

August 2024

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The mission of Saint Louis University School of Law ("School of Law") is to advance the understanding and the development of law and prepare students to achieve professional success and personal satisfaction through leadership and service to others. The School of Law is guided by the Jesuit tradition of academic excellence, freedom of inquiry, and respect for individual differences.

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

This Student Handbook ("Handbook") is published each August and describes the procedures and rules that will ordinarily govern academic and student life at the School of Law. The most up-to-date version of the Handbook replaces previous versions. Students are obligated to know and follow the procedures and rules contained in the Handbook. The Handbook is reviewed and amended annually and as deemed necessary by University and/or School of Law administration, committees, or faculty

in accordance with the University's Mission Statement and the School of Law's Mission Statement, as well as the University's policies on diversity, equity, and inclusion.

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

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

The Dean of Students oversees the general functioning of Student Services. The Dean of Students is responsible for providing guidance, advice, and support to full-time and part-time students on academic, administrative, and personal matters. Students should notify the Dean of Students of issues that may affect their academic performance. The Dean of Students provides referrals to other resources including the Academic Resource Center, Campus Ministry, Career Services Office, Student Health Center, and University Counseling Center.

The Assistant Dean of Students shares responsibility for providing advice and support to full-time and part-time students. The Assistant Dean of Students also serves as program advisor to and liaison for student organizations. The Assistant Dean of Students assists in coordinating disability services for the School of Law. For disability resources refer to Chapter 14 of this Handbook.

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

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

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

The Office of Diversity, Equity and Inclusion, located in Room 1002, develops and coordinates

standards of the American Bar Association, and the by-laws of the Association of American Law Schools.

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

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

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

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

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

#### 1. University Counseling Center

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

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

#### 2. Missouri Lawyers’ Assistance Program

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







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

1. Evacuate immediately

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

Individuals unable to use the stairs and are not on the first floor should go to the North side enclosed stairwell landing area of the floor they are on. Emergency personnel have been alerted to check these areas immediately upon arrival.

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

The School of Law designated evacuee gathering area is the plaza in front of the Civil Courts

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

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

## 2. Earthquake

Use the "Drop, Cover, and Hold On" protocol. Individuals should drop to the ground, cover their head and neck with their arms, and seek shelter under a sturdy desk or table while holding on to your shelter. If you are unable to get safely to the floor, get as low as possible protecting your head and neck. Move away from windows or other items that may fall. The elevators should not be used. When the shaking subsides move outside and away from Scott Hall to the designated gathering area away from buildings and electrical wires.

## 3. Class cancellations due to inclement weather

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

Calling 911 from a University phone or on University property will automatically alert DPS. If calling 911 from a non-University phone, also call DPS at 314-977-3000 as DPS officers are trained first responders. Do not leave injured or ill individuals alone except to notify DPS and do not move the individual unless they are in danger of further injury.

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

Scott Hall is open to School of Law students, staff, and faculty with their valid University ID card

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

Bulletin boards are located throughout Scott Hall and are available to members of the School of Law community. Some boards are designated for specific purposes. Items placed on a bulletin board should contain sufficient information (telephone number, email address, name of organization, or name of an individual) to identify the organization sponsoring the service or event and must not be larger than 8 ½x 11 inches. Student Services must approve items to be posted and will remove items without required information or approval. Posting is not permitted on doors, windows, and walls.

Lockers are available on floors 10 and 11 for a rental fee. Students are responsible for the key

Payment of tuition, fees, and deposits that are not covered by financial aid must be made by the payment deadlines posted on the University website.

Students who have not made a satisfactory settlement with Student Accounts for all debts to the University will not be permitted to attend classes or to take final examinations after the due date of any unpaid obligation. No degree will be conferred on, nor will any diploma be issued, to a student who has an outstanding debt to the University.

After registering, students must make financial arrangements to secure classes. Students have the option of paying their balance in full or participating in a payment plan. Payments must be received before the due date published for that semester (post-marked dates are not applicable). Failure to make financial arrangements by the specified payment deadline will result in a hold placed on the registration. Continued failure to make financial arrangements after the payment deadline may result in the registration being canceled. If registration is canceled, no scholarships or financial aid can be paid to the student account. In addition, a \$50 late registration fee will be charged if the student re-registers during late registration. All indebtedness to the University must be cleared promptly.

Student account balances that are past due result in encumbrances to future registration and issuance of transcripts. No refund or reduction is allowed for absences.

Tuition and fees are set each academic year.

Students for whom financial aid does not cover the full cost of tuition and fees and have a remaining balance will need to enroll in a payment plan. The deadlines for enrollment in a plan are August 1 for the fall semester, January 2 for the spring semester, and June 1 for the summer semester. Students are responsible for the terms set forth by the payment plan. Students who do not submit payments in accordance with the payment plan will be assigned to the default payment plan.

First Week of Classes	100%	First Week of Classes	100%
Second Week of Classes	100%	Second Week of Classes	80%
Third Week of Classes	90%	Third Week of Classes	60%
Fourth Week of Classes	80%	After Third Week	0%
Fifth Week of Classes	70%		
After Fifth Week	0%		

Tuition refunds after the 100% week(s) of classes are only applicable to students who withdraw from all classes for the semester.

If a student requesting a tuition refund is the recipient of a Title IV Federal Financial Aid Program, the percentage of financial aid that must be returned may be different than indicated above. Students should contact the School of Law Financial Services Office for detailed information.

Students whose employers pay tuition may arrange for third-party billing. Students should contact the School of Law Financial Services Office for detailed information. If an employer reimburses students based on successful completion of course work, the student is responsible for tuition payment at the time of registration. Students may request a letter of successful completion from Student Services.

To determine the amount of financial aid each student is eligible to receive, the University Office of Student Financial Services determines a standard cost of attendance budget for each program. These are estimates of what it could cost a student to attend the School of Law. The budget includes the cost of tuition and estimates for the following items: University fees, housing, books, supplies, transportation, and miscellaneous/personal costs. The budget is the maximum amount of financial assistance that a law student can receive per academic year. Financial assistance includes any internal and external scholarships, federal and private loans, tuition remission, federal work-study, and any other forms of assistance. Students may refer to the [School of Law Financial Aid website](#) regarding specific cost of attendance budgets per academic year.

Students are responsible for transportation expenses incurred while traveling to and from



clinical, field placement, and/or other assignments.

