 106
Office of Institutional Equity	206-296-2824	Loyola Hall 300
Parking/Public Safety & Transportation	206-296-5992	1313 Columbia Building
Registrar	206-398-4150	Sullivan Hall 209
Ronald A. Peterson Law Clinic	206-398-4131	Sullivan Hall 115

Seattle Journal of Social Justice	206-398-4988	Sullivan Hall 201
Sidebar	206-398-4350	Sullivan Hall 1 <sup>st</sup> Floor
Student Affairs	206-398-4307	Sullivan Hall 210E
Student Financial Services	206-398-4250	Sullivan Hall 209
Student Life	206-398-4206	Sullivan Hall 103
Student Organizations	206-398-4206	Sullivan Hall 101
Supercopy (Printing & Mailing Services)	206-296-6177	Pavilion 010 (Courtyard)
Technology & Helpdesk (Law School Only)	206-398-4178	Sullivan Hall 311
University Recreation	206-296-6441	Redhawk Center
University Technology Help Desk	206-296-5571	1313 Building,
	<a href="mailto:helpdesk@seattleu.edu">helpdesk@seattleu.edu</a>	ITS Helpdesk

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## Administration, Staff, and Faculty

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Some of the school's key contacts are available here:

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

To access the staff and faculty directory, click here:

<https://law.seattleu.edu/office-and-administration/staff-directory>

To find Offices and Administrations, click here:

<https://law.seattleu.edu/office-and-administration>

## Facilities

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

Maps of the Seattle University campus are available here:

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

Getting to the Law School:

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

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

## Commonly Asked Questions

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**Employment/Financial Matters**

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# Academic Regulations

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## JURIS DOCTOR

### Academic Requirements

#### Degree Requirements

##### *Credit Hours*

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

##### *Grade Point*

To receive a Juris Doctor, students must achieve a cumulative grade point average of at least 2.30. 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 3.295 grade point average is rounded up to a 3.30, but a 3.294 is rounded down to a 3.29.

##### *Required Courses*

All required courses must be successfully completed. Required courses are all first-year courses, Evidence, Constitutional Law I, Legal Writing II, and Professional Responsibility. Students must also complete six credits of experiential learning courses.

##### *Course of Study*

Pursuant to ABA Standard 311, the course of study for the JD degree may be completed no sooner than 24 months and not longer than 84 months after a student has commenced law study at the School of Law or a law school from which we have accepted transfer credit.

#### Enrollment Status

##### *Definitions*

##### Traditional JD (Including legacy part-time program) <sup>1</sup>

Fall and Spring:..... 8–16 course credit hours

Summer:..... 3–9 course credit hours

##### Flex JD

Fall and Spring:..... 8–11 course credit hours

Summer:.....5–6 course credit hours

##### Half-Time<sup>2</sup>

Fall and Spring:..... At least 4 course credit hours

Summer:..... At least 3 course credit hours

##### Less than Half-Time

Fall and Spring:.....3 or fewer course credit hours

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<sup>1</sup> First-year Traditional JD students who began their legal studies in the summer take only 11.5 credits.

<sup>2</sup> Half-time is defined for financial aid purposes only, and represents the minimum number of credits in which a student must be enrolled to receive federal financial aid.

Summer:.....2 or fewer course credit hours

### *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.

### *Restrictions on Outside Employment*

A student may not be employed more than 20 hours per week at paid employment in any week in which the student is enrolled in more than twelve credit hours. Students working more than an average of 20 hours per week are encouraged to enroll in no more than twelve credit hours. u

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

### *Underloads and Overloads*

Students seeking permission to take an **overload** must submit a written request to the Associate Dean for Student Affairs (Traditional JD students) or the Director of the Flex JD Program (Flex JD students) stating the reason for requesting the overload and a plan for balancing outside demands with additional course work. Overload requests will be approved assuming the Associate Dean or Director of Flex JD find that there is the likelihood that the student will be able to handle the extra workload. Notwithstanding the above, pursuant to ABA Standard 311, 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.

Students seeking permission to take an **underload** must submit a written request to the Associate Dean for Student Affairs stating the reason for the underload. 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**

Students must successfully complete a minimum of 16 credits per academic year, and a minimum of 6 credits in each regular academic term. The 6-credit minimum does not apply in the final semester of study. (See Student Financial Services section regarding eligibility for financial aid.)

### **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. Students may not withdraw from a first-year course without the permission of the Associate Dean for Student Affairs.

After the first five weeks have elapsed, written approval from the instructor and the Associate Dean for Student Affairs 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.



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 Affairs and may be awarded a grade of "WF" for the course (See also section on tuition refunds).

Students withdrawing from a class are subject to the Law School's Institutional Tuition Refund Policy. Please see section on Student Financial Services.

### **Adding a Class after Drop/Add Period**

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

### **Standard, Extended, and Accelerated Law Studies**

Students may take no longer than 84 consecutive months to complete law studies, per ABA regulations. 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 School of Law.

- Traditional JD Students (not including Legacy Part-Time 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 10 regular academic terms of study.
- Legacy Part-Time Traditional JD Students: Part-time students taking a standard course load will graduate in spring of their fourth year of study.

#### *Extended Academic Progression (Traditional JD Students only)*

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 Affairs, Traditional JD students may thereafter enroll in as few as eight credit hours in fall or spring semester, with a required minimum of 16 credits earned per academic year (*see section on Financial Aid for additional considerations regarding students who have been awarded scholarship funds*).

#### *Accelerated Academic Progression (Traditional JD Students only)*

- Traditional JD Students (not including Legacy Part-Time 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.
- Legacy Part-Time Traditional JD Students: Part-time students who are interested in accelerating by attending summer sessions may be able to complete their legal studies in December of their fourth year.

#### *Flex JD Students*

Flex JD students taking a standard course load will graduate in fall of their 4<sup>th</sup> year of study.

***Any plans to deviate from the standard academic progression during the first year of Traditional JD study or at any point during Flex JD study ; or to transition enrollment from the Flex JD program to the Traditional JD program (or vice-versa) must have prior written approval by the Associate Dean of Student Affairs (see section on Overloads and Underloads).***

## **Leave of Absence/Withdrawals**

### *Leave of Absence*

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

*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 anytime in the school year by the Associate Dean for Student Affairs for good reason. The Associate Dean 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.

### *Withdrawal from School*

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 Affairs.

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.

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

A student who withdraws or is given an administrative withdrawal is not guaranteed readmission to the Law School and will be required to compete with new applicants for readmission. A withdrawn student may petition for readmission. In determining whether the petition should be granted, the Associate Dean shall consider the following:

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

Students withdrawing or taking a leave of absence are subject to the Law School's Institutional Tuition Refund Policy. Please see section on Student Financial Services.

## **Academic Warning, Probation, and Dismissal (Effective 2016)**

### *First Year*

#### **A. Academic Warning**

The following students will be placed on Academic Warning:

1. Students with a cumulative GPA below 2.3 after the fall semester of their first year;
2. Full-time students with a cumulative GPA of between 2.3 and 2.5 after the spring semester of their first year;

3. Part-time students with a cumulative GPA below 2.5 after the spring semester of their first year or after the fall semester of their second year.
4. Flex JD students with a cumulative GPA below 2.5 after the spring semester of their first year or after the fall semester of their second year.

Students on Academic Warning are subject to the Academic Enrichment Policy, and pursuant to that policy, the students must substantially comply with an Academic Action Plan. Students will be released from Academic Warning when their cumulative GPA rises above 2.5.

#### **B. Dismissal**

1. Full-time students with a cumulative GPA below 2.3 after the spring semester of their first year will be academically dismissed. Part-time students with a cumulative GPA below 2.3 after the spring semester of their second year will be academically dismissed. Academically dismissed students may petition for readmission pursuant to subsection B.3 below.
2. A student who is on Academic Warning and who fails to substantially comply with the Academic Action Plan will be academically dismissed. Academically dismissed students may petition for readmission pursuant to subsection B.3 below.

The Director of the Academic Resource Center 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 Director shall inform the student in writing of the Plan deficiencies. 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 rectify them. In considering whether the student's failure to comply with the Plan is substantial, the Director 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 kept the student from complying with the Plan; and (3) the student's academic performance. The Director's decision on whether a student has substantially complied with the Plan is final.

3. An academically dismissed student who seeks readmission may 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 Associate Dean for Student Affairs notifies the student 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 with the Plan; (2) the 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 Director of the Academic Resource Center; 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.
4. Students who are re-admitted under the paragraph immediately above ("readmitted students") shall continue with their law school studies and be placed on academic probation and on Academic Warning. Notwithstanding any provision to the contrary: (1) a readmitted student must achieve a cumulative GPA of 2.5 or higher for the semester 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, or under the provisions for Probation may not petition for further readmission.

### *Upper Level*

#### **A. Academic Warning**

1. Students with a cumulative GPA of between 2.3 and 2.5 after any semester beyond the first year or beyond the second year for part time students, will be placed on Academic Warning. Students on Academic Warning are subject to the Academic Enrichment Policy, and pursuant to that policy, the students must substantially comply with an Academic Action Plan. Students will be released from academic warning when their cumulative GPA rises above 2.5.

#### **B. Probation**

1. A student who has not completed 90 hours of study and who has not previously been on probation but whose cumulative GPA is below 2.3 after an evaluation date will be placed on probation. The student must achieve a cumulative GPA of 2.3 or above by the next evaluation date or be dismissed.

#### **C. Dismissal**

1. Students dismissed for failure to meet the requirements for release from probation may petition the Dean for readmission.
2. 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.3 below.

The Director of the Academic Resource Center 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 Director 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 Director 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 kept the student from complying with the Plan; and (3) the student's overall academic performance. The Director's decision on whether a student has substantially complied with the Plan is final.

3. 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) the 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 Director of the Academic Resource Center; 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.
4. Students who are re-admitted under the paragraph immediately above ("readmitted students") shall continue with their law studies and be placed on academic probation and on Academic Warning. Notwithstanding any provision to the contrary: 1) a readmitted student must achieve a GPA of 2.5 or higher for the semester immediately following the date the petition for readmission was granted or the readmitted students will be

dismissed; and b) a readmitted student dismissed under this subsection, or for failure to substantially comply with a Plan adopted after readmission, or under the provisions for Probation may not petition for further readmission.

### **Graduation**

A student whose cumulative GPA is below 2.30 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 credit hours of studies, not to exceed ten (10) credits, would be enough to raise the student's cumulative GPA to the level required for graduation.

### **Good Standing**

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

### **Class Attendance**

#### *General Requirement*

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

#### *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.

### **Courses Taken Outside the Law School**

#### *Limit on Transfer Credits*

Students are limited to transferring in no more than 30 credits, which is 1/3 the total number of credits required to graduate from the Law School. A student must complete a minimum of two-thirds of their course work requirements at Law School in order to receive a degree from Seattle University School of Law.

#### *Other Law Schools:*

#### Procedures

Students considering attending another law school must complete a petition, available in the Registrar's Office.

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

In addition to the petition, the student must submit descriptions of the courses the student plans to take. For those students requesting permission to attend a summer program abroad, a copy of the program brochure or a link to the summer abroad program website must also be provided.

#### Summer Study: USA

Students with a minimum grade point average of 2.30 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 like 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 School of Law will accept up to six credits from summer study abroad programs accredited by the ABA. A student may transfer up to 12 credits of summer abroad study in ABA-accredited programs, if at least 6 of those credits are from programs that Seattle University School of Law sponsors or runs in partnership with other schools. A list of the approved sponsored/partnered programs is available in the Office of the Associate Dean. Courses taken through summer abroad programs may be duplicative of courses offered at the Law School. 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 Resource Center Team in order to participate in a summer study abroad program.

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

Permission to take courses at law schools other than Seattle University School of Law during fall and spring semesters will be granted only in exceptional cases and where great hardship would otherwise result. 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's 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 Affairs stating the reasons for the request. All required courses other than those completed by transfer students must be taken at the Law School.

Students who wish to take courses within the state of Washington during the Fall or Spring semester must show that the course(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 Affairs has granted a waiver. Students may not take independent study, outside clinical practice or externship credits. Grades for courses taken at other law schools will not be included in the computation of the law school grade point average. 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.

*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 in order to receive the transfer credits. Neither the School of Law nor the University will post a student's joint degree until both degrees are completed.

School of Law students may not start a joint degree program if they will have completed more than 50% of their law studies before starting the master's program. The School of Law 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 classroom credits towards the Juris Doctor degree. The 12 transfer credits from the masters' programs count towards this limit.

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 2.30 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 Students Affairs that sets forth how the course enhances their academic work at the Law School. 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.

**Academic Enrichment Program***Full-Time Students*

Students whose class rank places them among the bottom third of their intended graduation class at any point between the end of fall semester of their first year and the end of the spring semester of their second year must do the following:

1. Meet with the Academic Resource Center Team to generate and execute an Academic Action Plan.
2. A student who fails to comply with this policy must meet with the Academic Dean and explain why the student has failed to comply and how the student will rectify the failure. At the discretion of the Academic 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.

*Part-Time & Flex JD Students*

Students whose class rank places them among the bottom third of their intended graduation class at any point between the end of the fall semester of their first year and the end of the fall semester of their third year, must do the following:

1. Meet with the Academic Resource Center Team to generate and execute and Academic Action Plan.
2. A student who fails to comply with this policy must meet with the Academic Dean and explain why the student has failed to comply and how the student will rectify the failure. At the discretion of the Academic 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 Academic 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. In addition to the merits of the student's petition, the Academic Dean shall solicit and consider the Academic Resource Center Team's recommendation regarding whether the student should be released from the policy and any other recommendation the Academic Dean considers necessary.

**Bar Success Prescribed Curriculum*****The following provisions apply to all currently enrolled students.***

The Academic Resource Center strongly encourages all students to follow the Bar Success Prescribed Curriculum because the Curriculum exposes students to the essential content areas and skills they will need to pass the bar exam on their first attempt. For those students seeking to develop their analytical skills in addition to learning bar-tested material, the Academic Resource Center recommends that students enroll in Trusts & Estates with Enhanced Analytical Skills Lab or Trusts, Estates and Enhanced Analytical Skills and Bar Exam Strategies and Skills. Please note that the three-credit version of Trusts and Estates provides excellent exposure to bar-tested content without added instruction on analytical skills.

