

## STATEMENT OF NONDISCRIMINATION

1. Washington University School of Law is committed to a policy of nondiscrimination. Faculty are prohibited from discriminating against students on grounds of race, color, religion, national origin, sex, handicap or disability, age, or sexual orientation. (See Faculty Rule (K) 1.)

Washington University School of Law is also committed to a policy of equal employment opportunity for all students and graduates. Career Services facilities are not made available to employers who discriminate on grounds of race, color, religion, national origin, sex, handicap or disability, age, or sexual orientation. Employers are not permitted to use the school's Career Services facilities unless they submit a signed statement certifying that they conform to this policy. (See Faculty Rule (K) 3.)

*NOTE: The Department of Defense was recently exempted from this policy. The exemption occurred because of a change in Congressional policy, which meant that the law school's continued refusal to allow military recruiters access to its Career Services Office would affect the University as a whole, putting into jeopardy federal grants that other schools relied on for funding.*

Washington University encourages and gives full consideration to all applicants for admission and financial aid, without regard to race, color, age, religion, sex, sexual orientation, national origin, veteran status, or handicap. Present Department of Defense policy governing ROTC and AFROTC programs discriminates on the basis of sexual orientation; such discrimination is inconsistent with Washington University policy.

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## STATEMENT OF FACULTY/STUDENT RELATIONS

The faculty believes it important that faculty members be accessible to students, and it strives to maintain an environment in which faculty/student interchange is meaningful, in which all students are treated with respect and perceive such respect, and in which students feel comfortable approaching faculty members when problems arise. The faculty strongly encourages each student to speak directly and constructively with any faculty member who in the student's opinion has acted improperly. The faculty appreciates, however, that some students will feel hesitant to do so. A student who would prefer to voice a complaint in another way thus has a range of options, including the following. The student might ask another student or other person to accompany him or her to the faculty member's office, or might send the faculty member an email or note. The student might also approach the Associate Dean for Academic Affairs, Associate Dean of Faculty, Associate Dean for Student Affairs, or the Faculty Ombudsperson. Each of those officials will be willing to counsel the student or act as a liaison to the faculty member in question, as the student wishes. A student may also confide his or her problem to anyone else on the faculty, administration, or Student Bar Association with whom the student feels comfortable, and any of those persons may be willing to act as a liaison as well. (See also Faculty Rule (K) 2))

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## FACULTY RULES

(Codification approved in December 1977, as amended through Spring, 2007)

*NOTE: The Faculty Rules are amended from time to time during the school year. For the most up-to-date version, go to <http://law.wustl.edu/Students/Rules/>.*

### (A) FACULTY MEETINGS AND COMMITTEES

1) **Meetings.** Regular meetings of the Faculty of the School of Law shall be held approximately once a month when school is in session. The Dean, or the Chancellor, or any three members of the faculty, may call a special meeting at any convenient time. Proxy votes will not be counted at law faculty meetings.

2) **Student Petitions to the Faculty.**

(a) All petitions by students will be submitted in writing to the office of the Associate Dean for Student Affairs or as otherwise directed. The office of the Associate Dean for Student Affairs will act on all petitions not requiring faculty action.

(b) Petitions requiring faculty action will be submitted by the office or individual responsible for handling such petitions to the appropriate faculty committee, which will have provisional authority to act on behalf of the faculty. This committee will ordinarily be composed of five faculty members. The committee will convene periodically as necessary to consider student petitions. The committee will hear any student wishing to argue his/her position.

(c) The committee's decision, together with the student petition, will be circulated to the faculty. If within one week after such circulation there is not sufficient objection to the committee's decision pursuant to Rule (A) 2)(d) below to have the matter referred to the full faculty, that decision will become the decision of the faculty.

(d) If within that week any three members of the faculty notify the individual or office submitting the petition in writing that they object to the decision as a matter of policy, action on the student petition will be suspended; the petition will be taken up at the next faculty meeting for a full faculty consideration. The only exception to this provision is for petitions for readmissions. Seven members of the faculty must notify the individual or office submitting the petition in writing that they object before action on the petition is suspended. Also, the committee will certify important policy questions to the faculty for decision.

(e) The student will be notified of the final decision in writing by the individual or office responsible for submitting the petition.

(f) The minutes of each faculty meeting will reflect the actions of the committee since the last faculty meeting that have become the actions of the faculty.

**3) Student Appearances at Faculty Meetings. Students shall have a limited right to appear at faculty meetings, under the following circumstances:**

(a) Two full-time undergraduate law students shall be designated in the fall of each year, in the same manner as student members of faculty-student committees are now chosen, to serve as "Student Liaison to the Faculty." These student representatives shall be responsible for attending faculty meetings regularly during the course of the year. These students shall receive non-confidential memoranda involving matters before the faculty. These students shall be non-voting participants in faculty meetings.

(b) Student members of faculty-student committees may attend faculty meetings during the debate and decision on any matter pertaining to the business of the committee on which they serve.

(c) The Student Bar Association may designate, in a matter which it shall determine, not more than five students to attend individual faculty meetings as observers.

(d) The faculty may go into executive session on any matter upon motion approved by a majority of the faculty.

(e) The Dean shall post a copy of the agenda for the next faculty meeting at the same time it is disseminated to the faculty.

(f) With respect to written petitions by individuals for individual relief, the petitioner may make an oral presentation to the faculty after the student has exhausted all remedies under the preceding subsection of these rules.

(g) With respect to matters that do not go through the committee process, the Dean shall, when appropriate, notify the SBA that a particular matter is to be considered; students who want to submit written statements and support these statements with oral presentations to the faculty shall be permitted to do so. The Dean shall have the discretion to limit the number of students appearing before the faculty on any one matter.

**4) Publication of Decisions.** As a general rule, and as soon after a faculty meeting as possible, the Dean shall post a statement of those decisions made at the meeting that affect the student body generally and that are appropriate for general distribution. The Dean shall exercise his or her discretion as to what is appropriate for general distribution. In addition, to the extent practicable, the Dean shall express his or her understanding of the reasons for the actions of the faculty.

**5) Faculty Members of Standing Committees.** The Dean shall appoint members of the faculty to faculty committees and shall name the Chairpersons of the faculty committees.

**6) Student Members of Standing Committees.** Students shall serve on those standing faculty committees designated by the faculty and shall have full voting membership. The students shall be selected to serve on committees by a method or methods to be selected, normally each fall, by the Dean. Students shall serve on any standing faculty committees that deal with the following matters: curriculum, graduate study, library, moot court, publications, faculty rules, and student-faculty relations.