The federal work-study ("FWS") program allots a certain amount of federal funds to eligible students who will work up to 15 hours per week in jobs within the School of Law, the University, or at an approved, community organization. Funds are paid to students bi-weekly for hours worked during that pay period.

FWS is a form of federal financial aid and counts towards the cost of attendance budget and may reduce the amount of aid from other sources, such as Direct Unsubsidized loans or Direct PLUS loans. Although students may be eligible, FWS is not automatically awarded, and funding cannot be guaranteed.

transfer into the School of Law, the 136.5 attempted credit hours maximum includes attempted credit hours at other colleges/universities attended.

## 2) Qualitative Measurement Requirement

Students must maintain a cumulative grade point average ("CGPA") of 2.000 to demonstrate satisfactory academic progress. The 2.000 CGPA requirement applies to all federal and state student aid programs. Certain scholarship or aid programs require a higher minimum CGPA that must be maintained for renewal. Each scholarship or aid must be reviewed individually to determine the minimum renewal CGPA, other requirements, and maximum duration of aid eligibility.

## 3) Quantitative Measurement Requirement

To maintain satisfactory academic progress, a student must earn at least 67% of the credit hours attempted each enrollment period. Earned credit hours include all credit hours for which the student received grades of A+, A, A-, B+, B, B-, C+, C, C-, D, X and P. Credit hours not accepted as earned include credit hours taken for audit, credit hours for which no grade was received, and credit hours for which the student received grades of W, I, and F.

## 4) Monitoring Satisfactory Academic Progress Requirements

At the end of each semester, the student's academic record will be reviewed for satisfactory academic progress. If a student exceeds the maximum attempted enrollment hour requirement for federal Title IV/state eligibility, that student will be terminated from receiving federal Title IV/state funds for future enrollment periods.

If a student fails to meet the minimum CGPA requirement or does not earn the minimum number of credit hours for federal Title IV/state eligibility, that student will be on academic progress warning for the succeeding semester. If at the end of the warning semester, the student is still below the minimum University CGPA requirement of 2.000, and/or has not earned sufficient credit hours, the student's eligibility for federal Title IV and/or state aid will be terminated for future enrollment periods.

## 5) Appeal procedures

A student terminated from receiving funds from federal Title IV/state aid due to failure to meet satisfactory academic progress requirements may appeal this termination. Review the Federal Appeal form on the [University Financial Aid website](#). Contact the School of Law Financial Services Office for assistance.

## 6) Regaining eligibility

A student terminated from receiving Title IV aid may regain eligibility upon obtaining a CGPA of at least 2.000 and/or increasing their course completion rate (defined as credit hours earned/credit hours attempted) to at least 67%. Repeated coursework and courses not taken for credit do not contribute to re-establishing eligibility.



academic standing.

2. Deans Scholar and Deans Select Scholar Scholarship: Applicants are offered these merit-based scholarships at the time of their acceptance to the School of Law. Scholarships will be renewed each semester if the student remains in good academic standing.

3. Deans Honor Scholarship: J.D. students ranked in the top 10% of their class after completing their first year of law school at the School of Law and who were not offered a merit-based scholarship upon their admittance to the School of Law are eligible to receive the Deans Honor Scholarship to recognize their academic success. The scholarship is only applicable for the fall and spring semesters. Scholarship amounts will vary from year to year based on funding and will be offered based on the student's enrollment status as of July 1. Students enrolled in 12 or more hours will receive the scholarship for four semesters (two years) and students enrolled in fewer than 12 hours will receive the scholarship for six semesters (three years). The Deans Honor Scholarship will be renewed each semester if the student remains in good academic standing. Scholarships will be determined after spring semester first year rankings are released, with notifications sent to students in July.

#### 4. Scholarship Retention Policy

Per the student's scholarship offer letter, the scholarship will renew automatically each semester regardless of cumulative grade point average. Students serving a suspension will receive their scholarship again after their suspension ends unless otherwise informed of a change in their scholarship eligibility.

#### 5. Scholarship Adjustment Due to Change in Enrollment Status

This policy defines the procedures for a student who was offered a law school scholarship and changes their enrollment status from the one indicated in the scholarship agreement letter.

a. For students offered a scholarship based on full-time enrollment who then enroll as a part-time student for a semester, the scholarship will be reduced by the ratio of part-time to full-time tuition (part-time tuition divided by full-time tuition) for the affected semester.

b. For students offered a scholarship based on part-time enrollment, the scholarship per semester will not be increased or accelerated due to full-time enrollment.

c. A scholarship will not be accelerated to any other semester.

d. Any scholarship amount lost due to a change in enrollment status and resulting scholarship reduction will be forfeited.

Many local, national, and international organizations offer financial assistance to students in the form of scholarships, grants, internships, fellowships, competitions, and loans. A listing of some of these opportunities is available on the [School of Law Financial Services website](#). The School of Law does not control these funds. All questions regarding private scholarships should be directed to the organization offering financial assistance.

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

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

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

Acceptance to the School of Law represents a significant step toward participation in the legal profession. Membership in the student body, and ultimately in the legal profession, entails a unique set of responsibilities to fellow Students, the School of Law, the court, the legal profession, and the public. The legal profession demands the highest degree of trustworthiness, honesty, integrity, and respect. As future members of the legal profession, Students are bound to observe the principles that reflect the same high standards that govern the practice of law. This Honor Code sets forth the minimum standards governing the conduct of Students.

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

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

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

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

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

1. use materials, electronic devices, or technology resources during an examination other than those specifically authorized by a member of the Faculty, or use materials in a manner not consistent with the rules specified by the member of the Faculty;
2. give, solicit, or willfully receive information regarding an examination to or from any person or source during the exam period, unless specifically authorized to do so by a member of the Faculty;
3. give, solicit, or willfully receive unauthorized assistance regarding an examination to or from any person or source before, during, or after an examination;





a significant likelihood that a violation of this Honor Code has been committed; or

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

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

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

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

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

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

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

If a position on the Honor Council is open, whether by tie in voting, resignation, lack of candidate participation, or otherwise, the following procedures shall be implemented, and any appointments must be approved by the Dean of Students.

1. If there is a tie in an election involving an open seat, a runoff between the affected candidates shall be held as soon as is practicable.