The Bar Success Prescribed Curriculum is **required** of full-time students in the bottom third of their class at the completion of their first-year courses and part-time students who have completed their second spring semester and whose class rank places them in the bottom third of their intended graduation class. The Bar Success Prescribed Curriculum includes:

- Upper Level Required courses:
  - Constitutional Law
  - Legal Writing II
  - Evidence
  - Professional Responsibility
- Business Entities
- Trusts & Estates with Enhanced Analytical Skills Lab or Trusts, Estates and Enhanced Analytical Skills
- Bar Exam Strategies and Skills
- At least two additional courses from the Bar Tested Course List (see below)

Students in the bottom third of their class must complete the Bar Success Prescribed Curriculum in the following sequence:

*Full-Time Students***2L year**

- Constitutional Law (4 credits, fall only)
- Legal Writing II: Written and Oral Advocacy (3 credits, fall or spring)
- Trusts & Estates (3 credits) with the Enhanced Analytical Skills Lab (1 credit, fall only) or Trusts, Estates and Enhanced Analytical Skills (4 credits, fall only)
- Two courses from either the Required Course List or the Bar Tested Course List (see below)

**3L Year**

- Bar Exam Strategies and Skills (3 credits)
- Any Remaining Required Courses

- Any remaining Bar Success Prescribed Curriculum Requirement

#### Bar Tested Course List

- Civil Procedure II (2 credits)
- Constitutional Law II (3 credits)
- Criminal Procedure Investigative (3 credits) **or** Criminal Procedure Adjudicative (3 credits)
- Family Law (3 credits)
- Real Estate Transactions (3 credits)
- UCC Sales (3 credits)
- UCC Secured Transactions (3 credits)

#### *Part-Time & Flex JD Students*

- Prior to the completing 60 credits:
  - Trusts & Estates (3 credits) with the Enhanced Analytical Skills Lab (1 credit, fall only) or Trusts, Estates and Enhanced Analytical Skills (4 credits, fall only)
- During students' last or second to last semester:
  - Bar Exam Strategies and Skills (3 credits)
- Any time prior to graduation:
  - Business Entities
  - Evidence
  - Two courses from the Bar Tested Course List

#### *Modification to or Release from Policy*

A student may petition the Academic Dean 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 ARC Team; and (5) Include any other information the Academic Dean deems necessary.

A student may petition the Academic 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 ARC 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 ARC Team and approved by the Associate Dean for Student Affairs.

#### **Independent Study**

Students may pursue an Independent Study for the following reasons:

- to pursue a specialized topic in greater depth than ordinarily achieved in a class
- to work with a faculty member one-on-one
- to work with a faculty member because of their expertise
- to complete a scholarly research and writing project under supervision
- to hone research and writing skills
- to work on a problem or project that the student believes has immediate or future relevance to the student's career aspirations

Independent studies are not to be remedial in nature, nor should they be used to take the place of a 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 not limited to:
  - a. Topic statement and description of the project
  - b. A statement of the student's objective in pursuing the Independent Study
  - c. A mutually agreed upon weekly meeting schedule (regular day and time)
  - d. Presumptive deadlines for completion of:
    - Topic development
    - Consultation with assigned librarian
    - Bibliography (
    - Thesis statement
    - Research plan
    - Outline
    - Draft(s)
    - Final Paper Deadline
  - e. 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.
2. Students will be expected to engage in at least 42 hours of research and writing for each hour of Independent Study credit and to produce a high-quality paper in the range of 15-20 pages for one (1) credit, and 20-30 pages for two (2) credits.
3. No student may take more than two (2) credits of Independent Study during their entire law school career. This could be either one 2-credit Independent Study or two 1-credit Independent Studies. Exceptions to the 2-credit limit may be made by the Academic Dean upon a showing that the scope of the project justifies the awarding of one additional credit.
4. Normally, only career faculty, visiting faculty, and contract faculty are eligible to supervise independent study. Students wishing to complete independent study with an adjunct professor should see the Academic Dean for approval.
5. Faculty must have at least general expertise in a subject area in order to supervise an Independent Study. Faculty members may supervise a maximum of three (3) Independent Studies per semester.
6. The grade for the final paper must be submitted by the supervising faculty member to the Registrar no later than the end of one month following the last day of the examination period of the semester in which the student is registered for the Independent Study. If a grade has not been submitted at that time, the Registrar shall notify the Associate Dean for Student Affairs and the instructor, in writing, of this fact; a grade of "F" will

be entered unless, within one week of that notice, the Registrar receives from the Associate Dean notification that the time for completion of the course has been extended. Such notification should include the reasons for such an extension. The time shall be extended no longer than to the end of the following academic period and only by agreement of both the instructor and the Associate Dean. An extension shall be granted only for extraordinary reasons.

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

## Grading

### *Grading Scale (ASC 8.1)*

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

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.

### *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.

Class rank is a ranking done by year in school in order of cumulative grade point average. First year students are first ranked after the spring semester. An updated first year rank is released after summer first year grades are posted. Second and third/fourth year students are ranked after the fall and spring semesters. August and December graduates receive a preliminary class rank after the fall semester. Final graduate class rank is produced after all May graduate grades are received.

### *Graduation Honors are as Follows:*

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

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

For the August and December 2021 Graduates, and the May 2022 Graduates, the grade point cut-offs will be as follows:

Cumulative GPA of 3.91 to 4.33 *Summa Cum Laude*  
 Cumulative GPA of 3.73 to 3.90 *Magna Cum Laude*  
 Cumulative GPA of 3.46 to 3.72 *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 Affairs, 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 Academic Dean.

### *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%

### *Grade Changes*

#### Mathematical Error

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

#### Substantive Re-Evaluation

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

### *Evaluation Dates*

#### First Year

In the case of first-year, full-time students, the evaluation date shall be computed after spring semester grades.

In the case of part-time students, the evaluation date shall be computed after the receipt of spring semester grades in their second year of part-time studies.

In the case of Flex JD students, the evaluation date shall be computed after spring semester grades.

#### Upper Division Students: Part-Time, Flex JD and Full-Time

The evaluation date for upper division students shall be the end of each spring semester and shall include all students who have taken 8 or more credits summer, fall, or spring.

### *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 Affairs, 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.

*Anonymous Grading*

Final examinations are graded anonymously; grades for the examination are reported anonymously (see also section on Class Attendance). The anonymous grading system promotes objective grading and encourages free interchanges in class between faculty and students.

***Contact with professors should be avoided at all cost in order to protect the anonymous grading system. All arrangements for rescheduling exams are handled through the Office of the Associate Dean for Student Affairs in conjuncture 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 examination questions; 2) having taken an examination, to divulge questions or answers or comment upon the substantive nature of the examination under circumstances in which it is reasonable to believe that a person learning of the statements could use the information to improve his or her performance on the same exam; 3) to use resources not authorized by the faculty member; 4) without the faculty member's permission, either to discuss a take-home exam with another person or to work with another person on a take-home exam; 5) to violate any other rules established to ensure the integrity of the examination; or 6) except when authorized by a faculty member, to enter a faculty office, secretarial area, or other area with the intent to obtain a copy of an examination. To report an alleged violation of the Academic Integrity Code, a written, signed Request for an Investigation should be submitted to the President of the Academic Conduct Board.

*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.

***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 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 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, of course, turn take-home exams before the due date.



## MASTER OF LAWS (LL.M) AND MASTER OF LEGAL STUDIES (MLS)

### **Academic Requirements**

The Academic Policies outlined herein apply to students in the Master of Laws (LL.M.) or Master of Legal Studies (MLS) degree programs only (on campus or online). Students are responsible for reading and following all applicable Seattle University School of Law policies, rules, academic requirements, and regulations including the School of Law's *Academic Standards Code* and the remaining provisions of the School of Law's *Student Handbook*. To the extent these policies conflict with other provisions of the School of Law's *Academic Standards Code* or the School of Law's *Student Handbook*, these policies control. Where these policies are silent, the policies of the School of Law's *Academic Standards Code* and the School of Law's *Student Handbook* apply.

Students are responsible for the satisfactory completion of their program of study. To this end, students must work through the Director of Graduate Law Programs to document in writing information and understandings pertaining to academic matters and any waivers or exceptions.

The enrollment and graduation of each student, the awarding of academic credits, and the granting of any award or degree are strictly subject to the exclusive authority of the School of Law. The School of Law reserves the right to cancel any class that does not meet the required minimum enrollment as determined by the School of Law.

### **Graduation Requirements**

#### *Total Required Credits*

LL.M. students who hold a JD degree from a law school accredited by the Section of Legal Education of the American Bar Association must successfully complete a minimum of 24 credit hours.

MLS students must successfully complete a minimum of 30 credit hours.

#### *Required Grade Point Average*

LL.M. and MLS students must achieve a minimum cumulative grade point average of at least 2.30 to be granted the LL.M. or MLS degrees.

#### *Required Courses*

#### Master of Laws (LL.M.) Programs (post-JD or equivalent)

Students in the LL.M. in Technology, Innovation, & Entrepreneurship degree program must complete four designated core program courses, with the remainder of the credits to be chosen from the Technology, Innovation, & Entrepreneurship curriculum and approved electives in consultation with the Director of Graduate Law Programs.

Students in the LL.M. in Indian Law degree program must complete four designated core program courses, with the remainder of the credits to be chosen from the law curriculum and approved electives in consultation with the Director of Graduate Law Programs.

Students in the LL.M. in Elder Law degree program must complete four designated core program courses, with the remainder of credits to be chosen from the Elder Law curriculum and approved electives in consultation with the Director of Graduate Law Programs.

Students in the LL.M. in American Legal Studies degree program must complete *Introduction to the American Legal System*, *Effective Legal Writing (online)*, and *Essentials of Legal Research* with the remainder of credits to be chosen in

consultation with the Director of Graduate Law Programs and the Director of Bar Studies. See also the next section below titled Information for Foreign Trained Applicants.

### Master of Legal Studies (MLS) Programs

#### Campus-Based MLS

Students in the campus MLS degree program must complete *Introduction to the American Legal System* and *Effective Legal Writing (online)*. MLS students must also complete four designated core program courses in their chosen track or concentration, with the remainder of the credits to be chosen from approved electives in consultation with the Director of Graduate Law Programs.

#### Online MLS

The part-time online MLS degree program has a prescribed first year curriculum, and second year elective courses are limited by design intent, concentrations, and program outcomes. Students should refer to the Program guidelines and the Director of Graduate Law Programs for further guidance or clarification.

## **Information for Foreign Trained Applicants**

### *State Bar Eligibility*

Students who wish to take the bar exam in the United States are advised to carefully review the eligibility requirements of the particular jurisdiction in which the student wishes to practice. Students are responsible for determining the requirements of any state bar to which they intend to apply for admission and for arranging their law school curriculum to fulfill the respective state bar's educational requirements. Students are strongly advised to meet with the Director of Graduate Law Programs and the Director of Bar Studies to design a course of study that meets the requirements of the jurisdiction in which the student wishes to practice. These bar eligibility requirements are independent of any requirements that must be satisfied in order to earn the LL.M. degree.

In Washington, eligibility for foreign-trained applicants who wish to sit for the bar examination is governed by the Washington State Bar Association's Admission to Practice Rule (APR) 3. To comply with this rule, students may need to complete additional coursework beyond the credits needed to earn the LL.M. degree.

### *Proof of English Proficiency*

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).

## **Enrollment Status**

### *Definitions*

#### LL.M. Degree

#### Full-time Status

Fall & Spring semesters:..... 9-12 course credit hours  
Summer (optional):.....4 or more course credit hours

#### Part-time Status

Fall & Spring semesters:..... 5-8 course credit hours  
Summer (optional):.....3 course credit hours

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

Fall and Spring semesters: ..... At least 5 course credit hours

Summer (optional): ..... At least 3 course credit hours

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

Fall and Spring semesters: ..... 4 or fewer course credit hours

Summer term (optional): ..... 2 or fewer course credit hours

MLS Degree

Campus-Based

Full-time Status

Fall and Spring semesters: ..... 9-15 course credit hours

Summer term (optional): ..... 4 or more course credit hours

Part-time Status

Fall and Spring semesters: ..... 5-9 course credit hours

Summer term (optional): ..... 3 course credit hours

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

Fall and Spring semesters: ..... At least 5 course credit hours

Summer term (optional): ..... At least 3 course credit hours

Less than Half-time Status

Fall and Spring semesters: ..... 4 or fewer course credit hours

Summer term (optional): ..... 2 or fewer course credit hours

OnlinePart-time Status

Fall, Spring, and Summer Terms: ..... 5-6 course credit hours

**Underloads and Overloads**

Students seeking permission to take an overload should submit a written request to the Director of Graduate Law Programs stating the reason for requesting the overload and a plan for balancing outside demands with additional course work. Absent extraordinary circumstances, an overload request will be approved if the Director concludes that the student will be able to handle the extra workload.

Students seeking permission to take an underload must submit a written request to the Director of Graduate Law Programs stating the reason for requesting an underload. Underloads will be permitted only where a compelling reason exists for taking a light load, a reasonable plan is made to ensure satisfactory progress toward achieving the degree, and the student's academic record and curriculum plan indicate that the light load is not taken merely to isolate difficult course work. Students requesting an overload or underload must obtain the written permission of the Director of Graduate Law Programs.

**Procedure for Withdrawal from Individual Courses**

No course withdrawal will be allowed unless the minimum course load requirements are maintained. Except as provided below, LL.M. and MLS students may withdraw from any course during the first five weeks of a 14-week semester (or an equivalent time during a shorter term) by submission of a course withdrawal form to the Registrar. Students are encouraged to advise the Director of Graduate Law Programs and faculty members of their withdrawal as a courtesy. After the first five weeks have elapsed, written approval of the instructor and the Director of Graduate Law Programs must be obtained in order to withdraw from a course.

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

Exception to the above: 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 from such a course after the first week of class must have the permission of the instructor and the Director of Graduate Law Programs and may be awarded a grade of “WF” for the course. (See also section on tuition refunds.)

**Procedure for Adding a Class after Drop/Add Period**

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

**Academic Probation and Dismissal***Academic Probation*

A student with a cumulative GPA of 2.3 or below at the end of a semester will be placed on academic probation. A student will be released from academic probation when the student’s cumulative GPA rises to 2.3 or above.

*Dismissal*

A student who has been placed on academic probation and who does not achieve a cumulative GPA of 2.3 or above by the end of the following semester will be academically dismissed.

*Dismissal: Second Time at 2.3 or Below*

A student with a cumulative GPA of 2.3 at the end of a semester, and who was on academic probation at any previous time, whether consecutive or not, will be academically dismissed.

*Probation for First Time at End of Required Credits*LL.M. Students

A student whose cumulative GPA is below 2.3 for the first time at the end of 24 successfully completed credit hours will be academically dismissed, unless the student is readmitted per the process outlined below. If the student is readmitted, the student will be allowed to attempt courses for one semester only in order to attain the cumulative GPA of 2.3 or above required for awarding the LL.M. degree.

MLS Students

A student whose cumulative GPA is below 2.3 for the first time at the end of 30 successfully completed credit hours will be academically dismissed unless the student is readmitted per the process outlined below. If the student is readmitted, the student will be allowed to attempt courses for one semester only in order to attain the cumulative GPA of 2.3 or above required for the awarding the MLS degree.

**Readmission after Dismissal**

An academically dismissed student may petition the Dean for readmission. The petition for readmission to the Dean within two weeks of the date that the Director notifies the student in writing 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 will no longer adversely affect the student's performance; (2) the evaluation of the student's potential for competent academic performance by faculty who have a basis for evaluating that potential; and (3) the recommendation of the Director of Graduate Law Programs. The Dean's decision on a student's petition for readmission is final. Students who are readmitted under this policy shall continue with their studies at the School of Law.

**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 dismissed.

**Time Allowed for Completing Degree***Pace*

LL.M. and MLS students accepted into the full-time program are expected to finish the program within one calendar year. LL.M. and MLS students accepted into the part-time program are expected to complete the degree within two calendar years. An LL.M. or MLS student, full-time or part-time, must complete the degree requirements within four years (48 months) of matriculation, including periods of non-enrollment such as leaves of absence.