**7) Student Members of Ad Hoc Committees.** As a general rule, students shall be seated on ad hoc committees. They shall be excluded only if the faculty decides there is special reason for denying them membership. Student members shall be selected at the time of creation of the ad hoc committee and shall be selected in the same way that student members of standing committees are selected.

**(B) ADMISSION TO THE SCHOOL OF LAW**

**1) Admission of Regular Students to the Undergraduate Law Program.** To be admitted as a candidate for the Juris Doctor degree, an applicant must have received a bachelor's degree or the equivalent from an accredited college or

university and must have demonstrated capacity for the study of law by a satisfactory undergraduate record and satisfactory performance on the Law School Admission Test.

**2) Admission of Transfer Students to the Undergraduate Law Program.** Applicants may be admitted to advanced standing who would have been admissible as first-year students and who have completed, with an outstanding record, at least one full year of work in a law school belonging to the Association of American Law Schools.

**3) Admission of Part-Time Students to the Undergraduate Law Program.**

(a) All students applying for admission to the first year program shall do so with the intention of registering for all courses offered each semester. Exceptions to this rule shall be limited to the following:

- (1) full-time students engaged in interdisciplinary work;
- (2) students with disabilities or special medical or health needs calling for more limited schedules;
- (3) highly intelligent, mature parents who are primary caregivers for their child or children and who are not otherwise employed;
- (4) faculty in other departments of the University;
- (5) School of Law library personnel with library degrees.

(b) All such students shall meet current standards for admission to study leading to the J.D. degree and shall show exceptional promise of contribution to the legal profession.

(c) The number of such students in subparagraphs (2) through (5) above shall be limited to six per entering class.

**4) Admission of Foreign Students to the Undergraduate Law Program.**

(a) All foreign students applying for admission in any of the following circumstances shall furnish information, satisfactory to this School, showing proficiency in the use of the English language. Tutorial English may be required.

(b) Foreign students, whether they have or have not taken work in a foreign law school, shall furnish evidence to show satisfactory completion in a foreign or American college or university of the equivalent of three years' undergraduate preparation for the study of law which, as to quality and content, shall be substantially equivalent to work required for admission to approved law schools in the United States.

(c) Foreign students properly qualified under provisions above may become candidates for the degree of J.D. from this School, upon completion of three years of residence by those not having previous law studies.

(d) No credit toward the J.D. degree shall be granted to foreign students for work done at foreign law schools.

(e) A foreign student properly qualified for admission, whether or not he or she has received credit for prior law studies, may be admitted as a non degree seeking candidate. The program of courses shall in each such instance be determined by the Dean. At the conclusion of work taken by such student, there shall be issued to him or her a Certificate of Attendance, which shall indicate the period of residence, the courses or other work pursued in this School, and a statement of the grade or other evaluation placed upon each part of the work undertaken.

(f) All foreign students shall be subject to appropriate rules of the University and of the School of Law relating to conduct of students registered in this School, including provisions relative to exclusion.

(g) Graduates of our LL.M. in U.S. Law program, as well as international students who are graduates of our IP or Tax LL.M. programs and have not yet earned an American J.D. degree, are eligible to be considered for admission to our J.D. program. If they are admitted to the J.D. program, they shall receive credit toward their J.D. degree for all LL.M. work done in a regular course in the J.D. curriculum (which excludes courses that are generally open only to LL.M. students and for which they receive a passing grade as an LL.M. student. Their J.D. transcript will show the grades received as LL.M. students (modified pass-fail in the case of U.S. Law, numerical grades in the case of IP and Tax), along with numerical grades received after they start the J.D. program. Their GPA and class rank as J.D. students will be calculated solely based on the grades they receive after entering the J.D. program. Any required course taken and passed as an LL.M. student (including first year, ethics and seminars) will apply toward the satisfaction of applicable J.D. requirements. By the same token, any limits on categories of courses that can be taken toward the J.D. degree will include courses taken as LL.M.'s but transferred to the J.D. degree. Thus, for example, a Supervised Research course taken as an LL.M. student will count as one of the two Supervised Research courses that are allowed to be taken toward the J.D. degree. All J.D. requirements must ultimately be met by LL.M. transfer students, including all first-year courses (including the first year Legal Practice and Legal Research Methodologies courses), the ethics requirements and the seminar requirement.

## 5) Admission of Students to the Graduate Law Programs.

### (a) *J.S.D. Program*

#### (1) Eligibility

To file an application for admission to the J.S.D. program, an applicant must hold a foreign law degree or a J.D. and ordinarily also have completed one full semester of one of the Washington University School of Law LL.M. programs. During the first semester of the LL.M. program, the J.S.D. applicant must have had an academic record of distinction with a minimum of 10 hours of academic credit. Mere "passing" grades are not sufficient. An applicant with an LL.M. degree from an Association of American Law Schools (AALS) approved school may be provisionally admitted but must successfully complete the course of study for the first semester of a Washington University School of Law LL.M. program to remain a J.S.D. candidate.

The application shall include (1) one significant research paper (which may become a part of the subsequent dissertation); and (2) a dissertation proposal for approval by the J.S.D. admissions committee.

The J.S.D. admissions committee will make its admission decision at some point during the second semester of the applicant's LL.M. program. To remain a J.S.D. candidate after admission to the program, the person must, by the end of the second semester in residence, have taken at least one course or seminar in his or her primary field of study and have completed the basic LL.M. degree requirements.

During the second year in residence a J.S.D. candidate is permitted to enroll in law school courses for credit (in which case the student would be graded) or to audit courses.

#### (2) The Dissertation Proposal

The dissertation proposal should be approximately ten pages and should include:

- a. a statement of the problem—focus of the study;
- b. the significance of this study and how this work is different from other existing research in this area; and
- c. the methodology proposed.

#### (3) The Dissertation

The J.S.D. program emphasizes original research and writing culminating in the preparation of a significant and extensive (book-length) dissertation of publishable quality. The J.S.D. dissertation should demonstrate not just awareness of a body of material but also synthesis of that material into a rigorous high quality analysis. It should be a work that, when published, will contribute to the field.

Upon an applicant's admission to the J.S.D. program as a J.S.D. candidate, the J.S.D. Admissions Committee will appoint a Dissertation Committee, to comprise at least three members, two of whom, including the chair, shall be members of the faculty of Washington University School of Law. The chair of the committee shall serve as the primary faculty advisor to the candidate. The dissertation must be completed and accepted by the candidate's Dissertation Committee within (a) five years of receipt of the LL.M. degree, for students who obtain their LL.M. from WUSL; or (b) five years after admission to the J.S.D. program. All J.S.D. candidates will be expected to defend their dissertation *vive voce*.