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



the Complainant or the Respondent of their privacy rights or otherwise jeopardize the fair and orderly completion of such proceedings. The Investigator, members of the Honor Council, and all other participants in the proceedings shall be advised

student file.

The Investigator may, at their discretion, attempt an informal resolution of the alleged violation. Any informal resolution agreed between the Investigator and the Respondent must be approved by a majority vote of the Honor Council. If no resolution is reached that is acceptable to all concerned parties, then the investigation shall continue.

If the Investigator determines that dismissal of the case is not warranted, and that informal resolution of the alleged violation is not practicable, the Investigator shall file an Investigator's Report with the Honor Council. The filing of an Investigator's Report shall not be deemed a violation of the confidentiality provisions herein, provided that the Investigator shall not disclose the identity of the Complainant. The Honor Council shall then convene a Hearing Panel.

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

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

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

1. the Chairperson should provide the Investigator's Report to the Respondent and the Complainant within twenty-four hours after a probable cause determination is made
2. the hearing should commence within fifteen calendar days after the Respondent receives the written Investigator's Report, and
3. the hearing should be completed as quickly as possible to achieve a fair and just result.

After a Hearing Panel has been convened, the Respondent and the Hearing Panel are entitled to

know the identity of the Complainant unless the Honor Council orders special measures to preserve the anonymity of the Complainant, notwithstanding Section VI, D. The Complainant may:

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

The Respondent shall have the following rights:

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

State and Federal Rules of Evidence shall not be applicable in determining questions of evidence. All relevant evidence shall be admissible, but the Presiding Officer in consultation with the other Hearing Panel members has the discretion to exclude evidence that is irrelevant, unreliable, duplicative, or that a party failed to disclose in accordance with Section VI, F, 1. The Presiding Officer's decision to admit or exclude evidence is final and unreviewable.

1. At least five days prior to the hearing, the Hearing Panel and the Respondent shall place all documents and other material to be introduced into evidence in a folder in the Office of Student Services. The exhibits shall be labeled and indexed by the Presiding Officer. These exhibits shall be copied and diser

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

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

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

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

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

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



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

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

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

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

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

At the conclusion of the full adjudication process including any appeal, the Honor Council shall publicize the fact that a violation occurred, including the nature of the sanction imposed, but the Honor Council shall not reveal the name of the Respondent without their consent. Except as provided in the preceding sentence, all records of the proceedings shall remain confidential. At the end of each semester, the Honor Council through appropriate means, shall publicize a report of all matters handled under this Honor Code during that semester.

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

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

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







#### 4. Citation Forms and Methods

Citations are usually provided by footnotes, except in briefs and other documents submitted to courts, where citations are usually embedded in the text.

fact that authority (whether accepted or challenged) has great importance in law may account for the expectation that legal writers should cite every authority they used and should also find authority to support their own original ideas.

Students should not fear that citations will deprive them of their claim to originality. Excellence in legal writing owes less to novelty than to critical analyses of the existing authorities that constitute or interpret the law. It is an original contribution to find and cite authority for a proposition that legal scholars and judges would reject without authority. The student who cites authority for each proposition in his or her paper can make an original contribution by effective selection of material, especially where critical choices must be made among inconsistent authorities that support or disprove the propositions under consideration. The soundness and persuasiveness of a student's choices among different authorities are the hallmarks of good legal writing.

#### 7. Avoiding Plagiarism by Taking Careful Notes

Students must take careful notes when doing legal research in order to retain information they will need later on to acknowledge their sources. It is a dangerous practice to "read around" for background information or intellectual stimulus and make only general notes that combine information from the sources with your own emerging ideas. The use of such impressionistic notes in writing a paper may result in plagiarism if the notes do not distinguish your own ideas from the ideas found in sources and do not preserve information needed to cite the sources. A student's notes should be sufficient to identify material used for background information or intellectual stimulus as well as material to be cited as authority.

#### 8. Procrastination Leads to Plagiarism

Time management is important both in law school and in practice. In the practice of law, poor time management results in ineffective representation of clients, malpractice, and violations of professional conduct rules. In law school, poor time management leads to academic dishonesty, including plagiarism.

It takes time to assimilate legal authorities, choose among them, analyze them, and produce a clearly written response. If such time is not available, plagiarism may result from poor note taking and hasty writing. Plagiarism often results from desperation. Students who do not manage their time effectively and are faced with multiple deadlines they cannot meet are vulnerable to the temptation to plagiarize on the grounds that they have no other choice.

#### 9. Seek Help When You Need It

Students who find themselves unable to meet deadlines because of poor time management, personal problems or other unanticipated disruptions should seek help from their instructor or the Dean of Students. There is always an alternative to plagiarism. Ask for an extension. If none is granted, seek other remedies. If none are found, accept the penalty for submitting your work late. Penalties for academic



Example 1 is plagiarism because the writer does not indicate by quotation marks that he took the exact words of the two authors, Wynne and Thel, he cites as the sources of his ideas. His footnote merely indicates that the two articles support his own statement. The writer needed to use quotation marks to identify the phrases he duplicated from the two articles. He should also have used an internal quotation to indicate that the Thel article was quoted in the Comment by Mary Wynne. Example 1 could be rewritten as follows to avoid plagiarism by indicating with quotation marks the language taken from Wynne and Thel:

CORRECT IDENTIFICATION OF QUOTED LANGUAGE:

As noted by Mary Wynne, while " the need for securities regulation may be obvious today . . . [it] was not until the beginning of the 20th century that '[t]he idea that the general public had an interest in the operations and performance of the stock market' came into fruition".<sup>1</sup>

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1. Mary M. Wynne, Comment,  
" " , " 44 ST. LOUIS U. L.J. 1607, 1608 (2000), quoting Steve Thel,  
" , 42 STAN. L. REV. 385, 394 (1990).

EXAMPLE 2: PARAPHRASE WITHOUT ACKNOWLEDGEMENT

PLAGIARISM:

Example 2 is plagiarism because the writer has taken ideas from Wynne, Thel, and Globerman without acknowledgement. The fact that the writer expressed these ideas in different words does not excuse the lack of citations to Wynne, Thel, and Globerman, since these authors were the source of the ideas.

Example 2 could be rewritten to avoid plagiarism by citations to Wynne that noted her use of Thel and Globerman.