*Progress*Campus-based

LL.M. and MLS students must successfully complete a minimum of 10 credits per academic year (a minimum of 5 credits each for fall and spring term). Satisfactory progress is determined at the end of each semester. Summer term is optional, but if enrolled, students must complete at least 2 credits.

Online MLS

Online part-time MLS students must successfully complete a minimum of 5 credits each for fall, spring, and summer terms respectively, unless waived in writing by the Director of Graduate Law Programs.

**Leave of Absence**

A leave of absence from academic studies for an LL.M. or MLS student may be granted by the Director of Graduate Law Programs for good reason at any time during an academic term. In making this determination, the Director shall consider whether unanticipated circumstances exist compelling the conclusion that it is in the best interests of the student and the Law School that the leave be granted.

**Withdrawal from School**

A student who decides not to return to graduate law studies may withdraw from the Law School at any time. Prior to withdrawing, the student shall consult with the Director of Graduate Law Programs. 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 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 Director of Graduate Programs shall consider the following: 1) why the withdrawal was taken rather than a leave of absence; 2) the length of time away from legal studies; 3) work experience during the withdrawal period; and 4) the student's academic record. Students who do not remain continuously enrolled and who do not apply for a leave of absence will be administratively withdrawn.

**Change of Program**

A student wishing to change degree programs must submit a written petition to the Director of Graduate Law Programs to initiate this process. A student may only transfer from the program to which they have been admitted into another program with the approval of the Director of Graduate Law Programs.

**Transfer Credit***Credit from Other Schools*

At the discretion of the Director of Graduate Law Programs, a candidate for the LL.M. or MLS degree may be allowed to transfer credit for courses taken at another institution if: (1) the courses were taken at a law school accredited by the Section of Legal Education of the American Bar Association or an equivalent non-U.S. school; (2) the courses were completed with a grade of "C" or better; and (3) the candidate received no credit for these courses toward any other degree earned. Grades from courses taken at another institution are not used in computing grade point averages.

*Residency Requirement [campus-based programs – does not apply to fully online programs]*

Every candidate is required to complete a minimum of 16 credit hours in residence at Seattle University School of Law in order to qualify for the LL.M. or MLS degree.

*JD Credit for MLS Coursework*

The American Bar Association prohibits law schools from granting credit toward a JD degree for any coursework taken in the MLS program prior to enrollment in a JD program. Students in the MLS program interested in enrolling in the JD program should consult with the Director of Graduate Law Programs and must apply through the regular admissions process for Seattle University School of Law.

*MLS Credit for JD Coursework*

Except with permission of the Director of Graduate Law Programs, credits earned for JD coursework cannot be applied to earning an MLS degree.

*JD Credit for LL.M Coursework*

The American Bar Association prohibits law schools from granting credit toward a JD degree for any coursework in LL.M. program prior to enrollment in a JD program. Students in the LL.M. program interested in earning a JD degree must apply through the regular admissions process for Seattle University School of Law.

*LL.M Credit for JD Coursework*

LL.M. students who have graduated from Seattle University School of Law may apply for and receive credit for up to nine (9) semester credits of relevant coursework toward the LL.M. degree, upon approval of the Director of Graduate Law Programs.

**Special Course Requirements***Clinical Courses [LL.M. students only]*

LL.M. students may register for clinical courses with the approval of the Director of Graduate Law Programs and the Clinic Director. A student may earn no more than six (6) clinical credits toward the credits required for graduation. MLS students are not eligible for clinics.

*Externships [campus-based LL.M. and MLS students only]*

LL.M. and MLS students may register for externships with the approval of the Director of Graduate Law Programs and the Externship Director. LL.M. and MLS students are eligible for part-time externships only and are not eligible for full-time externships. A student may earn no more than six (6) externship credits toward the credits required for graduation. LL.M. and MLS students are encouraged, but not required, to enroll in an externship seminar course. Students who do not enroll in an externship seminar course must complete supplemental coursework to satisfy the academic component of the externship.

*Credit Limit*

A student may earn no more than six (6) combined externship and clinic credits toward the credits required for graduation without the written permission of the Director of Graduate Law Programs.

**Independent Study**

LL.M. and MLS students who wish to pursue a special research and writing project under the supervision of a faculty member may earn up to two (2) credit hours for independent study. Students undertaking independent study meet periodically with the faculty member supervising the project for discussion, review, and evaluation of the research project. The proposed study should require a substantial investment of time and effort and should promise a significant work product that makes an original contribution to the understanding of law or that reflects pursuit of a specialized interest not covered in standard offerings in the curriculum. The finished research paper should be comparable in scope and quality to a student note or comment in a law review or social science journal. A student may earn no more than two (2) independent study credits toward the credits required for graduation without the written permission of the Director of Graduate Law Programs.

**Grades***Numerical Equivalents of Letter Grades*

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

*Grading Curve*

Students in the LL.M. and MLS degree programs are not subject to the mandatory or presumptive grading curves that apply to JD students, nor are their scores included in the calculation of the curve as it applies to JD students.

*Class Rank*

LL.M. and MLS students are not ranked.

*Pass/Fail Grades*

Pass/Fail grades will be given only for the placement component of externships, journals, Moot Court and Dispute Resolution Board, program-specific courses, and Independent Study projects (upon petition by the student and at the instructor's discretion).



## Student Resources - Academics

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### ACADEMIC RESOURCE CENTER (ARC)

#### Vision

The Academic Resource Center 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 Resource Center

- Provides access to legal education for underrepresented populations through inclusive admission practices.
- 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.

#### Academic Success

The Academic Resource Center (ARC) provides resources that will enable students to achieve their academic and professional goals.

- **Individual Conferences:** The ARC 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 will help students with time management, study strategies, and learning techniques.
- **Workshops:** The ARC Team presents workshops that will introduce students to study strategies and learning tools necessary for success in law school. Although many workshops focus on study strategies for first-year students, ARC presents workshops for upper-level students that address test-taking skills.
- **Online Resources:** ARC provides a library of online resources to foster independent learning. Online resources include practice questions with materials for guided review, as well as short videos and suggested reading materials.

### BAR STUDIES PROGRAM

The Bar Studies Program provides students and graduates with guidance during their studies to prepare them for success on the bar examination.

- **Bar Exam Strategies and Skills class:** The Bar Exam Strategies and Skills class focuses on building the analytical, writing, and organizational skills necessary to enhance a student's ability to prepare for the Washington State Bar Exam and beyond. This course provides students with hands on practice writing bar exam essays and performance tests, multiple choice test-taking practice, peer evaluation of their writing, and individual professor feedback.
- **Supplemental Bar Program:** The supplemental program is offered in the winter and summer and it has three components: structured study sessions, exam practice and review, and individual counseling. The supplemental program is not intended to replace the 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 Studies 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 Studies Program to discuss their bar application, character and fitness questions, time and stress management strategies, and study and test-taking skills.

## ACCESS ADMISSION

The Access Admissions Program uses inclusive admissions practices to increase access to legal education and the legal profession.

- **Access to Legal Education:** Access to legal education is an important first step in furthering Seattle University's social justice mission. By increasing access to legal education, the Access Admissions Program increases diversity within the law school and the legal profession.
- **Diversity:** The Access Admissions Program focuses on increasing diversity by admitting students from various racial, cultural, and socio-economic backgrounds into the law school community. Introducing diversity into the law school also results in increased diversity in the legal profession and greater representation of traditionally marginalized populations.
- **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 Admissions 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.

### Contact Information

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## BAR EXAMINATION INFORMATION

### General

Students should check with the state bar association of the state in which they expect to sit for the bar examination to determine deadlines and requirements. The National Conference of Bar Examiners website also lists the requirements for each state. Students can access it at <http://www.ncbex.org/>. The Center for Professional Development also has jurisdiction specific information available. Students are not certified as law school graduates eligible to sit for the bar examination until after all of the student's grades are in and all law school requirements have been met.

### Washington State Bar Examination

#### *Uniform Bar Examination*

The Uniform Bar Examination (UBE) is prepared by the National Conference of Bar Examiners to test the knowledge and skills that every lawyer should be able to demonstrate prior to becoming licensed to practice law. It is comprised of six Multistate Essay Examination (MEE) essays (<http://www.ncbex.org/exams/mee/>), two Multistate Performance Test (MPT) tasks (<http://www.ncbex.org/exams/mpt/>), and the Multistate Bar Examination (MBE) (<http://www.ncbex.org/exams/mbe/>). It is uniformly administered, graded, and scored by user jurisdictions and results in a portable score that can be used to seek admission in jurisdictions that accept UBE scores.

The UBE is administered over two days, with the MBE given on the last Wednesday of February and July and the MEE and MPT given on the Tuesday prior to that. The MEE and MPT scores are scaled to the MBE, with the MBE weighted 50%, the MEE 30%, and the MPT 20%. The UBE passing score in Washington is 270.

The UBE is designed to be consistent in content and administration across jurisdictions that use it. All UBE jurisdictions administer a common set of MEE questions.

Jurisdictions that adopt the UBE may require candidates to also complete a jurisdiction-specific educational component and/or pass a test on jurisdiction-specific law in addition to passing the UBE. Candidates should contact the bar admissions agency in the jurisdiction to which they seek admission to verify the jurisdiction's requirements for admission. Contact information for jurisdictions can be found on the Bar Admission Offices page (<http://www.ncbex.org/bar-admissions/offices/>). Washington State requires applicants to complete the Washington Law Component online examination in addition to the UBE.

#### **Jurisdictions that use the UBE continue to:**

- decide who may sit for the bar exam and who will be admitted to practice;
- determine underlying educational requirement;
- make all character and fitness decisions;
- set their own policies regarding the number of times candidates may retake the bar examination;
- make ADA decisions;
- grade the MEE and MPT;
- set their own pre-release re-grading policies;
- assess candidate knowledge of jurisdiction-specific content through a separate test, course, or some combination of the two if the jurisdiction chooses;
- accept MBE scores earned in a previous examination for purposes of making local admission decisions if they wish. Note, however, that candidates must sit for the entire UBE in a single administration in order to earn a portable UBE score.;
- set their own passing scores; and

- determine how long incoming UBE scores will be accepted.

### **Multistate Essay Examination (MEE)**

The UBE consists of six MEEs selected by the NCBE. The purpose of the MEE is to test the applicant's ability to (1) identify legal issues raised by a hypothetical factual situation; (2) separate material which is relevant from that which is not; (3) present a reasoned analysis of the relevant issues in a clear, concise, and well-organized composition; and (4) demonstrate an understanding of the fundamental legal principles relevant to the probable solution of the issues raised by the factual situation. The primary distinction between the MEE and the Multistate Bar Examination (MBE) is that the MEE requires the applicant to demonstrate an ability to communicate effectively in writing.

Areas of law that may be covered on the MEE include the following:

- Business Associations (Agency and Partnership; Corporations and LLC)
- Conflict of Laws
- Constitutional Law
- Contracts
- Criminal Law and Procedure
- Evidence
- Family Law
- Federal Civil Procedure
- Real Property
- Torts
- Trusts and Estates (Decedents' Estates; Trusts and Future Interests)
- Uniform Commercial Code: Sales and Secured Transactions.

Some questions may include issues in more than one area of law.

### **Multistate Performance Test (MPT)**

The UBE consists of two 90-minute MPT items per administration. The MPT is designed to test an applicant's ability to use fundamental lawyering skills in a realistic situation. Each test evaluates an applicant's ability to complete a task that a beginning lawyer should be able to accomplish.

The materials for each MPT include a File and a Library. The File consists of source documents containing all the facts of the case. The specific assignment the applicant is to complete is described in a memorandum from a supervising attorney. The File might also include transcripts of interviews, depositions, hearings or trials, pleadings, correspondence, client documents, contracts, newspaper articles, medical records, police reports, or lawyer's notes. Relevant as well as irrelevant facts are included. Facts are sometimes ambiguous, incomplete, or even conflicting. As in practice, a client's or a supervising attorney's version of events may be incomplete or unreliable. Applicants are expected to recognize when facts are inconsistent or missing and are expected to identify potential sources of additional facts.

The Library may contain cases, statutes, regulations, or rules, some of which may not be relevant to the assigned lawyering task. The applicant is expected to extract from the Library the legal principles necessary to analyze the problem and perform the task. The MPT is not a test of substantive law; the Library materials provide sufficient substantive information to complete the task.

The MPT requires applicants to (1) sort detailed factual materials and separate relevant from irrelevant facts; (2) analyze statutory, case, and administrative materials for applicable principles of law; (3) apply the relevant law to the relevant

facts in a manner likely to resolve a client's problem; (4) identify and resolve ethical dilemmas, when present; (5) communicate effectively in writing; and (6) complete a lawyering task within time constraints.

These skills are tested by requiring applicants to perform one of a variety of lawyering tasks. For example, applicants might be instructed to complete any of the following: a memorandum to a supervising attorney, a letter to a client, a persuasive memorandum or brief, a statement of facts, a contract provision, a will, a counseling plan, a proposal for settlement or agreement, a discovery plan, a witness examination plan, or a closing argument.

### *Skills Tested*

The MPT examines six fundamental lawyering skills that are required for the performance of many lawyering tasks.

- Problem solving.
- Legal analysis and reasoning.
- Factual analysis.
- Communication.
- Organization and management of a legal task.
- Recognizing and resolving ethical dilemmas.

### **Multistate Bar Examination (MBE)**

Each of the questions on the MBE is followed by four possible answers. Examinees should choose the best answer from the four stated alternatives. Each question on the MBE is designed to be answered according to generally accepted fundamental legal principles, unless noted otherwise in the question. Examinees should mark only one answer for each question; multiple answers will be scored as incorrect. Since scores are based on the number of questions answered correctly, examinees are advised to answer every question. If a question seems too difficult, examinees are advised to go on to the next one and come back to the skipped question later. Each jurisdiction will provide specific instructions regarding the appropriate marking of answer sheets.

### *MBE Content and Description of the Examination*

The MBE consists of 200 multiple-choice questions, 175 of which are scored. The 25 unscored questions are being evaluated for future use; because these questions are indistinguishable from scored questions, examinees should answer all 200 questions. The 175 scored questions on the MBE are distributed as follows:

- Civil Procedure (25)
- Constitutional Law (25)
- Contracts (25)
- Criminal Law and Procedure (25)
- Evidence (25)
- Real Property (25)
- Torts (25)

### **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.

If there are further questions regarding the bar examination process, please contact Isabel Freitas Peres, 206-398-4323.

## EXTERNSHIPS

### Purposes of the Externship Program

In the Externship Program at Seattle University, JD, LLM and MLS students can all gain a practical perspective on legal learning by working with a judge, in-house counsel, attorney in a government agency, 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. LLM and MLS students are required to attend the intensive and complete written assignments. Five of the externship seminars (Civil, Criminal, In-House Counsel/Government Attorney, International, and Judicial) are offered each semester. One additional seminar (Legislative) is offered only in the spring semester. In the summer, the In-House Counsel/Government Attorney is split into two separate seminars allowing students to extern at both in-house counsel and government attorney placements if they do one of the externships during the summer. A student may enroll in each seminar once.