#### (4) Tuition

J.S.D. students with no J.D. who are obtaining their LL.M. degree in U.S. Law or their LL.M. in Intellectual Property and Technology from Washington University must pay:

Year 1 (LL.M.)     one year of full tuition followed by standard semester administrative fee

Year 2 (J.S.D.)     one year of full tuition followed by standard semester administrative fee

Years 3-5            (until dissertation is completed and approved) standard semester administrative fee

### (b) *Professional LL.M. Programs.*

(1) For admission to the professional LL.M. programs, a student must have received the LL.B. or J.D. degree from a school approved by the Association of American Law Schools; must have a record that

demonstrates scholarly aptitude; and must display qualities of maturity and purpose.

(2) No applicant may be admitted to the LL.M. program in Urban Studies unless he or she holds a J.D. degree or its equivalent from a law school approved by the Association of American Law Schools and either (a) his or her undergraduate record and LSAT score would have qualified him or her for admission as a candidate for the J.D. program, or (b) his or her law school record is substantially above average. Candidates in this program must pursue the LL.M. degree on a part-time basis if they intend to work part-time. Full time employment is not permitted.

(c) *LL.M. in U.S. Law.* Admission to the LL.M. program for international students is open to a student who holds the basic law degree from his or her own country. The LL.M. degree is awarded to those students who successfully complete two semesters of study at the School of Law, earning a minimum of 20 hours of academic credit. Students are expected to complete the program in one academic year, unless the School of Law grants special permission for an extension.

#### **6) Admission of Students to the Master of Juridical Studies (M.J.S.) Program.**

Admission to the M.J.S. program shall be limited to mature persons working in established careers who wish to learn something about law to further those careers. They shall be required to hold a degree from a college or university in an English-speaking country. They shall be required to take the LSAT. They shall be regularly admissible; that is, their index scores must be higher than the cut-off line being used at the time of their admission. They shall be advised at the time of making application that they will not be eligible to transfer to a regular law school program.

### **(C) LIMITATIONS UPON REGISTRATION AND CREDIT FOR COURSES**

#### **1) Limitations Upon Registration for Courses.**

(a) The Associate Dean for Student Services, in his or her discretion, may compel a student to reduce the amount of his or her work outside the law school, or to reduce the amount of his or her course work, or both.

(b) No student may register for more than 16 hours of course work for credit without the consent of the Associate Dean for Student Services, and the Associate Dean for Student Services shall not permit any student to register for more than 17 credits in a semester.

(c) Students may audit courses with the permission of the instructor concerned and of the Registrar's Office, upon such terms as the instructor may impose. Graduates of the School of Law may audit a course with the consent of the instructor and the Registrar's Office.

(d) Students in the graduate law programs who wish to take a graduate course for credit in other departments of the university must obtain permission of the other department, the Vice-Dean, and the Associate Dean for Student Services.

(e) A student may not register for any course in which he or she has already examined, regardless of the grade received in that course. However, a student in good standing may audit and re-examine in a course in which the student received a grade of 73 or below. A student re-examining under this rule may receive a grade no higher than a 74 for the course. Both the original grade and the re-examination grade shall be counted in the academic average. The re-examining student shall re-examine and audit the class taught by the same teacher from whom the failing grade was earned, unless that teacher is no longer teaching the course or the number of re-examining students is excessive. The student shall be expected to attend class, shall be subject to all classroom rules regarding classroom attendance and preparation, but shall not participate in classroom discussion unless the teacher, at his or her discretion, permits the student to participate. Credit taken under this rule shall be counted toward residency and shall be part of the student's regular load. The course must be re-examined in during the academic year immediately following the academic year in which the failing grade was earned. This rule shall not apply to courses in the nature of legal bibliography and legal writing; such courses must be retaken if they are not completed satisfactorily.

(f) All seniors (students who have received 75 or more semester hours of credit) may enroll in any upper-level course, as long as the rule of the preceding subsection is not violated and subject to the individual teacher's permission.

(g) First year students (except for those enrolled in a joint degree program) may not register for credit in graduate courses in other departments of the university.

#### **2) Limitations Upon Credit for Courses.**

(a) A registered student may not receive credit for summer school work taken at another school unless the Associate Dean for Student Affairs first approves both the school and the courses to be taken. If a waiver of rules

is involved, however, the faculty must be consulted.

(b) No credit shall be given for courses taken at other law schools which are offered at night except that the limitation does not apply to summer school courses taken at night at schools approved by the Association of American Law Schools.

(c) A student may enroll in only one clinical practicum course per semester.

(d) An undergraduate law student may not receive credit for a course taught by a part-time law teacher, unless the faculty has approved in advance credit for such a course.

(e) To earn credit for a course taken at another law school, a student must achieve a grade of "C" or better. The amount of credit for courses taken at other law schools will be determined by the Associate Dean for Student Affairs and will depend upon the student's performance and the relation of his or her courses to the program of this law school.

(f) Courses in this law school are graded on a numerical scale, with a minimum of 70 and a maximum of 100. To earn credit for a course at this law school an undergraduate law student must receive a grade of 74 or higher, a student in the LL.M. Intellectual Property or Tax Program must receive a grade of 79 or higher, and a student in the LL.M. in U.S. Law Program must receive at least a "pass." A failure in a pass-fail course in this law school carries a 70 grade for the number of hours in the course.

(g) Teachers of first year courses shall fix the mean grade for examinations graded by them at 87. Teachers of all other courses in which a numerical grade is given shall fix their mean grade at the mean GPA of all students enrolled in the class. The mean GPA for students enrolled in the course will be determined after the examination has been administered and will include only students who examine in the course.

(h) Grades for the Capital Punishment Clinic, Civil Justice Clinic, Civil Rights and Community Justice Clinic, Interdisciplinary Environmental Clinic, and Pretrial Practice and Trial Practice courses, and any other course so specified in the Course Directory shall be "High Pass" for which a 94 will be recorded, "Pass" for which no grade will be recorded, "Low Pass" for which a 78 will be recorded, and "Fail" for which a 70 will be recorded; except (1) any student who earns a "High Pass" but whose overall average at the end of his or her third year exceeds 94 shall receive a "High Pass" on his or her permanent record and no numerical grade shall be calculated into his or her cumulative average, and (2) any student who earns a "Pass" but whose average at the end of his or her first year is below 78.5 shall receive a 79 on his or her permanent record. Any student who fails either of the required components of the Legal Research and Writing course will be given an incomplete in the course and will be required to repeat in its entirety the following year that segment of the course which he or she failed. The number of "High Pass" grades awarded to J.D. candidates in a modified pass-fail course may be as low as zero, and shall not exceed one-third of the number of J.D. candidates who receive grades in that course. In practice, it should be rare for a faculty member to award one-third of the J.D. candidates a grade of "High Pass." Accordingly, the faculty intends this one-third rule to be outer limit rather than a new norm to be followed for any course that uses modified pass-fail grading.