CORRECT CITATION OF SOURCES:

. <sup>1</sup>

. <sup>2</sup>

. <sup>3</sup>

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1. Mary M. Wynne, Comment, " " , " 44 ST. LOUIS U. L.J. 1607, 1608 (2000), citing Steve Thel, " " , 42 STAN. L. REV. 385, 394 (1990) (emergence of public interest in securities regulation).
2. Wynne, " " note 1, at 1608, citing Kyle M. Globerman, " " , 51 FLA. L. REV. 271, 278-80 (1999) (noting the importance of the 1929 crash and illusory market strength resulting from fraudulent practices.).
3. Wynne, " " note 2, at 1608, citing Globerman, " " note 2, at 277.

EXAMPLE 3: INCOMPLETE ACKNOWLEDGEMENT AND PARTIAL CITATION

PLAGIARISM:

The need for securities regulation, although obvious today, was not always recognized.<sup>1</sup> Fraudulent securities regulations resulted from the absence of federal regulations and uniform state regulations.<sup>2</sup> The need for such regulations became evident only after the stock market crash of 1929.

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1. Steve Thel,  
385, 394 (1990).

, 42 STAN. L. REV.

2. Kyle M. Globerman,  
271, 277 (1999).

, 51 FLA. L. REV.

Example 3 is plagiarism for two reasons. (1) The writer does not acknowledge that Mary Wynne was the actual source of his information about the need for securities regulations and the contributions of Thel and Globerman to this topic. (There is no indication that the writer read either Thel or Globerman, since he says nothing about them beyond what Wynne reports.) The writer's citations to Thel and Globerman are deceptive, since he relies entirely on Wynne and presents her work as his own. It was \_\_\_\_



"teach . . . students what plagiarism is and how to avoid it." Terri Le Clercq,  
49 JOURNAL OF LEGAL EDUCATION 236 (1999) (describing surveys and  
recommendations by a committee of the Legal Writing Institute).

Most law school plagiarism statements are based on a document now entitled  
from published by Dartmouth College in 1998  
(first edition, 1960). (Copyright © 1998 Trustees of Dartmouth College [www.Dartmouth.edu/~sources](http://www.Dartmouth.edu/~sources).)  
An earlier edition of the Dartmouth statement, which combines definitions, explanations, and  
illustrations of plagiarism, is reproduced as an appendix in a NOLPE monograph by Ralph D. Mawdsley

J.D. students are admitted to the full-time program or the part-time program. While the academic requirements apply equally to both programs, course sequencing, scheduling, and registration vary depending on the program.

Students are classified each semester by program and year of study. Classifications include full-time (L1, L2, L3), part-time evening (P1, P2, P3, P4), part-time day (Y1, Y2, Y3, Y4), dual degree (D2, D3, D4), transfer (T2, T3), and LL.M. (LM). Classifications are used for registration, rankings, email lists, and other administrative matters. Students should review their classification in Banner and direct any questions or corrections to the Registrar. Students in their first year of the full-time or part-time program cannot take any courses, whether for credit or no credit, other than their assigned first year core curriculum courses.



during the day as follows.

(11 credit hours)	(11 credit hours)
Civil Procedure (4 hours)	Constitutional Law I (3 hours)
Criminal Law (3 hours)	Contracts (4 hours)
Legal Analysis, Research and Communication I (3 hours)	Legal Analysis, Research and Communication II (3 hours)
Professional Identity, Practices, and Skills I (1 hour)	Professional Identity, Practices, and Skills II (1 hour)
(up to 11 credit hours)	(up to 11 credit hours)
Torts (4 hours)	Property (4 hours)
Electives (up to 7 hours)	Legal Profession (3 hours)
	Electives (up to 4 hours)



The LL.M. in Health Law is a graduate program for J.D. graduates seeking to develop an expertise in health care law. The program primarily serves two groups: 1) lawyers without extensive experience in legal practice but who want to practice in health care law, and 2) lawyers with other specialty practice areas seeking to increase their exposure to health care law. The program places strong emphasis on research under the close supervision of faculty members. Students are encouraged to complete scholarly writing, attend seminars, and participate in directed research.

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

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

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

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

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

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

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

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

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

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

The William C. Wefel Center for Employment Law offers a Concentration in Employment Law while pursuing the J.D. degree. To obtain the concentration, students must complete 11 credit hours of approved coursework and write a substantial, publishable paper on an employment law topic in addition to meeting the requirements of the J.D. degree. Students pursuing the concentration are required to earn a grade of C or higher in Labor Law, Employment Law, or Employment Discrimination (students are strongly encouraged to take this foundational class in their second year) but can otherwise choose approved employment law classes. These choices can include directed research projects to focus studies in the areas of employment law which are of most interest. Students are also encouraged to consider the Employment Law semester in Washington D.C. program in the spring of their third (or final) year. Students can also participate in field placements through the School of Law such as with the Equal Employment Opportunity Commission, the National Labor Relations Board, the Missouri Human Rights Commission, and the Civil Rights Enforcement Agency for the City of St. Louis (although the credit hours earned through field placements will not count toward the concentration credit hour requirement).

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

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

1. Attendance and participation in at least four activities associated with the Wefel Center for Employment Law and/or the Employment Law Association. This averages one per semester during the second and third years but may be earned at any time during a student's course of study. Participation includes a short reflection paper, but event planners may also require submission of questions for the speaker or speakers in advance, or some combination of questions before and reflection after. To register attendance and upload your reflection paper, use the Google form available on the concentration's Canvas page.



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

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

b. Attended networking and career events sponsored by the William C. Wefel

work on health law issues under the supervision of a licensed attorney.

4. Publishable paper

Students must submit a publishable health law paper to be reviewed and approved by the faculty advisor. Papers completed for a health law seminar, the Journal of Health Law and Policy note, or approved directed research will fulfill this requirement.

5. Colloquia attendance and five critical summaries

Students must participate in the Center's Colloquia, which includes the Distinguished Speaker Series and the annual Health Law Symposium. Students are required to attend and complete critical summaries of at least five speakers from the Colloquia. Part-time evening students and students with documented class conflicts may view the recorded presentation to fulfill the attendance requirement. Students are encouraged to begin fulfilling this requirement during their first year of law school and must complete at least three critical summaries by the end of their second to last semester. Critical summaries should consist of a two to four page evaluation of the presentation and are due within 30 days of the presentation and are not accepted after the semester the presentation occurred.