The purpose of the Externship Program is to allow students to engage in social justice work, discover and pursue a diverse set of individualized career paths, and gain both knowledge and practical skills throughout law school. The structured externship experience includes workloads agreed to in advance by the sponsoring entity, the school, and the extern in order 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.

### Eligibility for Part-Time Externships

All students who have completed the first year of law school are eligible to apply for part-time externships, assuming they have completed a specific site's course pre-requisites or co-requisites. Please note that some part-time sites require that students be in their third year of law school and/or be Rule 9 eligible.

### Eligibility for Full-time Externships

Full-time externships are available to students who have completed 60 hours of law school credits and are in the top 50% of the class. Exceptions to this rule are available with a Bar Success Plan developed with the ARC Team and approved by the Associate Dean for Student Affairs. Students must develop a Bar Success Plan (and are encouraged to meet with ARC early) since they will usually be unable to take bar tested courses while enrolled in full-time externships. Note that even with an approval from the law school, some sites still require that the student be in the top 25th percentile, and a few, the top 10th percentile.

Members of the Seattle Journal of Technology, Environmental and Innovation Law, Seattle Journal for Social Justice, the American Indian Law Journal, and the Law Review Editorial Boards, after consultation and with approval of both their Editor-in-Chief and the Faculty Advisor, may participate in full-time, semester-away judicial externships during their tenure as editorial board members. This policy applies to all Editorial Board members, except for the Editor-in-Chief and the Managing Editor. For more information on application deadlines and procedures for full semester-away externships, visit <http://law.seattleu.edu/academics/skills-programs/externship-program>

### Externship Sites

Sites where students may do both part-time and full-time externships are posted on the Externship Program's website at <http://law.seattleu.edu/academics/skills-programs/externship-program>. 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.

Many externships are located within the Puget Sound region. Others are available in Alaska, California, Hawaii, Nevada, Oregon, Washington, D.C., and throughout the United States. The Externship Program Office offers international externships in Europe, Africa, Latin America, and Asia. The Externship Faculty may approve additional placements when the experiences gained through the externship contribute to the student's career plans and skills development. Before a student may apply for an externship at any site, the Externship Faculty must approve the site in advance. This is to ensure that the site has a structured program in place for the student that meets the standards set forth in the "Standards for Creation of Externships" section below. Be sure to contact the Externship Program Office as soon as possible to have a new site approved.

Since a major benefit of externships is to offer an experience that a student will not otherwise have, a student may not hold an externship with a sponsor for whom the student has previously worked for compensation or as a volunteer. Exceptions will be made if the workload of the externship is clearly and significantly different from any work the extern has done or may do with the sponsor. The description of any prior work and the tasks proposed for the externship semester must be in writing and approved by the Externship Faculty prior to registration.

### **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 fifteen-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. Part-time students must begin their externships during the first week of classes and work through the last day of classes for the semester. Full-time externship students must work full time] at the externship site beginning the first week of classes for the semester and finishing on the last day of class. Students should develop a regular weekly work and meeting schedule with their field supervisors.

#### *(2) Participation in Reflection*

Each extern must engage in reflection about the legal work, issues of access to justice, their professional development, and the learning process. 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 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 participation in the Race Equity & Justice Initiative commitments found at <https://wareji.org/commitments/> 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 enrolled in an externship must also enroll 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 externship seminar via audio/video conferencing. LLM and MLS students are required to attend the intensive seminar but not the additional weekly sessions throughout the semester. 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. 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 Resource Center (ARC) Team and approved by the Associate Dean for Student Affairs. With approval of the Externship Director, students may receive fewer than 15 credits (while participating full time) in order to stay within the credit limit.

Students may not participate in an externship at the same site for more than one semester and may not 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 this one credit. The remainder of the student's credits will be graded as pass/fail and will depend upon successful completion of field placement work.

**Application and Registration Procedures***Application Procedure for Existing Approved Externship Sites*(1) Applying to the Externship Site for Selection

Students are responsible for applying for their externships according to the procedures established by the Externship Director and externship sponsor for that externship. Information regarding the specific application procedures and registration deadlines for approved externship sites is available at <https://law.seattleu.edu/academics/programs/externship-program>.

*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 missing the application deadline should contact the Externship Program Assistant. Some sites will accept later applications, or other sites the student had not considered may be available.*

## (2) Application for Approval of Credit

A student interested in participating in an externship should check the website for approved externship sites and make an appointment on TWEN (<http://lawschool.westlaw.com/twen/>) under “Appointments with Externship Faculty” to discuss eligibility for externships and the desired sites.

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 copy of current law school transcript, a current resume, and a cover letter for a minimum of three site(s) selected (<https://law.seattleu.edu/academizcs/programs/externship-program/apply-now>). 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 the Externship Program Assistant by the deadline for the desired semester posted on the website. The Program Assistant will forward the application materials to the site. The site will then contact the applicant for an interview and/or offer the student an externship. Students are required to take the first externship offered. When the student has received and accepted an offer for an externship, the student must then immediately contact the Externship Program Assistant, who will register the student for the externship and externship seminar.

All students should be aware that the Externship Seminars have an enrollment cap 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 enroll in a future seminar or volunteer at the site without credit. Students may only be enrolled in each seminar once.

## *Application Procedure for Externships at New Sites*

### Process for Obtaining Approval for Credit at a New Site

Ordinarily students are expected 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, especially if the site is outside the Puget Sound Area.

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 on-line Externship Application Form.

### *Registration*

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

### **Compensation**

Prior to August 2016 the ABA prohibited students from receiving compensation for a program for which they receive academic credit. With the prohibition lifted, the law school reviewed its policy and considered various options. A survey of externship sites showed that the majority did not have the ability to pay student externs. Having considered this information and other potential negative pedagogical and administrative consequences of paid externships, Seattle University Law School has decided to keep the policy prohibiting compensation in effect. Under this policy an extern can still be reimbursed for necessary and reasonable expenses incurred in performing the externship. This includes reimbursement for transportation or related expenses.

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

The Externship Program is administered through the Externship Program Office. A faculty member shall be primarily responsible for the oversight of the Externship Program and shall be designated as the Externship Director. 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 Assistants.

### *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. In addition, the educational benefit to be gained should not be available in the regular law school curriculum, including law practice courses, unless these are unavailable to the extern. Externships may not 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 his or her placement. In addition, other members of the law school faculty may meet or work with one or more students who are participating in an externship related to the faculty member's academic or practice area. If any problems arise, the 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.

## OFFICE OF THE REGISTRAR

Under the direction of the Associate Dean for Student Affairs and the Associate 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 for the Summer Semester are released in early March. Schedules for Fall and Spring Semesters are released in early April.

### 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.

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

#### *Clinical Courses*

Space in clinic courses is allotted by lottery. This lottery is weighted to favor students with higher class years and students who have not yet participated in a clinic course. The clinic course lottery takes place the week before registration appointments. Students will be emailed instructions for participation.

After online registration, students enrolled a clinic will be required to commit to that clinic to remain enrolled. By committing to the clinic, students agree to the following:

- They will be dropped from all other clinic waitlists.
- They may not drop the clinic for which they are currently enrolled except in extraordinary circumstances.
- They will not enroll in an externship during the same term as the clinic

#### *Externships*

Students must apply for externships through the Externship Office. Once a student's externship has been approved, they will be automatically registered for their externship credits and the appropriate externship seminar.

### *Independent Study*

Students meeting the Independent Study academic regulations may register up to 2 credits of graded or pass/fail independent study during their degree. Students are responsible for recruiting a supervising professor, developing a topic statement, and submitting the Independent Study form to the Office of the Registrar before the add/drop deadline.

### *Co-curricular*

Eligible students participating in school sponsored journals and competitions, must register for credits by emailing the Office of the Registrar. . Students are responsible for understanding the eligibility requirements and available credits for their journal or competition. Students who, during a term, become ineligible to receive credits, must inform the Office of the Registrar immediately.

### **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**

#### *Withdrawal from Individual Courses*

After the fifth week of classes in fall or spring or the third week of classes during summer, a student must receive permission from the instructor and the Associate Dean for Student Affairs to withdraw from a course. The instructor may choose to apply a grade of either 'W' (withdrawn) or 'WF' (withdrawn failing) to the student's transcript.

Tuition is refunded for withdrawn classes according the following refund table:

#### Fall and Spring

Student Notifies the Registrar or Associate Dean	Tuition Refund
Week One	100%
Week Two	80%
Week Three	70%
Week Four	60%
Week Five	50%
Week Six	40%
Week Seven	30%
After Week Seven	0%

#### Summer

Student Notifies the Registrar or Associate Dean	Tuition Refund
Week One	100%
Week Two	75%
Week Three	50%
Week Four	25%
Week Five	0%

#### *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 Affairs to take a leave of absences or withdraw from the School of Law. Once the Associate Dean approves the student's request it will be processed by the Office of the Registrar.

#### 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 in 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 Affairs. 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 C3. The exam office can be reached by calling 206-398-4331 or emailing [lawreg@seattleu.edu](mailto: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*

In order 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 the 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 professor 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 professors' preference, exams may be returned to students or can be reviewed by appointment.

**Class Rank and Evaluation**

After all grades are posted for a fall or spring semester, the Office of the Registrar evaluates students for academic progress and rank.



### *First Year Class Rank*

#### After Fall

First year students do not receive a rank after their fall semester but will receive an email showing the GPA cutoffs for the top 10, 25, 50, 67 and 75% of the class. These cutoffs cannot be referred to as a class rank on resumes.

#### After Spring

After all spring semester first-year grades have posted, the Office of the Registrar will release a provisional first year class rank. This is official and can be listed on resumes but will be replaced by the final class rank, released after summer.

#### After Summer

After summer Criminal Law grades have posted, the Office of the Registrar will release the final first year class rank. Only first-year courses count towards this rank (summer upper-division courses do not count) and only students who are enrolled in the fall semester, or on an official leave of absence are included.

### *Second and Third/Fourth Year Class Rank*

Second and Third/Fourth year students receive updated class ranks after the fall and spring semesters.

### *Graduate Rank*

#### After Fall

August and December graduates receive a provisional graduate class rank after fall semester grades have posted. This rank compares August and December graduates to students expected to graduate in May. This is official and can be listed on resumes but will be replaced by the final class rank, released after spring.

#### After Spring

After the spring semester, August, December and May graduates receive a final graduate class rank.

### *Evaluation*

If after a fall or spring semester, according to the rules set forth in the Academic Regulations, a student will be subject to the Bar Success Prescribed Curriculum, put on academic warning or probation, or academically dismissed, they will receive notification soon after class ranks are released.

## **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 these [Student Records Guidelines](#) 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](mailto: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 two business days to complete requests. More information on document requests, and document request forms are available on the [website](#).

## **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 full-time students and 56 for part-time). 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. The Office of the Registrar cannot certify students for the Washington Bar pending degree completion. Washington will only accept certifications for graduates.

### 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's important to inform the Office of the Registrar as early as possible to ensure grades and degree post 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 Affairs. See the Academic Regulation section for guidelines. Be sure the Associate Dean 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 the Seattle University transcript. Course titles and grades will not be posted; only passing credits will post on the Seattle University transcript.

## Student Financial Services

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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](http://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/x1194.xml>.

If students have any questions or need assistance, they are encouraged to contact Student Financial Services at 206-398-4250 or [lawfa@seattleu.edu](mailto:lawfa@seattleu.edu). For additional information, please visit the Student Financial Services website at <https://law.seattleu.edu/office-and-administration/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 <https://fafsa.gov/> (school code 003790) each year by the February 15<sup>th</sup> deadline. To be considered on time for priority awarding and a timely award letter, students must complete their FAFSA by the February 15th deadline each year.

Continuing students must also complete the Enrollment Status Form (ESF) by February 15th each year that financial aid is desired (except for scholarships). The ESF is used to disburse aid appropriately for each term of anticipated enrollment.

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

### 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 and Grad PLUS (if applicable) promissory notes at <https://studentaid.gov>. For more information about how to apply see <https://law.seattleu.edu/office-and-administration/student-financial-services/how-to-apply>.

Students must complete a Grad PLUS request form (or private loan application) each academic year, after award letter information is emailed, if applying for those funds.

#### *Scholarships*

The Law School offers an extensive, school-based scholarship program through which over \$5 million is distributed annually to law students. Law students do not need to apply for any of the scholarships offered except for the Scholars for Justice Award, the Native American Law Scholarship, the Law Librarian Scholarship and the Outlaws Civil Rights Scholarship (see <http://law.seattleu.edu/scholarships>).

Outside scholarship opportunities are listed at [law.seattleu.edu/outside-scholarships](http://law.seattleu.edu/outside-scholarships).

## Student Employment

### *Federal/Institutional Work Study (on-campus)*

According to the policy established by Seattle University, student employees enrolled at least half-time<sup>3</sup> 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<sup>4</sup>.

### *State Work Study (off-campus)*

State Work Study allows eligible Washington State residents<sup>5</sup> 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.

## Satisfactory Academic Requirements

In order to receive financial aid of any kind, students must be enrolled at least half time each term and must maintain satisfactory academic progress under qualitative and quantitative measures. This means students must successfully complete a minimum of 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 complete the minimum number credits for a term (summer term is optional but if enrolled must complete at least 3 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 a 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 probation status the following term. Status will be reviewed after one term.

See <https://law.seattleu.edu/office-and-administration/student-financial-services/satisfactory-progress> for the 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.

<sup>3</sup> See definition under academic requirements.

<sup>4</sup> Refer to Registrar's academic calendar for scheduled breaks.

<sup>5</sup> Per RCW 28B.15.012

### **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 <http://law.seattleu.edu/office-and-administration/student-financial-services/refund-policy>

A student who is withdrawing from the institution must follow procedures as set forth in the Academic Regulations 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 Affairs.
- 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 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*

<b>Notification of withdrawal</b>	<b>Percent of Refund</b>
<b>Before the end of:</b>	
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*

<b>Notification of withdrawal</b>	<b>Percent of Refund</b>
<b>Before the end of:</b>	
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:

1. Direct Unsubsidized Stafford Loan
2. Perkins Loan
3. Direct Graduate PLUS Loan
4. 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.

### **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/office-and-administration/student-financial-services/loan-assistance/lrap-application-information> for qualifications and policy details.

For general student loan repayment information, please see <https://law.seattleu.edu/office-and-administration/student-financial-services/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 MoneyMatter\$ page: <https://law.seattleu.edu/office-and-administration/student-financial-services/money-matter> for the link to sign up for Max! and other financial literacy resources for law students.



## Student Services

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### ACCESS TO JUSTICE INSTITUTE (ATJI)

The Access to Justice Institute is the law school's hub for social justice, public interest, and pro bono activities for law students. ATJI works to strengthen students' legal and leadership skills through workshops and trainings, practicums and pro bono opportunities. Visit [law.seattleu.edu/atji](http://law.seattleu.edu/atji) to learn more about ATJI, and visit [ATJI's ConnectSU](#) page to view pro bono opportunities.