(i) An upperclass student may apply to receive up to six credits towards a law degree for a single course offered by another school or department of Washington University as follows:

(1) The application must be submitted to the Vice-Dean, who will act on it in concurrence with the Associate Dean for Student Services. The application must include a copy of the course syllabus with the reading list and course requirements. The application must demonstrate that the course (a) is not duplicative of a law course; (b) is listed as a graduate level course; (c) is so logically related to a particular educational program or career plan for the student that it deserves to be counted towards a student's requirements for a J.D. degree.

(2) Law students may not receive academic credit for any course offered outside the law school that (a) meets on weekends and (b) meets for fewer than six weeks in a semester.

(j) No student may count toward his/her J.D. degree more than 19 credits in classes that do not meet the ABA definition of 'instruction time through attendance in regularly scheduled class sessions.' Classes that fall under this ABA definition are: Supervised Research; Supervised Practicum; Competition credits such as Moot Court/Trial Advocacy Competition (participants or board members); non-law courses; law review; and Judicial Clerkship Clinic. This rule is required per ABA Standard 304(b).

### **3) Limitation on Enrollment in Summer Session.**

No student, whether or not enrolled in a joint degree program, who has been excluded from law school for poor scholarship, shall be permitted to enroll in any law school summer course. The preceding sentence shall not apply to summer school courses taken in the term that commences just after the end of a student's second semester of law school. An upper-class student may enroll in summer school only if his or her cumulative grade average through the fall semester proceeding the summer term is 79 or higher.

#### **(D) COURSES: ATTENDANCE, WITHDRAWAL, AND FACULTY REQUIREMENTS**

1) **Attendance and Preparation.** Regular attendance is expected of each student. An instructor may exclude from any class a student who is unprepared, and may exclude from the final examination in any course any student whom, for reasons of lack of preparation or lack of attendance, he or she deems unqualified to receive credit in the course.

(a) A student so excluded is required to withdraw from the course and cannot receive credit for it except by retaking the course.

(b) A student's transcript shall reflect the difference between grades for required withdrawal (RW) and permitted withdrawal (PW).

2) **Faculty Member's Requirements.** The faculty member conducting a course shall have discretion to consider attendance, class work, and written work, as well as the final examination, in determining grades.

3) **Announcement of Requirements.** With respect to each course that he or she teaches, each professor shall publish written statements of attendance and preparation policies by posting such statements on the Web, and/or distributing them in the classroom. The faculty member may reserve the right to change rules regarding attendance and preparation so long as such changes apply prospectively, and are published in accordance with this rule.

4) **Classroom Use.** No eating or drinking is permitted in the classrooms.

5) **Fee for Duplicated Classroom Materials.** "Repealed"

6) **Timely Class Dismissal.** Faculty members shall dismiss classes promptly, so that students will not be late for immediately succeeding classes.

7) **Make-up Classes.** Faculty members shall make every effort to avoid scheduling make-up classes during the last two weeks of a semester.

8) **Withdrawal from Courses - First Year Students.** All students applying for admission to the first year program shall do so with the intention of registering for all courses offered each semester of the first year (see Rule (B) 3) for limited exceptions). A student who has not completed his or her residence requirement for the first year of study shall not be permitted to withdraw from any courses in the School of Law except for reasons of ill health or severe personal hardship. A first year student must obtain the permission of the Associate Dean for Student Services before withdrawing from a course. Upon determining that the reason for dropping a course is sufficient, the Associate Dean for Student Services shall determine which course (or courses) shall be dropped by the first-year student.

9) **Withdrawal from Courses - Upperclass Students.** Upperclass students may withdraw from courses during the first eight full weeks of a semester, except:

(a) when a student has completed course requirements constituting, according to the previously announced policy of the instructor, a substantial portion of the work as determined by the instructor;

(b) from an oversubscribed course after the time has passed during which the instructor will permit another student to enroll; or

(c) when an instructor in a limited enrollment course gives notice before the end of the first week that withdrawal from a particular course will be prohibited because the withdrawal of one student would adversely affect other students in the course or people outside the law school community. Special circumstances that might cause withdrawal to have an adverse effect include, but are not limited to, student presentations in class, projects involving student collaboration, and clinical courses entailing commitments to judges, law office personnel, congressional members or staff, or clients.

(d) withdrawal after the eighth week or from any of the courses covered by sub-paragraphs (a), (b), or (c) above may occur only with the special permission of the instructor. Notwithstanding the preceding sentence, in the event of ill health or severe personal hardship, the Associate Dean for Student Services or his or her designate may permit withdrawal from any course.

#### **(E) LAW SCHOOL EXAMINATIONS**

1) **Requirement of Examination.** No credit for a course in which an examination is required shall be given to a student unless he or she takes and passes an examination under appropriate conditions.

2) **Time of Taking Examination.** A student who has not withdrawn from a course is expected to take the examination for that course at the regularly scheduled time. Failure to take the examination will result in a grade of 70.

3) **Exceptions to the Requirement of Taking Exam at Regularly Scheduled Time.** A student may be excused from taking an examination at the regularly scheduled time, with permission of the office of the Associate Dean for Student Services, in the case of a student's serious ill health or serious illness or death in the immediate family, in the case when a student seeks an exception from an examination scheduled for a Saturday for religious or military reasons and in other cases of severe hardship. However, exceptions shall not be granted in the case of a student's illness without supporting

documentation, and such documentation shall also be required to the extent feasible when other reasons are involved.

4) **Make-up Examinations.** No make-up examination shall be given on a date earlier than the scheduled examination. Late examinations in a given course shall be given, to the extent feasible, at the same time.

5) **Late Return of Examinations.** Any student who returns an examination after the time it is due shall have his or her examination grade reduced by one point per minute or fraction thereof, with a maximum reduction of five points; provided, however, that this grade reduction shall not deny a student credit for a course.

6) **Anonymity of Examination Answers.** Examination answers will not contain the names of the students who prepared the answers; examination books will be identified solely by numbers assigned to the students by the Registrar's Office. The Registrar's Office shall use whatever means it believes necessary to insure that no professor will know which numbers are assigned to which student until after the examination has been graded and grades on the examination assigned to the students. Thus, the Registrar's Office may not disclose to any faculty member the correspondence between a student's name and exam number in any course until the grade has been recorded. A professor may assign to a student a final grade that differs from the grade on the examination; such differences may reflect class participation, attendance, or any other factors that the professor believes relevant. However, if a student's grade on an examination differs from his or her final grade, a permanent record of both grades will be maintained. Many classes now base the final grade on assignments, tests or quizzes other than or in addition to the final examination. The policy of anonymous grading at the law school is important and should apply with equal force to all graded material in a class unless the nature of the assignment makes it impossible. An example of an assignment in which anonymous grading would be impossible is a paper in which the final grade is not given until after the faculty member has had an individual consultation with the student. In any event, if a faculty member's upper-level course will include graded assignments in which anonymous grading will be impossible, that fact should be noted in the course description along with a brief explanation of why anonymous grading is impossible. Descriptions of seminars, clinics and simulation course do not need to include such a notation or explanation since the nature of those courses creates a presumption of non-anonymous grading.