The Concentration in Intellectual Property Law emphasizes the legal doctrines, analytical tools, and skills lawyers need to competently represent clients' intellectual property needs. It offers students specialization via courses, simulations, and activities that will expose them to the legal and practical issues that arise in intellectual property law. Satisfactory completion of the concentration requires a minimum of 11 credit hours of intellectual property law courses with a grade of C or higher, including:

1. Intellectual Property Survey,
2. At least one intellectual property law core course (Patent Law, Copyright Law, or

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

1. Apply for the Concentration in International and Comparative Law

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

2. Course requirements

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

3. Practical experience

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

4. Writing requirement

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

5. Colloquia attendance and three critical summaries

Students must significantly participate in Center for International and Comparative Law activities, including co-curricular activities with student involvement and written reflection. Students are required to attend and complete critical summaries of at least three speakers during law school that focus on the International and Comparative Law subjects. Part-time evening students and students with documented class conflicts may view the recorded presentation to fulfill the attendance requirement. Students are encouraged to begin fulfilling this requirement during their first year of law school. The



The School of Law and the Richard A. Chaifetz School of Business jointly administer the J.D./MBA program. Prospective students apply separately to each program. The full-time J.D./M.B.A. Program is designed for students who can commit to full-time study. J.D./M.B.A. students enroll in the School of Business the summer following completion of their first year core curriculum courses or the completion of their second year and complete the M.B.A. coursework in three sequential semesters (summer, fall, and spring). During these semesters, students typically enroll in business and law courses. Students then complete their J.D. coursework in their remaining semesters.

Students who start in the part-time law program and thereafter enroll in full-time J.D. course work may be able to complete the dual degree depending on course scheduling in both the School of Law and School of Business. Students must complete all first year core curriculum courses before beginning classes in the business school.

The School of Law and the College for Public Health and Social Justice jointly administer a J.D./M.H.A. program. After completing their first year core curriculum courses in the School of Law, students attend classes in both the School of Law and College for Public Health and Social Justice.

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

The School of Law and the Department of Sociology and Anthropology jointly administer the J.D./M.S. in Law and Sociology and Anthropology program. This specialized program focuses on the relationship between law and society, combining the advantages of legal training and social science research expertise. Students typically complete both degrees in four years and complete all first year core curriculum courses before beginning coursework in sociology and anthropology. Students must fulfill all admission requirements for the School of Law and the Department of Sociology and Anthropology and must apply to each program separately. For additional information, contact the Dean of Students or the Department of Sociology and Anthropology.

The School of Law and the Department of Political Science jointly administer the J.D./M.A in Political Science program. This specialized program focuses on the relationship between law and political science. Students typically complete both degrees in four years and complete all first year core curriculum courses before beginning coursework in political science. Students must fulfill all admission requirements for the School of Law and the Department of Political Science and must apply to each

program separately. For additional information, contact the Dean of Students or the Director of Graduate Studies in the Department of Political Science.

The School of Law and the College for Public Health and Social Justice jointly administer a J.D./M.P.H.-HMP. through an integrated curriculum in both schools after completion of the first year core curriculum. Both degrees can be completed in four years. Students are required to complete a summer externship (typically between the 4<sup>th</sup> and 5<sup>th</sup>

The unit of credit is the credit hour. Per ABA Standard and Rules of Procedure for Approval of Law Schools ("ABA Standards") 310, a credit hour is an amount of work that reasonably approximates: (1) not less than one hour of classroom or direct faculty instruction and two hours of out-of-class student work per week for fifteen weeks, or the equivalent amount of work over a different amount of time; or (2) at least the equivalent amount of work as required in subparagraph (1) for other academic activities as established by the School of Law, includ r Ž A A

attendance sheet and the absent student who requested such action.

The School of Law prohibits the audio or video recording of class lectures and discussions. Audio and video recording of individual classes may be permitted at the faculty member's discretion. Subject to the discretion of the faculty member, the audio or video recording will not count as attendance. A



All students must complete with a passing grade a minimum of six credit hours of experiential courses designated with an (E) in the registration materials.

### 3. Legal Profession

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

All full-time and part-time students are expected to complete their J.D. within a maximum of five years of matriculation. The Dean of Students may extend this time in extraordinary circumstances.

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

LL.M. in American Law for Foreign Lawyers students must complete a minimum of 24 credit hours over two semesters, with the option to complete a thesis through the following summer. Students must complete a three-credit hour course in legal analysis, research, and communications; a foundational course in a common law subject such as contracts, torts, or property; and at least a two-credit hour upper division writing course or seminar. Students may write an LL.M. thesis for six credit hours. A maximum of eight credit hours may be for thesis, seminar, or research papers. Students may enroll in all classes offered at the School of Law and a maximum of three credit hours in another University graduate program.

A Distance Education Course (DEC) involves students separated from the faculty member or each other for more than one-third of the instruction and the instruction involves the use of technology to support regular and substantive interaction among students and between the students and the faculty member, either synchronously or asynchronously. The academic content, method of delivery, method of evaluating student performance, and all other matters related to DEC are subject to the same requirements as other School of Law A A me

Students may earn a maximum of six credit hours from graduate courses in other University



extraordinary circumstances, name of the school, a description of the courses to be taken, and the total credit hours a student wishes to enroll. The law school must be accredited by the ABA and the student's academic status and CGPA must allow them to enroll in the courses if offered in the School of Law. Written approval to visit away must be obtained prior to enrollment. Students will earn credit only in classes with a grade of C or higher or its numerical equivalent, or a pass in the case of pass/no-pass courses. Students intending the courses to apply toward a concentration must obtain prior approval from the concentration faculty advisor.

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

The School of Law will consider accepting a maximum of 30 credit hours from courses taken at other law schools for students seeking to transfer into the School of Law. The other law school must be accredited or provisionally accredited by the ABA and the grade received in all such courses must be a C or higher or its equivalent.

Students withdrawing from any course after the date published by the School of Law (generally after the first two full weeks of fall and spring semester classes and the first full week of summer semester classes) will receive a W on their transcript. Students cannot withdraw from a course after the final exam for that course has been taken, or the final paper or assignment for that course has been submitted. After the start of a semester, students who withdraw from a course must complete and submit the [Change of Registration form](#) to the Dean of Students.