ATJI staff is available to meet with students for a variety of reasons, including when:

- seeking pro bono opportunity where students can gain or hone their legal skills and serve the community.
- navigating the path towards a public interest career or needing assistance with exploring and applying for post-graduate fellowships.
- planning a social justice project or event and needing guidance and connections to the larger equal justice community.
- networking with the wider equal justice and public interest community to advance professional development.

In addition to meeting with individual students, ATJI oversees or is involved with a number of pro bono, public interest and social justice programs including:

#### *Social Justice Mondays:*

ATJI works with students, faculty, and staff to coordinate a weekly speaker series to bring awareness and encourage discussion around relevant social justice topics. To learn how to propose and host a Social Justice Monday visit <https://law.seattleu.edu/centers-and-institutes/access-to-justice-institute/public-interest-and-social-justice/programs-events-and-trainings> or email Abby Goldy at [goldyabigail@seattleu.edu](mailto:goldyabigail@seattleu.edu).

#### *First Year Fellows:*

This year-long program is designed to give a group of selected 1Ls the unique opportunity of exploring and preparing for a career in public interest or social justice work. Fellows will collaborate with similarly interested students, staff, and faculty on a monthly basis and participate in trainings with guest speakers, networking events, and experiential learning opportunities. It is a terrific way to connect and share passions with other students and attorneys and learn more about public interest in a supportive environment.

#### *Social Justice Leadership Committee:*

The SJLC seeks to advance the School of Law's social justice mission and promote the well-being of all students in their academic pursuits and beyond. The Committee is focused on creating an inclusive and equitable environment where students feel safe and supported. In particular, the Committee works to identify and combat structural and institutional barriers that affect students from traditionally marginalized groups. Through student and faculty collaboration, the Committee works to provide resources and develop solutions to promote equity at the Law School and in the broader legal community.

### Pro Bono

#### *Pro Bono Pledge Program:*

ATJI oversees the law school's formal, voluntary pro bono program that promotes, tracks, and incentivizes student participation in pro bono and volunteer activity. Participation in the program affords students an opportunity to engage in meaningful and impactful pro bono work with clients, while honing skills and networking with lawyers in the community. Full time students are encouraged to complete 100 hours of activity, and part-time and Flex JD students 50 hours by graduation. Those who complete their hours are honored in the graduation program at commencement.

*Moderate Means Program (MMP):*

MMP, a partnership between the Washington State Bar Association and Washington's three law schools, is designed to increase access to civil legal services for moderate means individuals who cannot afford to hire private attorneys but earn too much to qualify for traditional civil legal aid services. Trained MMP student interns perform screening and intakes and coordinate referrals to attorneys willing to charge reduced fees. Students can enroll in an MMP practicum for three credits during Fall or Spring semesters or apply for a volunteer summer internship. For more information, contact Clay Wilson at [wilsoncl@seattleu.edu](mailto:wilsoncl@seattleu.edu).

*Seattle Youth Traffic Court:*

Through a partnership between Garfield High School, the Seattle Municipal Court, and the law school, law students train and mentor Garfield High School students to adjudicate their peers who have committed traffic violations. For more information, contact Margaret Fisher at [fisherm2@seattleu.edu](mailto:fisherm2@seattleu.edu).

*Student-Initiated Pro Bono Projects:*

ATJI works closely with student organizations that coordinate or support pro bono projects by providing strategic planning support, troubleshooting assistance, and leadership development support. ATJI also provides guidance in identifying community needs and partners to ensure that student organizations are having the most valuable impact possible.

*Communities Rise Microenterprise and Non-Profit Legal Clinics:*

Through a partnership between ATJI and Communities Rise, students work with transactional pro bono attorneys who provide legal advice to low-income micro-entrepreneurs and non-profit organizations at monthly clinics. In the fall, ATJI helps recruit student interns for Communities Rise.

*Youth Education and Advocacy Project:*

ATJI hires a law student to coordinate and conduct know-your-legal-rights presentations for young men and women in detention at the King County Juvenile Detention Center, situated near the law school. Presentation topics range from school discipline, housing, domestic violence, education, and family law.

*Public Service Days:*

ATJI coordinates community service projects for students, staff and faculty where they can volunteer for public service opportunities in the local area.

**Public Interest***Student Advising:*

In conjunction with the Center for Professional Development, ATJI works with students and alumni who are exploring public interest internships, post-graduate fellowships and jobs.

*Networking:*

ATJI facilitates student participation in state and national public interest conferences, offers networking opportunities with public interest attorneys, and serves as a connection point to justice-minded communities like the Alliance for Equal Justice and the Washington Access to Justice Board.

*Postgraduate Fellowships:*

ATJI manages the School of Law's postgraduate fellowships, when available, and supports students seeking postgraduate public interest fellowships funded through programs such as Equal Justice Works.

*Support for the Public Interest Law Foundation:*

ATJI supports PILF's fundraising efforts, such as the PILF Spring Auction, and networking efforts like the fall Evening with Equal Justice and manages the PILF Summer Grant application process.

*The Incubator Program:*

By offering monthly CLEs and trainings and resources, the Incubator Program assists alumni in starting their own solo practices or small firms with the intent of serving the moderate means client community. The Incubator Program offers alumni the opportunity to "incubate" a law practice for 12 months for the purposes of creating a sustainable, successful law practice offering affordable legal services. This type of law practice is built around serving clients of moderate means by offering reduced-fee legal services.

**For more information about ATJI, please visit** [law.seattleu.edu/atji](http://law.seattleu.edu/atji) or [ATJI's ConnectSU](#) page to view pro bono opportunities.

Students are encouraged to meet with any ATJI staff member to find out more information about social justice, public interest, and pro bono opportunities. To make an appointment, call 206-398-4173, e-mail [atji@seattleu.edu](mailto:atji@seattleu.edu), or stop by ATJI's office, located on the third floor of Sullivan Hall in Suite 313.

**Contact Information**

Abby Goldy  
*Interim Director*  
[goldyabigail@seattleu.edu](mailto:goldyabigail@seattleu.edu)

Clay Wilson  
*Moderate Means Program Attorney*  
[wilsoncl@seattleu.edu](mailto:wilsoncl@seattleu.edu)

Elizabeth Guinn  
*Faculty Legal Program Assistant*  
[guinne@seattleu.edu](mailto:guinne@seattleu.edu)

**ADMINISTRATIVE OFFICES**

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

**Office hours are:**

Monday and Thursday ..... 9:00 a.m. to 6:00 p.m.

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

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

Technology Services-Helpdesk is in Sullivan Hall 311.

**Office hours are:**

Monday-Friday ..... 8:30 a.m. to 8:00 p.m.

Saturday ..... 9:30 a.m. to 1:00 p.m.

Office hours will vary during examination periods, holidays and summer. Notice of any changes will be posted.

**ALUMNI CREDITS**

Graduates are entitled to six free alumni audit course credits. These credits must be used after graduation. Alumni audit credits may be used for any class except for the following: wait-listed courses, courses where the student is required to make a commitment to parties outside the Law School, seminar or lab courses, or courses where a student's withdrawal

may have an adverse and substantial effect upon the education of other students. These credits cannot be used to meet the requirements for any degree or certificate program.

Permission of the Associate Dean for Student Affairs and course instructor is required.

## BOOKSTORE CHARGES

Students who expect to receive a refund after application of student aid to their account may obtain a bookstore advance to purchase books no sooner than one week prior to the start of the term. The Business Office will determine the amount issued based on the available financial aid and projected cost of books and supplies required for the student's class schedule. Please leave enough time to process the request. The Business Office will authorize the advance of these funds and place the charge on the student's account. This charge will be deducted from the student's refund check.

## 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: <http://www.seattleu.edu/eaccounts>. Meal plan funds may be added and managed through Housing and Residence Life: <https://www.seattleu.edu/housing/meal-plans/>.

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 "Salutations From Online Photo" ([onlinephoto@blackboard.com](mailto: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](mailto:servicedesk@seattleu.edu) if you cannot find the invitation in your SU email or if you have any other questions.

## CAMPUS MINISTRY

The Office of Campus Ministry, located in Student Center 120, sponsors activities and programs that invite students to cultivate their spirituality, faith, and values. In the spirit of St. Ignatius, Campus Ministers offer students many ways to further their growth in personal and communal settings. Some of the programs most preferred by graduate students include the 3-Day Ignatian Silent Retreats, Graduate Student Day of Reflection, daily and Sunday Catholic Mass in the Chapel of St. Ignatius, weekly Zen Buddhist sittings, quarterly Interfaith Dinner and Dialogue on current events, and one-on-one conversations with Campus Ministers. Marriage preparation for engaged couples and the celebration of a Roman Catholic wedding in the Chapel of St. Ignatius are also available to all students.

People of ALL faiths are welcome, as are students who are spiritual but not religious or non-theist – Campus Ministry serves all Seattle U students. Please stop by the office on the first floor of the Student Center and the staff will be happy to connect you with a Campus Minister! Campus Ministry Office hours are 9am-4:30pm, Monday - Friday.

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

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 has four counselors on staff, each with a different area of focus. These areas include law firms, corporate/business, judicial, public service, government and diversity. Counselors 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. Counselors 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, email a counselor directly or contact Office Manager Junsen Ohno ([ohnoj@seattleu.edu](mailto:ohnoj@seattleu.edu)) for assistance. Appointments may also be scheduled by phone (206-398-4105) during normal business hours (M-F, 8:30am to 5:00pm). For appointments outside of regular business hours, please contact a counselor directly to arrange a time. (Contact information is available on the CPD Staff website).

### **Career Resources**

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

Announcements about programming, jobs, and upcoming events can be found on the CPD Blog, CPD Facebook Page, CPD LinkedIn Group, and the Symplicity Events/Workshops tab. CPD also sends regular e-newsletters targeted to the interests of each class (1L, 2L, 3L), to inform students of events, programs, jobs and networking opportunities.

### **First-Year Students**

CPD counselors are members of NALP (National Association for Law Placement), and the office follows NALP's best practice guidelines regarding meeting with first-year students to provide individual job search advice. First year students are required to attend a mandatory 1L workshop with a CPD counselor in early October, where they will receive an overview of CPD services, programs, and upcoming events. Students will also have an opportunity to ask general questions about their job search and receive a brief resume review. Following the workshop, CPD strongly recommends that students schedule a one-on-one appointment with a counselor as soon as possible, to avoid missing opportunities and to develop competitive application materials and their job-search strategy. First-year students are welcome and encouraged to attend CPD events throughout the year, including lunchtime seminars, career panels, receptions, and networking events, which take place beginning in September. Additionally, most first-year students participate in the NW Public Service Career Fair in February and Spring OCI in March, where they have an opportunity to interview with employers for summer and academic-year positions.

### **Second-Year Students**

Following the Fall On-Campus Interview Program (OCI) which takes place in August, CPD counselors check in with second-year students to discuss their (1L) summer experience, job search status for their next (2L) summer and offer job

search support and assistance for students who are still seeking employment. 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 Spring OCI in March. These programs provide students with an opportunity to meet with employers to interview for summer, academic-year, and post-graduate positions.

### **Third-Year Students**

During the last semester before a student graduates, CPD counselors will reach out to schedule a brief (15 minute) mandatory exit interview 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 February. 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.

### **Career Development Programs**

A comprehensive CPD event calendar and descriptions of each program are available under the "Events" tab in [Symlicity](#). 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, and 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, which connects 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 hosts On-Campus Interview (OCI) Programs for students in the fall and the spring and facilitates connections between recent graduates and employers in the fall. The LEAD Washington Diversity Fellowship Program is managed by a CPD counselor, and interviews for 1Ls seeking summer positions are held each year in February. For summer 2021, eight first-year students were selected for LEAD-WA fellowships with local firms and organizations. In addition, SU Law coordinates the regional Northwest Public Service Career Fair in February. The Seattle Fair attracts over 50 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; links to many of those programs can be found on CPD's [Hiring Programs and Job Fairs](#) webpage. For more information about these opportunities, contact a CPD counselor.

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

Students who plan to relocate outside Western Washington following graduation should meet with a CPD counselor early in their law school career to discuss strategy. CPD can [request reciprocity](#) from a law school in that region, which allows access to the selected law school's career resources and may include job postings. For details about the process or to request reciprocity, contact Office Manager Junsen Ohno, ([ohnoj@seattleu.edu](mailto:ohnoj@seattleu.edu)). Requests *must be made* through the SU Law CPD office - students cannot contact another school directly to request reciprocity. CPD can also provide students with direction 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.

*(\*\*SU Law follows all federal, state and local public health recommendations and guidelines developed for a safe campus reopening. In addition, CPD coordinates with many employers to host networking events. As a result, some events described above may be held virtually during the 2021-2022 academic year rather than on campus. Details will be available when events are confirmed.)*

### 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 that end, the following policy has been adopted:

- Infants and children under the age of 6 may not accompany a parent to class. This policy is designed to ensure that the classroom remains an environment conducive to learning. As a practical matter, even the most diligent parents cannot keep an infant or young child quiet for an entire class period, and the disruption caused by a parent's attempt to quiet or remove the child only exacerbates the situation. Parents of infants and children under the age of 6 will therefore need to make alternative childcare arrangements or miss class.

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

- Children in class should be the exception rather than the rule. However, there are circumstances beyond the parent's control that may result in a child accompanying a parent to class. Examples include unexpected day care failure or school closure, and other unforeseen events.
- 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.
- 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.
- In order to preserve the educational integrity of the classroom, the parent should promptly remove a child who is noisy or distracting to others. Parents should be mindful that what may not be distracting to them may be distracting to others. If the parent does not remove a disruptive child, the professor may ask the parent to do so.

### CLASS ASSIGNMENTS, CANCELLATIONS, AND RESCHEDULES

First Class assignments are posted at <https://law.seattleu.edu/academics/curriculum/resources/class-assignments> for the start of each academic term. Continuing assignments are posted on individual faculty TWEN sites, Canvas pages, or given in class. Students will be notified of class cancellations and reschedules by e-mail as this information is available.

### 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 may be found at

[http://www.americanbar.org/groups/legal\\_education/resources/standards.html](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 School of Law 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 or the Associate Dean for Student Affairs. The writing may be sent by e-mail, U.S. mail, personal delivery, or by fax.
- 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 e-mail 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 e-mail, 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.

## CONTINUING LEGAL EDUCATION (CLE)

### Washington State Bar Association, Law Student Complimentary CLE Attendance

Law Students are invited to attend CLE Seminars for free. The WSBA welcomes part-time and full-time law students currently enrolled in one of Washington's three law schools to attend a WSBA CLE and/or WSBA NLE seminar for free. The education content of CLE and NLE seminars can support law students who are looking to explore and build fundamental skills in a practice area.

For additional information, please refer to <https://www.wsba.org/for-legal-professionals/join-the-legal-profession-in-wa/law-students>.

## DOCUMENT DELIVERY CENTER

The Document Delivery Center contains printers and photocopier/scanner for student use. Staff and student workers sort printouts. 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 Print Charges (page 67).

Hours for the Document Delivery Center are posted in the Law Library and at <http://law.seattleu.edu/library>.