(a) Re-examination papers shall not be segregated from other examination papers in the grading of examinations.

(b) At a student's request, a faculty member, in his or her discretion, may regrade the student's examination paper after the final grade has been recorded. If such a regrading results in a changed grade the student's permanent record shall so indicate.

7) **Lost Examination Book.** No lost examination book will be considered missing unless each examination book submitted indicates a total number of examination books which the student has written for the examination, and that each examination book further be numbered in the order of its completion. Thus if a student has written three examination books for an examination, the first one should appear as "1 of 3," the second "2 of 3" and the third "3 of 3."

8) **Posting of Grades.** The Registrar's Office will make available to each student a report of his or her grades for each semester after all grades for that semester have been reported to the Registrar's Office. The grade distribution for each course shall also be made available.

9) **Deadline for Reporting Grades.**

(a) Except for graduates' grades, which are due as announced by the Registrar's Office, grades for the spring semester are due 5 weeks after the last day of the exam period, grades for the summer session are due 4 weeks after the last day of the exam period, and grades for the fall semester are due as follows:

i. For faculty members who teach one fall course and faculty members who teach more than one fall course but have fewer than 140 exams and papers to grade, grades are due 4 weeks from the date of the exam for courses with scheduled exams, and 4 weeks from the last day of the exam period for all other courses.

ii. For faculty members who teach more than one fall course and have a total of 140 or more essay exams and papers to grade, grades for one of the courses (a 1L course, if any, otherwise, and upper-level scheduled exam course, if any) are due 4 weeks from the date of the exam (if the course has a scheduled exam) or 4 weeks from the last day of the exam period (if the course did not have a scheduled exam); and grades for the other course(s) are due 5 weeks from the date of the exam (if the course had a scheduled exam) or 5 weeks from the last day of the exam period (if the course did not have a scheduled exam).

10) **Preservation of Examination Questions.** At least two copies of all non-objective examination questions shall be preserved for not more than five years in the Registrar's office.

Professors shall place on reserve in the Library at least two different exams for the same course when the teacher has taught the same course for 3 or more years. The individual teacher determines which two exams are to be on reserve.

11) **Preservation of Examination Answers.** Faculty members shall retain students' examination booklets for a period of at least one year after the examination is given.

12) **Exam Disclosure in Course Descriptions.** Faculty members should, to the extent possible, indicate in their course

descriptions how they plan to evaluate student performance. Such information should include the form of evaluation (exam vs. other evaluation devices) and, where there is an exam, whether it will be an in-classroom or take-home exam.

#### **(F) POOR SCHOLARSHIP RULES AND COMPUTATION OF SCHOLASTIC AVERAGES**

**1) Exclusion for Poor Scholarship.** General Rule: A student who fails to achieve 1) a cumulative grade point average of at least 79 at the end of each academic year, or 2) a yearly grade point average of 79 for all courses taken during the second academic year, will be excluded from school for poor scholarship subject to the exceptions in sub-paragraphs (a) and (b) below. The academic year begins with the summer school term and ends with the spring semester; therefore, summer school grades are never considered in a determination of whether a first year student will be promoted to second year status.

(a) Probation: Any student 1) whose cumulative grade point average at the end of each academic year, or 2) whose yearly grade point average at the end of the second academic year is between 78.50 and 78.99, inclusively, may continue his or her studies for one additional year on scholastic probation. If at the end of that probationary year his or her 1) cumulative grade point average, or 2) the combined average of the second and third year for the student who had a deficient yearly grade point average at the end of the second academic year is less than 79, he or she will be excluded for poor scholarship; if, on the other hand, these grade point averages are 79 or higher, he or she is removed from scholastic probation.

(b) Beginning Students: This rule shall not apply to a student until he or she has examined in at least 15 hours and has been enrolled in the School of Law for at least two semesters. Courses taken in the School of Law as part of a joint degree program shall not be counted until the student has been enrolled in the School of Law for at least two semesters.

**2) Readmission by Re-examination.** Any first year student who has been excluded for poor scholarship shall be allowed to re-examine in as many or as few of the courses the student received grades of 78 or below in, at the student's option. Only the re-examination grades shall be calculated into the overall average. Students who by re-examination bring their overall average up to 79 or better will be eligible to continue their studies in the academic year after the year in which they re-examine.

The re-examining student must retake his or her examination(s) during the academic year immediately following the academic year in which he or she failed to achieve an average grade of 78.50 or higher. The re-examining student must take the examination from the same teacher the student had in his or her first year; however, if that teacher is no longer teaching the course or if the number of re-examining students is inordinately large, the Associate Dean of Student Services shall designate which examination is to be taken. The examination given to re-examining students shall be the same examination as that given to students regularly enrolled in the course. The re-examining student must retake the examination at the same time that the regularly enrolled student takes it.

The re-examining student may elect to attend the course(s) in which the student is re-examining. Re-examining students who wish to attend courses in which they are re-examining must notify the Associate Dean for Student Services of their intention before the start of classes. The re-examining student who elects to attend classes shall be subject to the classroom rules regarding attendance and preparation as are all other students; however, the attending student shall not participate in classroom discussion unless the teacher, at his or her discretion, permits the student to participate. All re-examining students electing to attend classes shall be permitted to do so unless the Associate Dean for Student Services determines that the seating capacity of the classroom to which the class is assigned is inadequate to accommodate both regularly enrolled students and those re-examining students who wish to attend. In such a case the Associate Dean of Student Services shall either reassign re-examining students by lot to other sections of the same course in which space is available or exclude auditors by lot.

A re-examining student may elect not to attend the course(s) in which he or she is re-examining. Students wishing re-examine must notify the Registrar's Office as early as possible, but no later than one week before the start of classes.

#### **3) Computation of Scholastic Averages.**

(a) The academic average of a student for work done in the School of Law is computed as a weighted average by multiplying the grade for each course attempted by the number of hours of credit given for the course and dividing the total by the number of hours attempted. Averages are computed at the close of each academic semester. This rule also applies to students registered for less than a full schedule.