Any student requesting to withdraw from a required first year core curriculum course must obtain prior written permission from the Dean of Students. Approval for withdrawal will be granted only in extraordinary circumstances such as serious illness, emergency family matters, or other unforeseen emergency situations. Students are expected to enroll in the course at the next available opportunity.

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

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

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

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

Students who withdraw from one or all courses after the beginning of the semester may be entitled to a partial refund of tuition per University policies. See Chapter 4, Section I, D of this Handbook and the [School of Law Financial Aid website](#) for refund deadlines. Students should also consult with the Dean of Students and the Assistant Director of Student Financial Services and Financial Education regarding withdrawals. Refund policies on books are set by the University Bookstore or other place of purchase. Students withdrawing from the School of Law due to extraordinary circumstances after the refund period may qualify for a partial tuition refund or credit to be applied to the next semester. Requests should be submitted in writing to the Dean of Students with supporting documentation, if applicable. The University must give final approval.

After the completion of the first semester of law school, a student may request a leave of absence as a temporary break from the School of Law on a semester basis because of extraordinary circumstances. Ordinarily, a leave of absence may be granted for a maximum of one year, as longer cumulative leaves of absence may prevent the student from completing the J.D. degree within the five-year maximum School of Law requirement or may adversely impact the student's education. Leave of absence requests must be submitted in writing to the Dean of Students. Students are not permitted a leave of absence after a semester's class requirements have been completed. Students on a leave of absence remain as a student in the School of Law subject to their return at the end of the approved leave of absence. Students failing to return from an approved leave of absence will be administratively withdrawn from the School of Law. Readmission following an administrative or voluntary withdrawal requires reapplication and is subject to the discretion of the School of Law.

Students may voluntarily withdraw from the School of Law by submitting a [Withdrawal Form](#) to the Dean of Students.

availability. Non-degree seeking students will be admitted if they demonstrate an appropriate educational foundation and experience base for study in the course. Per ABA Standard 311, a course completed as a non-degree student cannot be applied later as credit toward the J.D. Non-degree students may take a maximum of two School of Law courses.

Performance Criteria:

1. Graduates will demonstrate an understanding of legal doctrine associated with the courses required in the law school curriculum and those courses most frequently tested on the bar examination.
2. Graduates will demonstrate an understanding of advanced legal doctrine associated with elective doctrinal courses in the law school curriculum. Graduates will analyze an
3. Graduates will identify various sources of law (e.g., common A awoc A ! fr

Performance Criteria:

1. Graduates will capably manage legal projects (case, memorandum, mediation, transaction, etc.) from inception to conclusion.
2. Graduates will identify and be familiar with alternative dispute resolution techniques such as negotiations, mediations, arbitration, and lawmaking activities.
3. Graduates will devise and implement a logical research plan which reflects an understanding of the limitations created by time and financial constraints.
4. Graduates will identify and effectively employ the fundamental tools of legal research and accurately assess the weight of legal authority.
5. Graduates will demonstrate their ability to work as part of a team.

Performance Criteria:

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

### 1. Grade Point Average

Grade point average ("GPA") is the average of an individual student's grades received in the School of Law during a semester by an individual student. The GPA is calculated by adding the total number of quality points and dividing that by the total number of credit hours attempted. The hours for courses in which a failing (F) grade is earned are calculated in the number of credit hours attempted.

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

CGPA is the average of all grades received in School of Law classes during enrollment. The method to calculate CGPA is the same as described above for the GPA.

### 3. Semester

A semester includes the summer semester, fall semester, and spring semester.

Good standing in the School of Law requires a minimum CGPA of 2.100. Students not in good standing are on academic probation.

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

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

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

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

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

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



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

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

1. Legal Methods





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

Academic regulations regarding minimum grade point averages for continued enrollment, dismissal standards, and probationary status do not apply to students enrolled in an LL.M. program, except as follows. LL.M. students who have attempted a minimum cumulative total of 12 credit hours with a CGPA of less than 2.000 will be dismissed from the School of Law unless they receive permission from the Director of the LL.M. program and the Dean to continue enrollment. Students must have a CGPA of 2.000 or higher to earn the LL.M. degree.

Students receiving a failing (F) or no-pass (NP) grade for a required course must repeat that course at the earliest opportunity and earn a passing grade. Efforts will be made to enroll the student in

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

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

First year students are enrolled by the Registrar in all first year core curriculum courses and may not drop, add, or change a first year core curriculum course. In extraordinary circumstances, a first year core curriculum course may be changed at the discretion of the Dean of Students.

The School of Law uses a registration priority system to provide predictability, minimize conflicts, and allow progression through concentration programs. Courses are designated by the following four categories.

1. Seat Assigned: Some courses, including clinics, field placements, competition-based advocacy, law journals, and other courses designated in the registration materials are not open to self-registration. Seats in these courses are assigned by a faculty member.

2. Second Year Priority: Classes designated as second year priority classes are first open to students registering for their second academic year of law school. Remaining seats are available to other students during the open registration period.

3. Third Year Priority: Classes designated as third year priority classes are first open to students registering for their last academic year or semester. Remaining seats are available to other students during the open registration period.

4. Seminars: There is a specific registration period for students who are registering for a seminar offered in their last one or two semesters of law school. Students who have previously taken a seminar and second year students are not able to register for a seminar during seminar priority registration but may enroll in a seminar during the open registration period.

5. Evening Priority: Non-seat assigned courses beginning at or after 6:00 p.m. and a percentage of seats in courses beginning between 4:00-6:00 p.m. are first open to students classified as

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

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

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

The course audit policy applies to all School of Law courses, including clinics, field placements, law journals, and competition-based advocacy. Students may not audit courses required for graduation and may not audit courses until they have completed all required first year core curriculum courses. Students cannot enroll in and receive credit for a course they previously audited.

A. The faculty member has discretion to allow a student to audit their course and only if there are seats available.

B. Students must complete the [Petition for Course Audit](#) form. The student and the faculty member must clearly state the conditions required of the student including, class participation, completion of assignments, taking exams, and other requirements of the course.

C. Audited courses appear as "AU" on the student's transcript. Students will not receive course credit toward graduation, no grade will be assigned, and the course will not be calculated in CGPA.

D. Part-time students may not audit a course if the credit hours would place the student over the 11-credit hour maximum in a fall or spring semester if the audited course were taken for credit.

E. Only students in good academic standing may audit a course and are limited to one per semester.

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

The School of Law grading policy is promulgated by the School of Law faculty and is subject to change with approval by vote of the faculty.