## EMERGENCY LOANS

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

1. Short term thirty-day loan: This loan has a maximum loan amount of \$200.
2. Ravetti loan: This loan is based on financial aid already awarded to, but not yet received by, the student. The maximum loan limit is \$1,000. Ravetti loans are not available at the end of the Spring semester.

Failure to repay these loans will affect a student's ability to register for classes, to obtain official transcripts, and receive a diploma. For further information regarding the terms and the requirements for each of these emergency loans, please see the Business Office.

## FOOD SECURITY OPTIONS

The Seattle U Food Pantry provides free, supplementary food to all students, staff, and faculty with a current Seattle U ID card. In order to best serve our community during COVID-19, we are facilitating a pre-bagged and pick-up operation



Requests may be submitted through the “[SU Food Pantry: Pick-Up Order Form](#)” on ConnectSU by 10:00 AM on Wednesday each week. See instructions at: <https://www.seattleu.edu/oma/oma-programs/food-security/food-pantry/>.

Emergency Redhawk Dining Cards are available to provide resources for non-tuition related financial emergencies. The Emergency Redhawk Dining Cards are intended to provide temporary food assistance for students while they recover from unexpected financial hardship and find longer-term solutions for their financial circumstances. More information and the application process can be found at <https://www.seattleu.edu/oma/food-security-initiative/emergency-redhawk-dining-cards/>.

## GENERAL QUESTIONS AND RESOURCES

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

## HEALTH INSURANCE

The University provides a voluntary health insurance program for part-time, graduate, and law students who do not have health insurance through another source. The plan is through Aetna Student Health and more information can premium, terms, plan and enrollment process can be found at <https://www.seattleu.edu/student-payment/student-health-insurance/>. To purchase the insurance you will go to the [JCB Student portal](#) and chose the Seattle University School of Law plan which has different term dates then the other Seattle U plans. From there you can enroll in the Seattle University Insurance Plan and pay the premium.

**You will need to return to the JCB site each term to confirm continued enrollment and pay the next terms premium.**

International students who are required to have health insurance will be billed for this coverage by the Business Office.

Contact the Law School Business Office with questions at 206-398-4050 or email [lawbusinessoff@seattleu.edu](mailto:lawbusinessoff@seattleu.edu).

## INTERNATIONAL STUDY

All students who are participating in a study abroad program for credit or who are participating in a Law School sponsored international internship must submit a Horizons application to the University. Please use the appropriate link to complete the application process:

SU Law Sponsored International Internships & Externships (Internships in Costa Rica, Kenya, Nicaragua)  
<http://law.seattleu.edu/academics/international-programs/internships-and-externships>

NON-SU LAW Sponsored International Internships, Externships & Programs (Students taking courses or internships/externships through a Non-SU Provider Abroad <https://www.seattleu.edu/abroad/>.)

GERMANY: School of Law Bucerius Exchange  
<http://law.seattleu.edu/academics/international-programs/germany-exchange>.

In addition, students who wish to study abroad in a country with a US Department of State travel warning must complete the travel warning petition by the listed deadline or they will not be permitted to participate in the program.

The Travel Warning Policy, the petition, and the deadline for filing a petition can be found at <https://www.seattleu.edu/abroad/resources/health-and-safety/travel-policy/>.

Please also see Academic Regulations regarding courses taken at other law schools.

## LOAN DEFERMENTS

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

## MAILBOXES FOR STUDENTS

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

## MENTAL HEALTH AND WELL-BEING

### Counseling and Psychological Services (CAPS)

*Pigott Pavilion for Leadership, Room 120*

CAPS offers individual therapy, outreach, consultation, and referral services via telehealth to currently enrolled and continuous SU students. Services are free of charge. While therapy services are limited to students, faculty may call to consult regarding how to respond to distressed students or refer students to our services. 206-296-6090 or email [caps@seattleu.edu](mailto:caps@seattleu.edu). [www.seattleu.edu/caps](http://www.seattleu.edu/caps)

### Washington State Bar Association – Lawyers Assistance Program

The WSBA Lawyers' Assistance Program (LAP) offers individual services as a short-term consultation offering, for up to 3 sessions, with licensed counselors for those struggling in law school. This service is available to all law students. Some common reasons for referral include depression, anxiety, addiction, career and financial pressures, among other mental and emotional problems. LAP also provides community referrals for counseling or psychiatry as well as informational and job search resources.

The cost of services for law students is based on a sliding scale. LAP counselors are preferred providers with several health insurance carriers. For more information about the Lawyers' Assistance Program, visit <http://www.wsba.org/Resources-and-Services/Lawyers-Assistance-Program>. Contact LAP at 855-857-9722 or [lap@wsba.org](mailto:lap@wsba.org).

## PHOTOCOPYING

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

## 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.

## PRINT CHARGES

Students incur a print charge when word processing/internet printouts are sent to the Law Library's network and Document Delivery Center printers. Each student will have a credit of 750 free pages per academic year. After that point, students will be required to request print credit at a rate of 5 cents per page in order to print. It is very important that students keep track of their print credit balances. Students should go to the Law School Business Office to pay for additional print credits. Students then take their print credit receipt to the Technology Office to have their print credit applied to their individual account.

## 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. In addition, students must comply with the Facilities Use Policy that has been established for the Seattle University campus.

## 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>.

## 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; the *Access to the SHC policy* is available at <https://www.seattleu.edu/student-health/medical-services/policies/>

Services at the health center are confidential and a student's health information is not released without their permission, unless required by law.

Staffed with board-certified nurse practitioners, registered nurse, 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. There is a \$5.00 administrative fee per visit with a Nurse Practitioner and appointments can be by calling 206-296-6300.

For detailed information on the SHC including services, staff, fees, and upcoming closures please visit [www.seattleu.edu/student-health](http://www.seattleu.edu/student-health)

### Hours:

#### Academic Year Hours

Monday to Friday 8:30 a.m. to 5:00 p.m..

Closed weekends and all SU observed holidays

#### Summer Hours

Monday to Thursday 8:30 a.m. to 4:30 p.m. and Friday 8:30 a.m. to 3 p.m.

Closed weekends and all SU observed holidays

**Location/Contact:**

BELL 108

First Floor, Bellarmine Hall

Due to the COVID pandemic the SHC is still limiting visitors, please call first.

**STUDENTS WITH DISABILITIES**

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 Affairs.

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

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

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

Students whose disabilities may require some type of accommodation, including but not limited to, course load modifications, exam accommodations, note takers or other accommodations, should contact the Associate Dean for Student Affairs. It is the responsibility of the student to provide the Law School with adequate notice of 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 Associate Dean will determine the appropriate accommodation after considering the student's request or any alternative means for accommodation, their feasibility, and the cost and effect on the academic program and standards.

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

Specifically, the documentation must include:

- 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 should contact the Associate Dean for Finance and Administration.

### **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/media/disability-services/NEW-ADA-Policy--2013-TOC-and-Covera34f.pdf>.

## **TECHNOLOGY**

The law school operates its own Technology Help Desk located on the 3<sup>rd</sup> 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/office-and-administration/technology>

### **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 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>.

## **TUITION AND FEES**

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

- A late payment fee of \$100.00 will be applied to all accounts not paid in full by the end of the first full week of class. Interest is charged on all accounts not paid by the end of the first week of class, at a rate of 1.5%.
- Late payment fees will be applied to accounts when financial aid is not sufficient to cover the semester’s tuition and fees or when the amount to be paid by the student is not paid by the end of the first full week of class. Late fees will also be applied to student accounts when financial aid is held up as a result of the student not getting financial aid 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 25% of the total of tuition and fees for the semester, with 3 equal payments at set dates during the semester. A 1.5% deferred payment fee is applied to the outstanding balance for the payment plan. A signed copy of the payment plan is kept on file in the Business Office. Failure to make the payment plan payment according to the schedule will result in the retroactive application of late fees, and any other applicable fees.

- A service fee will be charged for all checks not honored by the bank and returned unpaid to Seattle University. If the returned check was for tuition and fees and the tuition and fees are still outstanding after the first full week of class, late fees will be applied to the student account. After the third returned check, only cash, money orders, or cashier checks will be accepted for payment.
- Failure to pay tuition and fees for any semester will result in a hold being placed on the student account, which will prevent further registration until the account is paid in full. Delinquent accounts may be referred to a commercial collection agency and may be reported to national credit bureaus. All expenses and fees (including, but not limited to attorney fees, court costs and other out-of-pocket expenses) incurred by the university in collecting or attempting to collect a past-due account are the responsibility of the student and shall be charged to the student's account.
- 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.

## UNIVERSITY RECREATION – FACILITIES, ACTIVITIES, AND PROGRAMS

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

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.

### Programs:

- Fitness: Group Fitness, Personal Training, Small Group Training and additional Specialty Programs
- Outdoor: Trips, gear rental, lift tickets, climbing passes, certifications and trainings
- Competitive Sports: Intramural Sports and Sport Clubs
- Aquatics: Adult Swim Lessons, Lap swim, Lifeguard training
- Memberships and Facilities

### UREC provides a variety of facilities:

Eisiminger Fitness Center and Redhawk Center:

- Strength Floor
- Cardio Floor
- Group Fitness Studio
- Studio 3: Functional Training space
- Outdoor Program and Services Office
- Two full-sized gymnasiums
- A multi-purpose space with an AstroTurf surface
- Two racquetball courts
- One squash court
- Two swimming pools
- Dry saunas

### Outside Facilities

- Seattle University Park
- Outdoor tennis courts

### **Contact Us**

Website: [www.seattleu.edu/recreation](http://www.seattleu.edu/recreation)

Member Services Desk: 206-296-6441

Email: [UREC@seattleu.edu](mailto:UREC@seattleu.edu)

Instagram: su\_rec

[UREC YouTube Channel](#)

### **VETERANS' SERVICES**

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. If a student is unsure whether they qualify for benefits, go to VETS.gov to start the benefits application process. If a student is eligible, please contact the Office of the Registrar at [lawreg@seattleu.edu](mailto:lawreg@seattleu.edu) or 206-398-4150. The Law School participates in the Yellow Ribbon program and Principles of Excellence. The Yellow Ribbon Program is only available to students in the JD program. Per Section 103 of PL 115-407, Veterans Benefits and Transition Act of 2018, no veteran will be prevented from registering for courses, obtaining transcripts or diploma pending any payment from the Department of Veteran Affairs. See <https://law.seattleu.edu/office-and-administration/registrar/veterans-affairs-benefits> for more information.

## Co-Curricular and Student Bar Association Organizations

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### LAW REVIEW

The *Seattle University Law Review* is a student-run legal journal that publishes articles authored by legal scholars, judges, practicing attorneys, and law students. The staff is comprised of 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. To be selected for Law Review, students must enter a writing contest by submitting a written answer to a legal problem. Half of the new members are invited to join Law Review based on a combination of academic rank and performance in the writing contest (“Grade-on” Invitations). The other half is invited based solely on their performance in the writing contest (“Write-on” Invitations). The *Law Review* extends these write-on invitations based on blind adjudication of the level of legal analysis, research, and writing demonstrated by the competitor. Any student selected to join Law Review must have completed the number of credits required by the school administration to be issued a class ranking upon conclusion of the Spring semester of their first year of law school. Please note, part-time students are eligible to participate in the writing contest after their second year of part-time studies.

*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 must email [lawreg@seattleu.edu](mailto:lawreg@seattleu.edu) to request registration of the credits each term.

### 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. Members are selected at the end of their 1L year according to an application and interview process. Part-time students are eligible to apply for journal memberships after their second year of part-time studies. Transfer students may also apply to the *SJSJ*. Students in dual-degree programs may apply at the end of their 1L year, provided they will be spending the following year at the Law School. If dual-degree students intend to spend their second year outside of the Law School, they should



wait to apply until the end of their 2<sup>nd</sup> year of study so that their first year on the *SJSJ* coincides with their 2L year as a law student. Factors considered for selection include applicants' analytical writing, editing, and organizational skills, as well as their understanding of and commitment to issues of social justice. All members of the *SJSJ* must be in good standing according to the Law School's academic regulations.

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 3L year (or 4L year for part-time students), those *SJSJ* members 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 must email [lawreg@seattleu.edu](mailto:lawreg@seattleu.edu) to request registration of the credits each term.

## **SEATTLE JOURNAL OF TECHNOLOGY, ENVIRONMENTAL & 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. Rising second year students (full-time) and rising third year students (part-time) (2L/3L students) may apply for membership of the Journal through the write-on competition. Rising third year students (full-time) and rising fourth year students (part-time) (3L/4L) can apply as well. 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 must email [lawreg@seattleu.edu](mailto:lawreg@seattleu.edu) to request registration of the credits each term.

## **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. The Executive Board selects members at the end of their 1L year according to an application and interview process in conjunction with the other journals. Part-time students are eligible to apply after the second year of their part-time studies. Transfer, joint degree students and graduate LLM students may also apply to AILJ. Factors considered for selection include applicants' analytical writing; editing and organizational skills; comprehension of American Indian Law; and commitment to Indian Country.

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 4<sup>th</sup> 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 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 must email [lawreg@seattleu.edu](mailto:lawreg@seattleu.edu) to request registration of the credits each term.

## **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.

## **ALTERNATIVE DISPUTE RESOLUTION BOARD**

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

In addition, the ADR 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 ADR 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 ADR STUDENT COMPETITION PROCESSES**

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

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

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

All ADR regional competitors shall require as a pre- or co-requisite that competitors enroll in an appropriate course provided in the curriculum. ADR 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 kinds of competitions:

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

### **Administration of Student Competitions**

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

Students may not participate in regional/national competitions in the same semester as the in-house qualifying competition without permission of the faculty advisor.

## **STUDENT BAR ASSOCIATION**

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

One of SBA's primary roles is to represent the law students and convey their ideas and their concerns to the Administration and the Faculty. SBA Representatives are responsible for various aspects of student life.

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

The SBA hosts and funds a variety of programs and events that take place throughout the year, including days of volunteer service, Diversity Week, and the Barristers' Ball end of year formal. The SBA also sponsors educational and professional events.

The SBA Operating budget is funded by student contributions. All full-time students at the School of Law contribute \$43 per semester (fall and spring) and part-time students contribute \$32 per semester (fall and spring).

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

## **SUPPORT OF STUDENT ORGANIZATIONS**

The SBA will generally provide funding, not to exceed \$300, for an event. If it is a social event, then it must be open to **ALL** students.

The principal source of funding for student organizations is the Student Bar Association. The Law School does not budget additional monies for student organizational activities, and student organizations should not expect additional funding from the Law School for their activities except for the purposes described below. The Dean has authorized the Associate Dean for Student Affairs to provide funding for the following student activities, in addition to funds received from the SBA:

- One hundred dollars in matching funds per student organization for a reception for speaker or speakers invited by the student organization to appear at an event open to the law school community. A student organization may request one such grant per year. The Law School will not fund honoraria for, or the travel, lodging, and other related expenses of, speakers brought to campus by student organizations.
- Funds for approved student participation at the regional or national conference of parent organizations of student groups that are recognized by the SBA. One-half the cost of registration fees, travel, meals, and other

reasonable expenses, not to exceed a total of \$750 per event will be covered. Only one event per organization in each academic year will be funded. The balance of the costs should be obtained from other sources.