(b) Grades received in courses taken at other law schools are not computed in a student's average.

#### **(G) REQUIREMENTS FOR THE J.D. DEGREE**

**1) Course Requirements.** The candidate for the J.D. degree must complete the following required courses:

(a) All first year courses prescribed for the year in which the candidate originally enrolled, and

(b) All other courses the faculty shall require for graduation from time to time; e.g., a four hour first year Legal

Practice course, a one hour first year Legal Research Methodologies course, various other first year courses, a seminar that satisfies the upperclass seminar writing requirement (see Rule (G) 3) below), and a course from the Ethics Curriculum.

**2) Academic and Residence Credit and Cumulative Average.** (amended 11/18/04) Candidates for the J.D. Degree must:

(a) receive credit in at least the requisite number of hours of course work which is 86 hour, and  
(b) have a cumulative grade point average of at least 79 based upon all courses taken and a yearly grade point average of at least 79 based upon all courses taken in the second academic year, whether or not credit is earned, and

(c) complete six semesters of residence. In order to obtain one semester's worth of residence credit, a candidate must complete a minimum of twelve hours of work and must obtain a passing grade in minimum of ten hours of work. A candidate who either completes or obtains a passing grade for fewer than the required minimum hours will be given proportionate residence credit, but a student who successfully completes more than the minimum coursework required for full residence credit during one semester earns only one semester of residence credit. Students may earn one-fourteenth of a semester's residency per credit hour of coursework successfully completed in summer school at Washington University School of Law, but a maximum of five-fourteenths of a semester's residency can be earned in a single summer school session. No credit toward residence is given in courses in which a student receives a grade of 73 or less. No residence credit is awarded for courses (including summer school courses approved under Rule C(2)(A)) taken at another law school. The residency requirement for the J.D. degree (six semesters) is reduced in three situations:

i. Upon finding that severe hardship would otherwise result, the Dean or his or her designate may permit a student to satisfy up to two semesters of the requirement at another law school belonging to the Association of American Law Schools. For the purposes of this rule, "severe hardship" means: (1) a health emergency of the student, someone in the student's immediate family, or someone else of similar importance in the student's life; (2) a need to engage in daily care of someone important in the student's life; (3) extraordinary educational opportunities that cannot be achieved on campus; or (4) other compelling circumstances complicated by location or distance that could not have been anticipated at enrollment. The following will not, without more, be considered a "severe hardship" under this rule: (1) living apart from a spouse, partner, significant other, or other important person in the student's life; or (2) a desire to visit away because of the possibility of greater employment prospects. To receive residence credit for a particular semester, the student must pay the Washington University School of Law the excess of the tuition charged by the Washington University School of Law for that semester over the tuition charged by the law school the student is attending. Where the student's petition is premised on extraordinary educational opportunities that cannot be achieved on campus, the student's petition shall conform to the guidelines set by the Dean or his or her designate; such petitions will be granted only rarely

ii. Students enrolled in a joint degree program must complete either: (a) five semesters of residence at the School of Law, computed by taking into account law school coursework but without granting proportionate residence credit for any semester other than summer school at Washington University School of Law; or (b) eight semesters of residence at Washington University, computed by taking into account both law school coursework and coursework credited toward the non-law degree (however, only seven semesters of total residence is required if the candidate is admitted to the East Asian Studies program with advanced language proficiency, or is admitted to the MSW program with advanced standing).

iii. Transfer students admitted to advanced standing pursuant Rule B(2) must in any event complete a minimum of four semesters of residence to earn a Washington University J.D. degree.

**3) The Upperclass Seminar Writing Requirement.** All students, except those exempted prior to rules changes enacted in April, 1999, are required to receive credit in one seminar that satisfies the upperclass writing requirement.

(a) *Minimum Standards for Courses Satisfying the Seminar Writing Requirement.* To satisfy the upperclass writing requirement, the following must be met:

a central goal of the seminar must be to improve the students' skills as effective writers (see Rule (G) 3)(d) below for examples);

a substantial element of the seminar must be a writing assignment or series of writing assignments, guidelines for which are set forth in Rule (G) 3)(c) below; and

students in the seminar must receive "significant feedback from the instructor" as described in Rule (G) 3)(b) below.

(b) *Significant Feedback From the Instructor.* "Significant feedback from the instructor" means written comments and a requirement of subsequent written work that incorporates those comments. The written comments may provide a detailed critique of students' writing or may provide the basis for additional verbal comments in individual conferences with the students. The subsequent writing assignment may be either a rewrite of the same assignment (the revision of a draft) or a different assignment that builds on the previous assignment. In either case, the student must have a meaningful opportunity to digest the feedback and apply this learning in subsequent work.

(c) *Page Guidelines.* For a course that acknowledges the development of writing skills as a core value, there must be enough writing for that pedagogical objective to be met. Each individual faculty member will establish his or her own criteria for paper length to meet this minimum pedagogical objective. This part provides guidelines for expected minimum page length reflecting recent practice and the different methodological approaches that have been used in our upperclass writing courses. Teachers may describe expectations as a range instead of a minimum. Given that effective legal writing requires concise explication and precise use of language, teachers may emphasize or set a maximum page limit. This part is intended to provide a starting point within which these expectations can be set and effectively communicated to students. The page length guidelines, which are based on the assumption that all seminars will have the same maximum enrollment (16 students) and that the number will not vary depending upon the methodology employed, are as follows:

(1) In seminars that include a substantial classroom component, the guideline is for each student to complete 20 pages of text over the course of the semester. A "substantial classroom component" means significant assigned readings and regular class meetings. It does not include class meetings for the purpose of students presenting their papers.

(2) In seminars that do not include a substantial classroom component and instead are run as individualized writing projects, the guideline is 35 pages of written text over the course of the semester.

(3) In seminars that fall somewhere in between the categories described in subsections (1) and (2) above, such as seminars that meet for the purpose of student presentations, the guideline is 25 pages of written text over the course of the semester.

(4) For purposes of these guidelines, a student's re-writing of a draft does not count toward the prescribed minimum number of pages, except to the extent that the revision contains substantial original material.

(5) These page length specifications are provided as guidelines for instructors, and to inform students of the faculty's collective judgment. Consequently, these guidelines are not intended to induce students to artificially inflate the length of their written work; "padding" writing assignments with extraneous or redundant material or excess verbiage detracts from the work's effectiveness and can be taken into account as a negative factor in grading.

(d) *Course Description.* Course descriptions for seminars satisfying the writing requirement should include the following:

(1) *Mechanics.* The description should include a detailed account of how the seminar will operate. This information should include the number of writing assignments, the length of the assignments, whether students will be required to rewrite any assignments after receiving significant feedback from the instructor, and whether there will be any individual instructor-student conferences.