1. A+ (4.0 quality points): Truly exceptional understanding of subject matter and truly exceptional mastery of skills of the course \* (a rare grade, it is not the case that the top student in each class will earn this grade).
2. A (4.0 quality points): Excellent understanding of subject matter and mastery of the skills of the course.
3. A- (3.7 quality points)
4. B+ (3.3 quality points)
5. B (3.0 quality points): Good understanding of the subject matter and good deployment of the skills of the course.
6. B- (2.7 quality points)
7. C+ (2.3 quality points)
8. C (2.0 quality points): Minimally satisfactory understanding of the subject matter and minimally satisfactory deployment of the skills of the course.
9. C- (1.7 quality points)
10. D (1.0 quality points): Less than satisfactory understanding of the subject matter or less than satisfactory deployment of skills of the course.
11. F (0.0 quality points): Basic failure in understanding of the subject matter or basic inability to deploy the skills of the course.
12. FQ (0.0 quality points): Grade given to a student who has ceased attending the course and as a result earned a failing grade.

\* "Skills of the course" are analytic problem-solving skills ordinarily, but also may include drafting skills, oral presentation skills, etc.

The mean (average) of the grades assigned in first year core curriculum classes (not including any failing grades) must fall between 2.700 and 2.900. The aggregate number of A+, A and A- grades should not be fewer than 5% of the class or more than 15% of the class.

1. Upper division courses with sixteen or more students

The mean (average) of the grades assigned in the class (not including any failing grades) must fall between 2.750 and 3.250

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





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

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

J.D. students earning the highest grade in a School of Law course receive the Academic Excellence Award that is presented in the spring semester at the Excellence Awards Ceremony. Academic Excellence Awards are generally awarded in all courses in which a letter grade is earned and calculated into a student's CGPA. Pass/No-pass courses, Competition Based Advocacy, and Directed Research are not eligible for an Academic Excellence Award. Clinic and field placement companion courses, Trial Advocacy courses, Moot Court courses, and law journals are not eligible as students are eligible for recognition through other awards.

Woolsack is the School of Law honor society encouraging student scholarship and promoting high professional standards. Members of Woolsack are elected at the first faculty meeting of the academic year following graduation. Eligibility is limited to December, May, and August graduates ranked in the top ten percent of their graduating class. When the top ten percent includes a fraction, it is within the faculty's discretion to eliminate or convert the fraction to a whole number. Students who transfer into the School of Law after completion of their first year are not eligible.

To acknowledge the efforts of students in advancing student organizations and their programs, service initiatives, and overall excellence on behalf of the entire student body, the School of Law provides the following leadership awards. The awards recognize student contributions in the areas of service, student organization involvement, and general involvement in the law school and external communities. Students in their first year of law school are not eligible and a student is not eligible to receive the same award more than once. Specific criteria, nomination forms, and deadline information are provided each year. Elected leaders will receive half of their stipend each semester. The leadership awards are counted as financial assistance per federal regulations. See Chapter 4, Section II, A, 4 of this Handbook for more information on the over award policy.

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

Excellence in Journals Award	\$2,000	- Performance award for editorial board member - Editor-in-chief not eligible - Recipient chosen by journal faculty advisors
Excellence in Journals Award	\$2,000	- Performance award for editorial board member - Editor-in-chief not eligible - Recipient chosen by journal faculty advisors
Excellence in Journals Award	\$2,000	- Performance award for editorial board member - Editor-in-chief not eligible - Recipient chosen by journal faculty advisors

Editor-in-Chief	\$3,000 (\$1,500/semester )	- Contingent on election - Stipend processed on a semester basis - Higher amount based on greater number of issues
Editor-in-Chief	\$2,000 (\$1,000/semester )	- Contingent on election - Stipend processed on a semester basis
Editor-in-Chief	\$2,000 (\$1,000/semester )	- Contingent on election - Stipend processed on a semester basis
SBA President	\$2,000 (\$1,000/semester )	- Contingent on election - Stipend processed on a semester basis

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

After a final exam has been completed, the results are final and students may not retake the exam; have the grade expunged, raised, or changed to a pass or no-pass; submit a paper as a substitute for the exam; or withdraw from the course. Students may ask faculty members for suggestions for improving their performance on exams and other assignments, but students must not request that a faculty member change the final grade for a course nor a grade on any exam or assignment. There is no appeal process for any final grade in a law school course.

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

Students choosing to use their laptop must comply with the exam rules and procedures in effect for that exam period. The laptop exam software must be registered and downloaded by the dates set forth. Exam rules and procedures and laptop policies are published on the [School of Law website](#).

J.D. and LL.M. students who have not been previously awarded a postsecondary degree for which the primary instruction has been in English may receive up to 25% additional time on School of Law exams and may request usage of an approved foreign language translation dictionary during exams. The use of all foreign language translation dictionaries must be approved by the School of Law in advance of the exam period. Additional time may not apply to take-home examinations. Students

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

: All first year core curriculum course exams must be taken on the date and at the time scheduled unless a student has rescheduled as set forth below.

Exceptions to the requirement of taking an exam at its scheduled time are limited to the following.

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

B. The student is unable to take a scheduled exam due to military or religious obligations or an extraordinary circumstance such as, serious illness, serious illness or death in the family, or other emergency. Students must notify the Dean of Students of the specific situation prior to the scheduled time of the exam. If reasonable, the exam will be rescheduled for the next day of the exam period that the student's schedule permits. The student must substantiate the circumstance and may be required to provide supporting documentation.

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

Students must be courteous and respectful to other students studying for or taking exams. Students must not congregate outside of rooms where exams are being administered and must observe all signs posted in the School of Law, the Law Library, and exam rooms. Students must arrive to pick up an exam in a timely manner with any material permitted to be used. Students must turn off all cell phones, smart watches, and other electronic devices. Students needing to be contacted during an exam must notify the Dean of Students prior to the exam. Students must comply with instructions provided at the time of the exam, including verbal and written instructions covering the length of the exam and scope of permitted materials. Any student who has started an exam and is unable to complete the exam must notify the proctor immediately.