- Travel funds for student teams participating in competitions authorized by the Moot Court or ADR boards that advance from regional rounds to national finals. The SBA does not reimburse for Moot Court or ADR travel. Contact the Dean's Office for more information.

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

## **RECOGNIZED STUDENT BAR ORGANIZATIONS:**

American Constitution Society  
 Artificial Intelligence Law Society  
 Asian/Pacific-Islander Law Student Association  
 Black Law Student Association  
 Business and Entrepreneurship Law Association  
 Entertainment & Sports Law Association  
 Environmental Law Society  
 Federalist Society  
 Food Law Society  
 Future Prosecutors for Social Justice  
 Gideon's Army: Future Public Defenders  
 Health Law Society  
 If/When/How  
 Incarcerated Mothers Advocacy Project  
 Intellectual Property Law Society  
 International Law Society  
 International Refugee Assistance Project  
 JD/MBA Student Association  
 Jewish Law Student Association  
 Korean American Law Student Association  
 Labor & Employment Law Association  
 Latinx Law Students Association  
 Middle Eastern South Asian Law Student Association  
 National Lawyers Guild  
 Native American Law Students Association  
 OutLaws  
 Phi Alpha Delta  
 Public Interest Law Foundation  
 Real Estate Law Association  
 Seattle U Post-Conviction Appellate Alliance  
 Street Youth Legal Advocates of Washington  
 Student Animal Legal Defense Fund  
 Student Bar Association  
 Tax Law Student Association  
 Veterans Law Society  
 Women's Law Caucus

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

## Law Library

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

- checkout material with your Law School I.D. before removing it from the library
- handle materials with care and return materials on time
- 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 4<sup>th</sup> floor is designated as a quiet floor)
- do not leave personal belongings unattended in the library and secure laptops to carrels/tables
- do not engage in exclusive possession (homesteading) of carrels; unattended materials will be confiscated when left for extended periods of time

If there is a concern, please contact library personnel at the circulation or reference desks, but keep in mind that library personnel are not able to monitor the entire library at all times. In the spirit of maintaining a collegial atmosphere, feel free to point out these policies directly to classmates or other patrons who are not adhering to them.

### **LIBRARY HOURS-ACADEMIC YEAR**

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

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

## Sullivan Hall

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### BUILDING POLICY

#### Building Hours

Normal student access hours to Sullivan Hall during the academic term will be from 6:00 a.m. to midnight. 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.

#### 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. 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.** Empty lockers will be reassigned. Locks on lockers not assigned by the Law School will be removed. Students may have only one locker.

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

#### Community Refrigerator

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

#### Service Animals

Only working service animals are allowed in Sullivan Hall. All other animals are prohibited.

#### Room Reservations

Student organizations and student study groups who wish to use a classroom or other space in Sullivan Hall are required to reserve rooms in advance.

Reservations for classroom or other community space can be made online through the student life website [law.seattleu.edu/Student\\_Life/Plan\\_An\\_Activity.xml](http://law.seattleu.edu/Student_Life/Plan_An_Activity.xml). Questions should be referred to the Event Planning office in the 2<sup>nd</sup> 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.

Reservations for the study rooms in the Law Library can be made online at: <http://law.seattleu.edu/library>.

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

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

**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 Associate Dean for Finance and Administration.

*University Posting Policy*

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

**Policy Regarding the Serving of Food***School of Law Facilities*

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

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

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

*University Campus*

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

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

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

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

In addition, if it is deemed necessary by the Associate Dean for Finance, the Associate Dean for Students, and/or the Event Office staff, two (2) weeks prior to the event, sponsoring groups or individuals must also notify the Campus Safety Department and arrangements must be made to hire security as well as a server from 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.

***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.***

In addition, if it is deemed necessary by the Associate Dean for Finance, the Associate Dean for Students, and/or the Event Office staff, two (2) weeks prior to the event, sponsoring groups or individuals must also notify the Campus Safety Department and arrangements must be made to hire security as well as a server from 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.

### **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.

## **PARKING REGULATIONS**

### **Transportation and Parking Services**

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

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

The Parking Division is located within the Public Safety office in the 1313 Columbia Building (CLMB), Room 002, 206-296-5992 or [parkingservices@seattleu.edu](mailto:parkingservices@seattleu.edu).

Hours are:

Monday through Friday: 8:30 a.m. - 12:30 p.m.

Friday: 8:30 a.m. - 3:00 p.m.

Closed Saturday/Sunday and University Holidays

## SAFETY

### Safety and Security Services

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

The Department of Public Safety provides 24-hour security for the university campus and its facilities. Security personnel are uniformed and easy to recognize and are available to assist the university community in a variety of ways. Security officers provide first aid, 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.

### 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.e2campus.net/my/seattleu/signup.htm>. Registration is simple and free ([see terms of service](#) posted on the campus public safety web page).

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

Public Safety is in basement of the 1313 Columbia Building, located at the corner of 13<sup>th</sup> and 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: ..... x5990  
 Non-Emergency Off-Campus Phone: ..... 206-296-5990  
 Emergency Campus Phone: ..... x5911  
 Emergency Off-Campus Phone: ..... 206-296-5911

### 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/deanofstudents/policies/code-of-student-conduct/>).

Title IX of the Educational Amendments of 1972 prohibits any person in the United States from being discriminated against on the basis of sex in seeking access to any educational program or activity receiving federal financial assistance. The U.S. Department of Education, which enforces Title IX, has interpreted Title IX's prohibition on sex discrimination to prohibit various forms of sexual harassment and sexual violence that interfere with a student's ability to access educational programs and opportunities. Learn about **Seattle University's Policy for Complying with the Title IX Regulations/Title IX Final Rule Regarding Formal Complaints of Sexual Harassment** (<https://www.seattleu.edu/equity/additional/policy-for-complying-with-the-title-ix-regulations/>).

### *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. This “Sexual Misconduct: Resources for Student Survivors” Handout (<https://www.seattleu.edu/media/dean-of-students/files/sexualoffense/Sexual-Misconduct-Flyer-3-29-19.pdf>) provides information for both on-campus and local off-campus resources.

### *Where to File a Report*

The University’s top priority is the health, safety and well-being of our students, faculty, staff and visitors. 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.

### *To Make a Report or File a Complaint Against a Student, Contact:*

Andrea Herrera Katahira  
Assistant Vice President for Institutional Equity  
Chief EEO Officer, Title IX Coordinator, and ADA/504 Coordinator  
206-220-8515 or [katahira@seattleu.edu](mailto:katahira@seattleu.edu)

Dr. James Willette  
Dean of Students  
Student Center 140  
206-296-6060 or [willetjtj@seattleu.edu](mailto:willetjtj@seattleu.edu)

Department of Public Safety  
206-296-5990 (for non-emergency) or 206-296-5911 (for emergency)

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

### *To Make A Report or File A Complaint Against A Faculty Member, Staff Member, or Third Party, Contact:*

Andrea Herrera Katahira  
Assistant Vice President for Institutional Equity  
Chief EEO Officer, Title IX Coordinator, and ADA/504 Coordinator  
206-220-8515 or [katahira@seattleu.edu](mailto:katahira@seattleu.edu)

Michelle Clements  
Vice President for Human Resources and University Services  
206-296-5870 or [clementsm@seattleu.edu](mailto:clementsm@seattleu.edu)

Department of Public Safety  
206-296-5990 (for non-emergency) or 206-296-5911 (for emergency)

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

All sexual offenses and incidents of dating violence, domestic violence and stalking involving a member of the University community should be reported regardless of where or when they occurred. The University's ability to act may depend on several factors such as where or when the misconduct occurred, but the misconduct should be reported regardless.

### *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.

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

***If in immediate danger or would like to file a report, please contact Seattle University Public Safety at 206-296-5911 (5911 from a campus phone) or call 911.***

### **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 [law.seattleu.edu](http://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. To opt-in to receive these alerts, register at <http://www.seattleu.edu/safety/text-messaging/> Public Safety will also use the 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 Affairs about their absence.

### **Earthquake and Emergencies**

The Disaster/Emergency Response Plan is designed to consider all hazards to which the campus and its community members may be vulnerable. These include, but are not limited to high wind, rain and 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/safety/emergencies/>.

### **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 the 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), and nicotine delivery devices that simulate the use of tobacco (e.g., electronic cigarettes, vaping).

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/policies/SU-Policy-re-Marijuana-Use-FINAL-11-26-18.pdf>).

## Student Records Guidelines: Disclosure of Student Information

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Policy Number: 76-9

Last Revised: 09/8/2020

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 these Student Records Guidelines to protect the privacy of the education records of its students. Students will be informed of these guidelines and any amendments through their Seattle University e-mail account.

Seattle University students who apply for admission to another component unit of the University (i.e., colleges and schools that comprise the University) do not have FERPA rights with respect to education records maintained by that other component, including records maintained in connection with the student's application for admission, unless the student is accepted and attends that other component of the University. For example, an undergraduate student who applies and is denied admission to the law school is not entitled under FERPA to access his/her law school application records.

A student's FERPA rights begin on the first day of his or her first quarter at the University or, if subsequently enrolling in another component unit, on the first day of attendance in that unit.

The term "education records" means those records, files, documents, and other materials in handwriting, print, tape, film, electronic, or other media that contain information directly related to a student and are maintained by Seattle University (the "University") or a party acting for the University. A "student" is any person who currently attends or has attended the University.

The University holds various types of education records in various locations on campus. The records and their typical locations are as follows:

1. the official education record, which includes the University transcript, records relating to prior educational experience, and admissions documents, are on file in the Office of the Registrar;
2. working academic files are maintained by deans, department chairpersons, and academic advisers in their respective offices;
3. records related to a student's nonacademic activities are maintained in the Office of Student Development; and
4. records relating to a student's financial status and financial aid are maintained in the Office of the Controller and the Office of Student Financial Services.

Education records do not include:

1. records created or held by instructional, administrative, and educational personnel that are in the sole possession of the maker and are not accessible or revealed to any other individual except a temporary substitute;
2. records of the Office of Public Safety;
3. employment records;
4. alumni records that contain information about an individual after he or she is no longer a student at the University;

5. medical or health records made and maintained in the course of treatment and disclosed only to those individuals providing treatment; or

## DIRECTORY INFORMATION

In accordance with the provisions of FERPA, the University has the right to provide "directory information" without the student's written consent. The University currently defines "directory information" to mean the following:

- student name
- campus address (building only)
- campus phone (if any)
- SU email address
- major field of study
- dates of attendance
- degrees and awards received
- grade level
- enrollment status (i.e., full-time, part-time, undergraduate, graduate)
- name of the most recent previous educational institution attended
- participation in official activities or sports
- weight and height of members of athletic teams
- photographs (for University use only)

Under FERPA, students have the right to withhold directory information by notifying the University. All students must file the "Directory Information Remove or Prevent Disclosure" form with the Office of the Registrar, with the exception of law students who file it with the School of Law Registrar's Office, by the close of official registration for each term, as announced in the University calendar. Directory information will be withheld indefinitely unless the request to withhold disclosure is revoked in writing to the appropriate Office of the Registrar.

The Solomon Amendment (10 U.S.C. § 983) is federal law that requires the University to provide directory information for all currently registered students to any legitimate military recruiter who makes such a request in writing to the Office of the Registrar. The Office of the Registrar will only provide the student's name, address (campus building only), campus telephone listing (if any), age (or year of birth), level of education (e.g., freshman, sophomore, or degree awarded for a recent graduate), and major. If a student's request to withhold directory information has been processed prior to receipt of the list request, the student's information will be excluded.

## DISCLOSURE OF INFORMATION

The University will not disclose personally identifiable information, other than directory information, from a student's education records without the student's written consent except under circumstances permitted by FERPA which generally are:

1. to school officials with a legitimate educational interest; A "school official" is:
  - a person employed by or under contract with the University in an administrative, supervisory, academic, research, or support staff position;
  - a person serving on the Board of Trustees;
  - a person or firm retained by the University to perform professional services, such as legal services or accounting or auditing services; or

- a person or company under contract with the University to manage or perform operations functions, such as food services, the bookstore, Campus Card, or food and beverage vending.

A school official has a "legitimate educational interest" if the official is:

- performing a task that is specified in his or her position description or by a contract;
- performing a task related to a student's education;
- performing a task related to the discipline of a student; or
- providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.

2. to officials of other educational institutions in which students seek to enroll;
3. to persons or organizations providing students with financial aid;
4. to accrediting agencies carrying out their accreditation functions;
5. to authorized representatives auditing and evaluating federal and state supported programs;
6. to organizations or firms conducting studies on behalf of the University or other educational institutions;
7. to either of two parents when at least one parent has established the student's status as a dependent according to Section 152 of the Internal Revenue Code;
8. to the legal guardian of a student when the guardian has established the student's status as a dependent according to Section 152 of the Internal Revenue Code;
9. to a parent or legal guardian when a student under the age of 21 has committed a disciplinary violation with respect to the use or possession of alcohol or a controlled substance;
10. to comply with a judicial order or subpoena (unless the subpoena is signed by a grand jury or issued for law enforcement purposes, the Office of the Registrar will make reasonable efforts to notify the student);
11. to the court in the event of legal action between the University and the student;
12. to persons, as described by state law, serving a juvenile student within the juvenile system, who first certify in writing that the information will not be disclosed to any other party without the prior consent of the parent/legal guardian or student;
13. the final results of a disciplinary hearing to an alleged victim of a crime of violence;
14. the final results of a disciplinary hearing concerning a student who is an alleged perpetrator of a crime of violence and who is found to have committed a violation of the University's rules or policies; or
15. to persons in connection with a health or safety emergency.



## **DRUG AND ALCOHOL VIOLATIONS: PARENTAL NOTIFICATION WITHOUT STUDENT CONSENT**

The Vice President for Student Development, or designee, has the authority to determine when and by what means to notify parents or legal guardians, without a student's consent, when a student under the age of 21 is found to have violated any law or University rule or policy related to the possession, use, or distribution of alcohol or controlled substances.

The Vice President for Student Development, or designee, may choose to disclose information regarding drug or alcohol violations to parents or legal guardians without a student's consent when:

1. the violation involved harm or threat of harm to the student, other persons, or property;
2. the violation involved an arrest in which the student was taken into custody;
3. the violation resulted in or could result in the student being suspended or dismissed from the University or from University housing;
4. the student has shown a pattern of behavior or violations that indicate a potential alcohol or drug problem; or
5. the student who committed the violation became physically ill or required medical intervention as a result of the consumption of alcohol or the use of controlled substances.

The Vice President for Student Development, or designee, may delegate to other University officials the notification of parents or legal guardians. Whenever possible, a student will be informed that disclosure to parents is planned in advance of the student's parent receiving the notice.

Nothing in these guidelines prevents University officials from disclosing information in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

## **CONSENT TO DISCLOSURE OF INFORMATION**

Except as provided by FERPA, a student must provide a signed and dated written consent before the University will disclose personally identifiable information from the student's education record. The written consent must (1) specify the records that may be disclosed; (2) state the purpose of the disclosure; and (3) identify the party or class of parties to whom the disclosure may be made. Consent forms are available in the Office of the Registrar or online at <http://www.seattleu.edu/redhawk-axis/>.