(2) *Pedagogical Objectives of Writing Assignments.* To the extent feasible, the description should include an explanation of the instructor's pedagogical objectives for the seminar's writing assignments. In each such seminar, an objective of the writing assignment(s) will be to teach writing skills – logical organization, composing a thesis, and sound writing style, for example. The description should include any additional objectives the instructor seeks to accomplish, such as providing a thorough background in a specific area of substantive law, teaching each student in great detail about a discrete topic, giving students a perspective on law external to the legal system, or teaching students the ability to synthesize and digest broad areas of the law.

(e) *Assignment to, Registration for, and Withdrawal from Seminars.*

(1) *Assignment of Students to Seminars.* In the assignment of students to seminars, students are selected at random and assigned to their first choice as long as that section is unfilled; if filled, then the student is assigned to a second choice, etc., with priority given according to seniority and whether a student has already completed a seminar.

(2) A student who registers for a seminar in the fall semester and later drops that seminar of his or her own accord is not permitted to register for another seminar second semester. This rule shall be applied even if it prevents the student in question from completing the requirements for graduation in a timely

fashion.

(3) Compelled Withdrawal from a Seminar. A faculty member may require a student to withdraw from a seminar if the work is inadequate. This rule shall be applied even if it prevents the student in question from completing the requirements for graduation in a timely fashion.

**4) Special Rules Governing Academic Credit for *Law Review*, *Journal of Law & Policy*, *Global Studies Law Review*, *Moot Court*, and *Trial Advocacy Competition*.** Credit shall be awarded to upperclass students for approved work in connection with law school publications or lawyering skills competitions in the following way:

(a) Students who successfully complete their first year of work on *Law Review*, *Journal of Law & Policy*, or *Global Studies Law Review* earn two units of credit to be awarded at the end of that year; and an additional credit for each semester of successful participation thereafter; provided, however, that the total number of such credits shall not exceed four.

(b) Students who participate in the Environmental Moot Court Program or the Wiley Rutledge Moot Court Program shall receive one unit of credit for each semester in which they write a brief and present at least one oral argument, both of which are found to be satisfactory by the Moot Court faculty advisor; students who win the intramural competition and compete in a regional or national competition can receive one additional credit; and senior students may earn a maximum of one credit fulfilling administrative responsibilities while a member of a Competition Board; provided, however, that the total number of such credits, taken together with any credits for Supervised Moot Court (see Rule (G) 7) below), shall not exceed four. No writing credit is awarded for Moot Court.

(c) Students who become members of a team selected, after tryouts, for regional or national competitions (e.g., Trial Advocacy Competition, International Moot Court, or Intellectual Property Moot Court) and who complete the competition and the practice sessions shall receive one or two credits, as determined by the Faculty in approving the competition. No more than six students (or 12, in the case of the Trial Advocacy Competition) may receive such credit for each competition. No writing credit is awarded for these competitions.

(d) Students may not receive credit toward their degree for more than one competition activity described in Rule (G) 4(b) and (c) above (including receiving credit for serving on the board overseeing a competition activity) or Supervised Moot Court (see Rule (G) 7) below) during any one semester.

**5) Supervised Research.** Students may enroll in Supervised Research under the direct supervision of a member of the faculty with the consent of the faculty member. The exact nature of the project shall be determined by the individual faculty member. A student may earn from one to three credits for Supervised Research depending upon the scope of the project, the precise number of credits to be determined by the supervising faculty member after completion of the project. The commitments expected from both the student and the faculty member in a three-credit Supervised Research project should be substantially equal in quality, scope, and time to the requirements of a course satisfying the upperclass seminar writing requirement (see Rule (G) 3) above); for a one- or two-credit project the expectations may be discounted commensurately. A student may draw upon work done in a practice setting as the basis for a Supervised Research project, but only the writing component of that work may count towards Supervised Research credit, as evaluated according to the above criteria. If credit for other components of that working experience is desired, the requirements for Supervised Practicum apply. In order to earn the credit(s) for Supervised Research, the project must be completed and a grade recorded by the end of the semester for which the student registers for the course. Failure to complete the course by the end of the semester will result in withdrawal. A student must register for and begin work on a supervised research project no later than the end of the second week of classes of the semester in which the credit is to attach. No student may receive more than three credits in a single semester for Supervised Research. No student may receive academic credit for more than two Supervised Research experiences. Supervised Research is not available for credit during the summer term. Supervised Research is graded on a pass/fail basis.

Students may receive credit only once for research and a paper on a single topic. Students cannot receive supervised research credit for work that substantially duplicates work previously performed for credit in a seminar paper, a note or comment for one of the publications, a memo prepared for the Judicial Clerkship Program, another supervised research project, or any other written research project for which credit was earned. A student who has been withdrawn from Supervised Research for failure to complete a project on time may not use that same project to receive credit for another Supervised Research course, either with the same or another teacher. Early in each semester, each faculty member engaged in Supervised Research with one or more students shall submit to the Registrar the name(s) of the student(s) and the name(s) or description(s) of the topics to be explored. The Registrar will compile the information and then distribute a list of all names and topics to all faculty members. The Registrar shall maintain this list for at least three years.

No faculty member will supervise more than a total of six students in an academic year through Supervised Research, Supervised Practicum (see Rule (G) 6) below), Supervised Moot Court (see Rule (G) 7) below), or any combination of the three. If a faculty member offers a collective comparative research project through the study abroad program, the number of students that count against the supervising faculty member's annual limit of six

Supervised Research students is calculated as follows: The total number of credits being awarded to all the students participating in the comparative research project under that faculty member divided by three and rounded to the nearest whole number. Thus, for example, if a faculty member supervises such a project with seven students who each receive one Supervised Research credit, that would count as two students against the faculty member's annual limit of six students ( $7 \text{ divided by } 3 = 2 \frac{1}{3}$ , which rounds to 2 students). No writing credit is awarded for Supervised Research.

**6) Supervised Practicum.** One to three units of academic credit may be earned in Supervised Practicum by working on a clinical project under the direct supervision of a member of the faculty. The exact nature of the Supervised Practicum experience shall be determined by the individual faculty member. The precise number of credits earned for the Practicum, which depends upon the scope of the project, shall be determined by the supervising faculty member after completion of the clinical project. Supervised Practicum is graded on a pass/fail basis.