Students who know of facts indicating a significant likelihood of a violation of the Student Honor Code have a duty to report that violation. When such knowledge occurs in the context of an exam, the student must immediately notify the proctor or administrator on duty. Time taken to notify the proctor or administrator will not be counted toward the time allowed to complete the exam. Both the student and the administrator are to submit written complaints to the Faculty Investigator to proceed pursuant to the Student Honor Code. The proctor is not responsible for taking any action regarding exam policies.

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

Guided by our Jesuit tradition of academic excellence, freedom of inquiry, and respect for individual differences, the School of Law is committed to fostering an inclusive environment responsive to the needs of all students. The School of Law Disability Resource Center (DRC) aims to lead efforts to recognize disability as a valued aspect of diversity and to embrace accessibility as a matter of social justice. The DRC is committed to designing inclusive and equitable environments. When barriers to access are encountered, the DRC collaborates with students to determine appropriate accommodations. Many of the concepts and language in this policy are derived from the [Association on Higher Education and Disability's website](#), and their guidance, [\\_\\_\\_\\_\\_](#), April 2012.

The Assistant Director for Accessibility and Wellness is the DRC Coordinator ("Coordinator") for the School of Law and implements this policy.

The Coordinator is committed to providing students with confidential advice and all documentation and records pertaining to accommodations are secured and held in confidence. Information about a student's disability or other health information will not be provided to School of Law or University staff and faculty, except for a clear educational, health, or safety reason.

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

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

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

Documentation requests may be required to provide details regarding the student's request and may include the student's self-report, the Coordinator's observations and interactions, and information from external parties. Each student is best able to identify their barriers to access and it is important the student provide a narrative of their lived experience. While in consultation with the student, the Coordinator and other administrators may form impressions and conclusions regarding the effectiveness of previous or requested accommodations. These observations may serve as valuable forms of documentation when reviewing a student's narrative of their request. Students requesting accommodations may be asked to provide documentation from qualified professionals licensed in the relevant area. This documentation should discuss the impact of the disability on the student's academic experience and include recommendations for accommodations.

#### 1. Individual Review

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

#### 2. Non-burdensome Process

The School of Law is committed to a non-burdensome process for students requesting accommodations and will not impose a documentation process that is overly burdensome or

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

Accommodations necessary to enable a student to enroll in, qualify for, attend, and participate in all School of Law programs. Examples include additional time while testing, note-taking services, use of a recording device, use of a scribe or reader, alternate format of print materials, accessible classroom location, or use of interpretation/transcription services.

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

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

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

The School of Law provides support to students with temporary conditions. Students should follow the procedures outlined in Section IV above to request temporary classroom support. Support is typically provided through the duration of the impact of the condition. If functional impact continues beyond the duration initially discussed, students are encouraged to contact the Coordinator to discuss extended support or implementation of permanent disability accommodations.

Students disagreeing with the Coordinator's eligibility determination or proposed accommodations may appeal to the Associate Dean for Academic Affairs. The appeal process must include an interview with the student, a review of the accommodation file, and consultation with the Coordinator. At the conclusion of the appeal process, the Associate Dean for Academic Affairs issues a letter of decision. A student who disagrees with this decision may appeal to the Dean.

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



The School of Law publishes three law journals. Staff members and editors receive one credit hour in the fall semester and two credit hours in the spring semester. A student is permitted to

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

Staff selection is by the incoming editor-in-chief, incoming lead managing editor, and faculty editors each spring semester. Candidates must have completed two semesters of law school and Legal Analysis, Research and Communication I and II. In their first year on the Journal, staff editors must complete a student note on a labor and employment law topic and take one of the following courses: Employment Law, Labor Law, Workers' Compensation, or Employment Discrimination. Staff editors also must join the ABA Section on Labor & Employment Law (at no cost with their student ABA membership). Staff editors meeting the requirements for the first year of the Journal may apply for the editorial board, which includes positions such as editor-in-chief, managing editors, note editors, and articles editors.

In writing a note or comment to fulfill a requirement for a School of Law journal, students must select a topic substantially different from any paper the student has written or is writing in another class, such as a seminar or directed research course. When a paper is required for partial or full credit in any class, a student shall not submit any paper that is substantially the same as another paper the student has written or is writing for credit. Each paper submitted for course credit must have its own thesis

become members of SBA which is governed by elected representatives from each class. Elected SBA officers include the President, Executive Vice-President, Vice-President of Finance, Vice-President of Administration, Vice-President of Philanthropy and Community Engagement, and Vice-President of Diversity and Inclusion. All students are encouraged to attend regularly scheduled SBA meetings.

All student organizations, except SBA, are required to annually register with the Assistant Dean of Students to be eligible for School of Law funding and other resources. No organization shall select its membership solely based on religion, age, race, sex, gender identity and expression, sexual orientation, ethnicity, ability, veteran status, socioeconomic background, or ideology. The Student Leadership Handbook contains applicable School of Law and University policies and procedures. Student organizations should collaborate with the Assistant Dean of Students to pursue their objectives.

Students in good academic standing who have completed all first year core curriculum courses may apply for faculty fellowships. Faculty members select faculty fellows based on academic s based o

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

To create an educational climate of excellence rooted in the Jesuit tradition, students are

misconduct. The sexual misconduct policy is designed to achieve the following goals: (1) Provide prompt and compassionate support services, (2) provide a comprehensive framework in which the needs and decision of all parties concerned are central in determining further administrative response and assistance, (3) create a campus environment that both facilitates and expedites the prompt reporting of sexual assault, (4) cultivate a climate of community empowerment and education in which behaviors that contribute to sexual misconduct are not tolerated, (5) ensure that appropriate steps are followed when sexual misconduct is reported, and (6) protect the rights of the reporting party, the accused party, and other parties involved in or affected by the case.

The University's Title IX Coordinator is responsible for overseeing all sex discrimination, sexual

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

Appeals of responses to complaints may be taken to the Dean. Appeals must be made in writing and filed within ten days of the response from the Dean of Students. A decision made on appeal by the Dean is final.

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

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

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

The Family Educational Rights and Privacy Act of 1974 ("FERPA") is a federal law giving certain rights to parents and students regarding education records at schools of every level receiving funding from the United States Department of Education. The School of Law student records policy complies with FERPA and is at [FERPA at Saint Louis University](#).





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

Students have a continuing obligation to update their answers to the character and fitness questions on the School of Law application throughout their time enrolled in the School of Law. Updated information must be submitted in writing to the Dean of Students immediately after the occurrence, and throughout the course of any proceedings.