## **RECORDS OF REQUESTS FOR DISCLOSURE**

The University will maintain a record of all requests for or disclosure of information from a student's education records, except as provided by FERPA. The record will indicate the name of the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the eligible student or by his or her parents/legal guardian if the student is a dependent (as defined by the Internal Revenue Code). Any third party to whom records were disclosed may not release that information to any other party without the student's permission.

Third parties who disclose information in violation of this requirement will be prohibited for five years from any further inspection of records at the University.

The record keeping requirement does not apply when the disclosure is to the student, the student's parent or legal guardian (if the student is a dependent as defined by the Internal Revenue Code); a party with written consent from the student; a school official; a party seeking directory information; or a party seeking records as directed by a grand jury or law enforcement subpoena.

## **INSPECTION AND REVIEW OF RECORDS**

Students may inspect and review their education records on written request to the person in charge of the records. That person will comply with the request as soon as reasonably possible, or within 45 days after the request has been made, as required by law.

Students have the right to review and inspect all education records in their file except:

1. financial information submitted by their parents;
2. confidential letters and recommendations associated with admissions, honors, employment, or job placement to which they have waived their rights of inspection and review or which were placed in the file before January 1975;
3. education records containing information about more than one student, in which case the institution will permit access only to that part of the record pertaining to the inquiring student; and
4. records connected with an application to attend the University if that application was denied.

If, after inspecting and reviewing the records, a student has any questions about them, the student may request an oral or written explanation and interpretation of the records.

If, after inspecting and reviewing the records, a student believes that any information contained in them is inaccurate or misleading, or in violation of the privacy rights of the student, the student may request in writing that the office holding those records amend them. That office will reach a decision and inform the student of this decision in writing within a reasonable time after receipt of the request. If the office refuses to amend the record in accordance with the student's request, the University will notify the student of the right to a hearing.

The Provost will appoint a person or persons to conduct the hearing who do not have a direct interest in the outcome of the hearing. The hearing will be held within a reasonable time after the request has been made, and the student will be given reasonable notice of the date, place, and time of the hearing.

The student will be afforded a full and fair opportunity to present evidence relevant to the issue raised, and may be assisted by individuals of his or her own choice at his or her own expense. The hearing officer/panel will make its decision in writing within a reasonable time after the conclusion of the hearing. The decision will be based solely on the evidence presented at the hearing and will consist of a written statement given to the student and the University summarizing the evidence and stating the reasons for the decision.

If, as a result of the hearing, the hearing officer/panel decides that the information in the education record is inaccurate, misleading or otherwise in violation of the privacy rights of the student, the education records of the student will be amended accordingly and the student will be informed in writing.

If, as a result of the hearing, the hearing officer/panel decides that the information in the education record is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, the University will inform the student of the right to place a statement in the record giving the reasons for disagreeing with the decision. The University will maintain the student's statement with the contested part of the record as long as the record is maintained, and whenever it discloses the portion of the record to which the statement relates, the statement will accompany it.

The University will provide copies of education records if circumstances effectively prevent a student from exercising his or her right to inspect and review education records. Students who receive a copy of their education records must pay a reasonable charge for the copies unless the copy charge effectively prevents the student from exercising the right to inspect and review records

## **RIGHT OF COMPLAINT**

A copy of the full text of FERPA is available in the Office of the Registrar.

Students who believe the University is not complying with the requirements of FERPA or the regulations issued by the Department of Education implementing FERPA may file complaints in writing with:

The Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue S.W.  
Washington, D.C. 20202-4605  
(202) 732-1807

## .Code of Student Conduct

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### **ACADEMIC YEAR 2021-2022**

As a Catholic and Jesuit university, Seattle University is a learning community that values the dignity and worth of persons. Consistent with its values, the University fosters the respect needed for students to live, work, study, and socialize together as a community. All members of the University community are expected to observe standards that reflect personal accountability and responsibility for the common good; demonstrate regard for the safety, security and health of others; maintain the atmosphere needed for study and reflection; show respect for individuals; and value truthfulness and personal integrity. This policy is referred to as the “Code of Student Conduct” or “Code.”

Students are responsible for being informed about the Seattle University Code of Student Conduct. The Code of Student Conduct is not a contract between the University and a student, and it does not create express or implied contractual rights. The University reserves the right without prior notice to change the policies, regulations, or other information in the Code of Student Conduct. Students are responsible for accessing online the most current version of the Code of Student Conduct.

A complete description of the University Student Conduct System is available at <https://www.seattleu.edu/deanofstudents/policies/code-of-student-conduct/>

# School of Law Academic Integrity Code

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## PREAMBLE

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

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

## 1.00 STATEMENT OF PURPOSE AND JURISDICTION

- a. The purpose of this Code is to define instances of misconduct and to establish exclusive, uniform, and fair procedures for determining whether violations have occurred and for imposing disciplinary sanctions for misconduct.
- b. This Code applies to Law School students in University courses and University-sponsored academic activities. Other conduct by law students is governed by the Seattle University Code of Student Conduct and other University codes.
- c. This Code does not prohibit students from studying together or engaging in other collaborative activities unless a faculty member, supervisor, or administrator has specifically prohibited such activities.
- d. This Code does not limit or otherwise affect the rights and duties of faculty in the grading process. (See the Academic Standards Code.)
- e. This Code does not limit or otherwise affect the rights of student organizations to discipline conduct that may violate this Code.

## 2.00 PROHIBITED CONDUCT

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

### 2.10 Examinations

It is a violation of this Code knowingly

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

**2.20 Other 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 his or her name or examination number on any work submitted for a course, competition, or other law school activity certifies that the work is his or her own. That certification means that sources have been credited and that no unauthorized aid has been received in connection with the work. A student establishes a defense to this provision by proving, by a preponderance of the evidence, that he or she did not know or have reason to know that the work was not his or her own;
- b. to provide one's own work to another student knowing that the student may submit all or part of that work as his or her own;
- c. to intentionally damage, take, copy without permission, or hide the work product or other academic materials of another person;
- d. to use unauthorized resources;
- e. to violate rules established for the activity;
- f. to make any material misrepresentation as to work done or hours spent in satisfaction of the requirements for grade or credit in any academic activity or in an activity that is considered in determining membership or standing in a Law School organization; or
- g. to disclose confidential information obtained while participating in the course or activity.

**2.30 Library**

It is a violation of this Code knowingly

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

**2.40 Other Prohibited Conduct**

It is a violation of this Code

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

**3.00 REQUEST FOR INVESTIGATION****3.10 Request for an Investigation**

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

**3.20 Process Following Request for Investigation**

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

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

**3.30 Investigation**

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

**3.40 Investigator's Report**

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

**4.00 PROBABLE CAUSE HEARING****4.10 Scheduling of Probable Cause Hearing**

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

**4.20 Process at Probable Cause Hearing**

- a. The named student will not be permitted to attend or speak at the Probable Cause Hearing. If the student has a written statement or materials that he or she wants the Probable Cause Panel to consider, the student must give that statement or materials to the President no later than two hours before the scheduled hearing time. The written statement and all supporting materials will become part of the record in the case.
- b. The Probable Cause Panel may ask the Investigator to appear before it to answer questions.
- c. As a general rule, the Probable Cause Hearing will be conducted in the following manner:
  - a. The Chair will read aloud the request for an investigation.
  - b. The Chair will read aloud the Investigator's report.
  - c. The Chair will read aloud any written statement and all supporting materials submitted by the named student.
  - d. The Probable Cause Panel will discuss the report and statements and materials submitted by the named student. During these discussions, any member of the panel may ask that the Investigator come into the room and answer questions.
- e. The Probable Cause Panel will deliberate. During the deliberations, only members of the Panel may be present.

**4.30 Decision by Probable Cause Panel**

The Probable Cause Panel may, by a majority vote,

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

## 5.00 ADJUDICATION HEARING

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

Upon receiving the charge, the President will

- a. appoint four students from the Academic Conduct Board to the Adjudication Panel and designate one student member as Chair of the Panel. The student panel members may not have served on the Probable Cause Panel;
- b. notify the faculty member of the Adjudication Panel that a charge has been filed;
- c. mail or deliver to the charged student a copy of the charge and the names of the students and faculty member who will serve on the Adjudication Panel;
- d. mail or deliver a letter to the person requesting the investigation notifying him or her that probable cause was found; and
- e. schedule the Adjudication Hearing. As a general rule the Adjudication Hearing will be held within fifteen school days after a copy of the charge is mailed or delivered to the student.

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

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

### 5.30 Representatives

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

### 5.40 Discovery, Summons, and Subpoenas

- a. Each side may request discovery of documents. All requests must be complied with in good faith.
- b. Both the charged student and the Law School Representative may summon witnesses and subpoena documents. Such summons or subpoena must be in writing and be signed. The party issuing the summons or subpoena must serve the document. As a general rule, summons and subpoenas should be served five school days before the applicable Adjudication or Sanctions Hearing.

### 5.50 Rules Governing the Adjudication Hearing

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



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

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

- a. The Chair will introduce the Panel members, the charged student, the student's advocate, and the Law School Representative.
- b. The Chair will read aloud the charge.
- c. The Chair will ask the charged student if he or she has any preliminary motions, for example a motion to dismiss the charge, to limit evidence, or to take other action. If the charged student has a motion, the Chair will provide each side with the opportunity to speak to the motion. The Chair will then ask the Law School Representative if he or she has any preliminary motions. If the Law School Representative has a motion, the Chair will provide each side with the opportunity to speak to the motion. After both sides have made their motions, the Chair will call a recess, during which the parties and witnesses will be asked to leave the room. During this recess, the Adjudication Panel will discuss and vote on the pretrial motions. The motions will be decided by a majority vote of the Panel. After the Panel has voted on the motions, the Chair will reconvene the Adjudication Hearing and announce the Panel's decisions on the motions.
- d. The Chair will provide the Law School Representative with five minutes to make an opening statement.
- e. The Chair will provide the charged student or the student's advocate with five minutes to make an opening statement.
- f. The Chair will provide the Law School Representative with the opportunity to present witnesses and evidence. The Chair may set reasonable time limits and limit the number of witnesses.
- g. The Chair will provide the charged student and his or her advocate with the opportunity to present witnesses and evidence. The Chair may set reasonable time limits and limit the number of witnesses.
- h. The Chair will provide the Law School Representative the opportunity to rebut the evidence presented by the charged student. The Chair may set reasonable time limits.
- i. The Chair will provide the charged student and his or her advocate with the opportunity to rebut the evidence presented by the Law School Representative. The Chair may set reasonable time limits.
- j. The Chair will provide the Law School Representative with five minutes to make a closing statement.
- k. The Chair will provide the charged student and his or her advocate with five minutes to make a closing statement.
- l. The Chair will excuse the parties and witnesses so that the Adjudication Panel may begin its deliberations.

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

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

**6.00 SANCTIONS HEARING**

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

**7.00 IMPOSITION OF SANCTIONS**

- a. In deciding the sanction, the Adjudication Panel should consider the sanctions that have been given in like cases and the presence or absence of mitigating factors.
- b. The Panel may, by a vote of the majority, impose one or more of the following sanctions.

**Private Reprimand**

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

**Public Reprimand**

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

**Education**

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

**Disciplinary Probation**

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

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

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

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

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

**8.00 ADJUDICATION PANEL'S WRITTEN DECISION**

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

**9.00 APPEALS****9.10 Who May File an Appeal**

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

**9.20 Decisions that May be Appealed**

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

**9.30 Time Limits for Filing an Appeal**

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

**9.40 Contents of the Notice of Appeal**

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

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

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

**9.60 Dean's Decision**

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

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

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

**10.00 DEFINITIONS AND PROCEDURES****10.10 School Days**

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

**10.20 Multiple Named Students**

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

**10.30 Summer Proceedings**

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

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

**10.40 Disqualification of Investigators and Panel Members – Replacement**

- a. Any Academic Conduct Board member who has requested an investigation or is a witness or who believes he or she may be biased in any regard in a matter may not serve as investigator, advocate, or panel member in that matter. If this disqualification arises after an appointment is made, a replacement will be appointed under section 10.40(c).
- b. The charged student may object to the appointment of an investigator, or any member of the Probable Cause or Adjudication Panel on the basis of bias, conflict of interest, knowledge of the case, other good cause. The

objection must be in writing and addressed to the President, whose ruling in the matter will be final. Each student may exercise one preemptory challenge to any member of a panel.

- c. The President will appoint any new investigator, advocate, or the new student panel member, and the Dean will appoint any replacement Faculty member.

### **10.50 Emergency Appointments**

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

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

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

### **10.70 Records**

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

## **11.00 ACADEMIC CONDUCT BOARD**

### **11.10 General Provisions**

- a. The Academic Conduct Board is the agency of original and exclusive jurisdiction for all cases that arise out of requests for investigation of violations of this Code.
- b. All proceedings will be carried out discreetly and, to the extent possible, the Academic Conduct Board shall protect the identity of a student who is being investigated or who has been charged with a violation.
- c. The Academic Conduct Board will discharge its functions as expeditiously as is possible under the circumstances.
- d. The Academic Conduct Board will maintain a redacted file (with names omitted) of all Panel reports and decisions and the Dean's decisions on appeals.

### **11.20 Membership**

- a. The Academic Conduct Board will have twenty (20) members: seventeen (17) of these members will be students, and three (3) will be faculty members.
- b. The student members will be selected in September of each year by a three-member Selection Committee made up of the Student Body President, the President of the Academic Conduct Board, and the Associate Dean for Student Affairs. The students' terms will begin on October 1 of the year in which they are selected and continue until September 30 of the following year. A student who graduates may continue to serve on the Board until his or her term expires. A student may serve more than one term.
- c. The faculty members will be appointed by the Dean of the Law School. Their terms will begin on October 1 of the year in which they are appointed and end on September 30 of the following year.
- d. In April of each year, the seventeen student members will elect one person to serve as President for the following school year and one person to serve as Vice President. The President and Vice President's term will run from May 1 of the year in which he or she is elected until April 30 of the following year.
- e. Should a student member resign or be unable to complete his or her term, the Selection Committee will appoint a replacement. Should any faculty member be unable to complete his or her term, the Dean will appoint a replacement.

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

The President has the following duties:

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

2. to advertise openings on the Academic Conduct Board and to organize and supervise the Selection Committee.
3. to represent the Academic Conduct Board to the student body and to the Student Bar Association.
4. to schedule and conduct Academic Conduct Board meetings.
5. to educate the incoming board members on the function and processes of the Academic Conduct Board;
6. to maintain the Academic Conduct Board website.

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

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

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

The Academic Conduct Board will

- a. orient the student body to the spirit and the letter of this Code;
- b. elect a President and a Vice President from among the student members; and
- c. serve as investigators, panel members, and representatives of the law school as appointed by the President.

### **12.00 PROCEDURE FOR AMENDMENT**

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

### **13.00 TERMINATION OF THE CODE**

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

### **14.00 ENACTING CLAUSE**

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

Distributed to the students on Thursday, April 12, 2005