The supervised practicum must include regular contact between the student and a full-time faculty member. Bi-weekly meetings would be the norm. The participating full-time faculty member must have expertise in the field, and the student must submit a work product that the faculty member can review. Examples include several short written documents, a longer paper, and the like, with the precise format to be determined by the faculty member. In submitting to the Vice-Dean the request for approval of a supervised practicum, the student must explain how the particular placement fits into his or her education program and why a comparable opportunity is not available in the established curriculum. The student seeking approval of such placement must submit his or her complete proposal, which must identify the participating full-time faculty member as well as the direct supervisor at the placement site, no later than the first day of classes of the semester during which the student seeks credit. Approval of both the Vice-Dean and the Associate Dean of Clinical Affairs must follow, and the decisions of these two administrators will be circulated to the entire faculty. If at least three (3) faculty members object to a circulated decision within seven days, then the faculty as a whole shall pass on the student's proposal. If fewer than three (3) faculty members object within seven days, then the decision of the two administrators will be final. The attorney acting as direct supervisor at the placement site must make a commitment to meet regularly with the student and to provide feedback on the student's work to both the student and the faculty member. The faculty member must determine the appropriate form and scope of such reports.

The Supervised Practicum is a clinical practicum course for purposes of Rule (C) 2)(c) above. A student may enroll in only one supervised practicum during his/her law school career. Faculty members may supervise no more than a total of six students in an academic year through Supervised Research, Supervised Practicum, Supervised Moot Court, or any combination of the three. No writing credit is awarded for Supervised Practicum.

**7) Supervised Moot Court.** A student may receive one credit for participation in an external moot court competition through Supervised Moot Court. In order to receive credit, a student would need to secure a full-time faculty member as an adviser, prepare an appellate brief of passing quality (minimum 10 pages per student), present a minimum of two oral arguments of passing quality, and attend two mandatory seminar sessions on appellate brief writing and appellate argument.

Supervised Moot Court is graded on a pass/fail basis. The full-time faculty member who reviews the brief and critiques the preparation for oral argument is limited to supervising no more than six students per year in Supervised Research, Supervised Practicum, or Supervised Moot Court, or any combination of the three. No writing credit is awarded for Supervised Moot Court.

## **(H) REQUIREMENTS FOR THE GRADUATE DEGREES**

**1) Requirements for the J.S.D. Degree.** Eligibility to receive the LL.M. degree in the Research Graduate Degree Program will be earned by satisfactory completion of 24 credit hours of study in residence, which shall include a thesis of publishable quality. The thesis must be completed and accepted within the period of residence. A student may take a maximum of 12 credit hours of organized courses, which may include courses in other departments of the university when approved in advance by his or her Thesis Committee. Part-time work will not be permitted in this program. The residence requirement is one academic year, consisting of two consecutive semesters. Eligibility to receive the J.S.D. degree will be earned by receipt of the LL.M. degree in this program plus a thesis constituting a major, original contribution to jurisprudential science. The J.S.D. thesis must be completed and accepted within five years of receipt of the LL.M. degree.

### **2) Requirements for the Professional LL.M. Degrees.**

(a) A student will be required to complete satisfactorily 24 credit hours of study in residence to earn the LL.M. in Taxation or Intellectual Property and Technology Law. Of the total 24 credit hours, the student shall take not less than 15 hours of organized courses, which may include courses in other departments of the University. All course selections, whether within or without the School of Law, must be approved in advance by the program director.

(b) The professional LL.M. degree may be pursued by students on a part-time basis, but all requirements must be completed within four years.

(c) The writing of a thesis is optional in the professional LL.M. programs. If, however, more than three hours of credit

is to be given for a thesis, the thesis shall be approved by a thesis committee, consisting of three faculty members appointed by the Chairman of the Graduate Committee.

### **3) Requirements for the LL.M. in U.S. Law**

(a) This degree will be awarded to those students who successfully complete two semesters of study at the School of Law, earning 20 hours of academic credit.

(b) Grades of "High Pass," "Pass," or "No Credit" are awarded. Degree candidates receive credit only for courses in which they receive passing marks.

(c) All students are expected to complete the program during one academic year, unless the School of Law grants special permission for an extension.

(d) All students in this program must complete a two-semester legal writing course for LL.M. in U.S. Law students. Students are also encouraged to take one basic course offered to all first-year students at the School of Law.

### **(I) REQUIREMENTS FOR THE MASTER'S DEGREE IN JURIDICAL STUDIES**

The School of Law shall award the M.J.S. (Master of Juridical Studies) Degree to those candidates who successfully complete thirty hours of work. Twenty-four of those hours shall be in regular course work, and six of them shall be awarded for the preparation of a thesis of publishable quality, based upon independent research. Of the twenty-four hours of course work, at least six shall be required in first year courses.

### **(J) DISCLOSURE OF STUDENT RECORDS**

The records of the Registrar include records showing the name and address of the student, dates of enrollment here, courses taken in each semester, all grades received (including grades in a first year which is repeated or courses for which a re-examination has occurred), and degrees granted by Washington University. Such records also show whether and when the student has been on academic probation, disciplinary probation, and whether or for what period he or she was suspended or expelled from the University. When appropriate there may also be notations indicating that the student, at some particular time, owed the University for tuition or fees.

All records or documents that contain information directly related to a particular student and are maintained by or for the School of Law or Washington University are "education records" within the meaning of the Family Educational Rights and Privacy Act (FERPA). The law school will not disclose student education records except in accordance with FERPA (see <http://aisweb.wustl.edu/studentrecords/home.nsf/pages/ferpa>).

### **(K) FACULTY/STUDENT RELATIONS**

1) Faculty members shall not discriminate against students on grounds of race, color, religion, national origin, sex, handicap or disability, age, or sexual orientation.

2) Faculty members shall not engage in sexual relationships with students whenever the faculty member has a professional responsibility for the student in such matters as teaching a course or in otherwise evaluating, supervising or advising a student as part of a school program. Even when the faculty member has no professional responsibility for a student, the faculty member should be sensitive to the perceptions of other students that a student who has a sexual relationship with a faculty member may receive preferential treatment from the faculty member or faculty member's colleagues. All Deans and other members of the Administration should be sensitive to analogous concerns.

3) Washington University School of Law is committed to a policy of equal opportunity for all students and graduates. The Career Services facilities of this school shall not be available to those employers who discriminate on grounds of race, color, religion, national origin, sex, handicap or disability, age, or sexual orientation. Before using any of the Career Services interviewing facilities of this school, an employer shall be required to submit a signed statement certifying that its practices conform to this policy.

For purposes of this rule, the posting of employment notices on any bulletin boards designated for official School of Law business, or the posting or distribution of such notices by the School of Law administration elsewhere in the School of Law building, shall be considered making career services facilities available.

### **(L) STUDENT PETITIONS**

1) All petitions by students will be submitted in writing to the office of the Associate Dean for Student Services or as otherwise directed.

2) The student will be notified of the final decision in writing by the Associate Dean for Student Services.